

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, August 24, 2020 ~ 7:00 p.m.
Northfield High School, Media Center
Zoom Meeting Link:

<https://zoom.us/j/97288879054?pwd=TGh6OUZ5dGhTa2ZaRFJRUXRTNE91dz09>

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. High School Continuous Improvement Plan Presentation
 - B. Area Learning Center Continuous Improvement Plan Presentation
 - C. Policy Committee Recommendations
 - D. 2020-2021 e-Learning Plan
 - E. Superintendent's Goals
 - F. Financial Update
 - G. COVID-19 Operations Update
- VI. Consent Agenda
 - A. Approval of Minutes
 - B. Personnel Items
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Approval of Handbooks for 2020-2021 and Policies
- VIII. Items for Information
 - A. Construction Update
- IX. Future Meetings
 - A. Monday, September 14, 2020, 7:00 p.m., Regular Board Meeting
 - B. Monday, September 28, 2020, 7:00 p.m., Regular Board Meeting
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, August 24, 2020 ~ 7:00 p.m.
Northfield High School Media Center
Zoom Live Webinar Link

<https://zoom.us/j/97288879054?pwd=TGh6OUZ5dGhTa2ZaRFJRUXRTNE91dz09>

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, August 24, 2020, Regular School Board Meeting

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

Public comment for this school board meeting may be submitted by 5:00 p.m. on Monday, August 24, 2020 as follows:

info@northfieldschools.org, and will be read by the Board Chair if submitted in compliance with the district's public comment guidelines listed below. If necessary, submitted comments will be edited to delete the portion(s) of the submission that do not comply with the guidelines.

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

IV. Announcements and Recognitions

V. Items for Discussion and Reports

A. High School Continuous Improvement Plan Presentation

Northfield High School Principal Joel Leer will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2019-2020 school year as well as new goals set for the 2020-2021 school year.

B. Area Learning Center Continuous Improvement Plan Presentation

Area Learning Center Director Daryl Kehler will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2019-2020 school year as well as new goals set for the 2020-2021 school year.

C. Policy Committee Recommendations

Dr. Hillmann will present the committee's recommendations on Policies 522 and 411. This will be an item for individual action at the next Board meeting.

D. 2020-2021 e-Learning Plan for Weather-Related Cancellations

Dr. Hillmann will present an update on the District's e-Learning plan governing weather-related school cancellations for the 2020-2021 school year.

E. Superintendent's Goals

Superintendent Hillmann will share a draft of his proposed goals for 2020-2021. The goals will be included in the table file.

F. Financial Update

Director of Finance Val Mertesdorf will provide a financial update to the Board.

G. COVID-19 Operations Update No. 7

Superintendent Hillmann will provide an update about the preparations for the 2020-2021 school year. The update will include updates about learning model selection, all-the-time-online learning enrollment, transportation, start times, health screenings, face coverings, logistics, and anti-racism work.

VI. Consent Agenda

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

A. Minutes

- Minutes of the Regular School Board meeting held on August 10, 2020

B. Personnel Items

a) Appointments

1. Betsy Peterson, 1.0 FTE Kindergarten Teacher at Bridgewater, beginning 8/25/2020; MA40, Step 10

b) Increase/Decrease/Change in Assignment

1. Laura Berdahl, Community School Coordinator for 20 hours/week for 40 weeks/year, change to 20 hours/week for 43 weeks/year, effective 8/11/2020.
2. Russel Boyington, General Ed EA/Lunch Supervision for 2.25 hours/day at Greenvale Park for the 2019-2020 school year, will return for the 2020-2021 school year, effective 8/17/2020-6/10/2021.
3. Cindy Boyum, .80 Assistant Girls Swim Coach at the High School, change to .9 Assistant Girls Swim Coach at the High School, effective 8/17/2020.
4. Cristian Fuentes-Rivera, 9th Grade Girls Soccer Coach-hourly, change to Assistant Girls Soccer Coach at the High School, effective 8/17/2020; Level F, Step 1
5. Greg Gianopoulos, General Ed EA for 7 hours/day 5 days/week at the High School, change to General Ed EA for 7 hours/day 3 days/week at the High School, effective 9/14/2020-6/10/2021.
6. Katie Hanson, Special Ed Teacher at the High School, add Special Ed Teacher Mentor at the High School, effective 8/27/2020-6/10/2021; \$750 Stipend
7. Roanne Johnson, Special Ed Teacher at Bridgewater, add Special Ed Teacher Mentor at Bridgewater, effective 8/27/2020-6/10/2021; \$750 Stipend
8. Kiandra Judge, Special Ed EA PCA for 6.75 hours/day and General Ed EA for .50 hours/day at Greenvale Park, change to ongoing, effective 8/31/2020.
9. Jennifer Link, Special Ed Teacher at the Middle School, add Special Ed Teacher Mentor at the Middle School, effective 8/27/2020-6/10/2021; \$750 Stipend
10. Darren Lofquist, .20 Assistant Girls Swim Coach at the High School, change to .3 Assistant Girls Swim Coach at the High School, effective 8/17/2020.
11. Robert Matthies, Custodian for 15 hours/week at the High School, change to 25 hours/week at the High School, effective 8/14/2020.
12. Pete Maus, Teacher at the Middle School, add Assistant Activities Coordinator for the 2020-2021 school year, effective 8/11/2020-6/11/2021; \$5,000 stipend
13. Michael Merry, Technology Specialist with the District, change to Assistant Network Manager with the District, effective 9/1/2020.
14. Johan Ponciano, Special Ed EA PCA for 5.25 hours/day and General Ed for .50 hours/day at the High School, change to Special Ed EA PCA for 6.75 hours/day at the High School, effective 8/31/2020.
15. Emy Torres, Special Ed EA PCA for 6.75 hours/day and General Ed EA for .50 hours/day at Greenvale Park, change to ongoing, effective 8/31/2020.
16. Alicia Veltri, Special Ed Teacher at Greenvale Park, add Special Ed Teacher Mentor at Greenvale Park, effective 8/27/2020-6/10/2021; \$750 Stipend

c) Leave of Absence

1. Brittany Braucher, Child Nutrition Associate at the High School, Leave of Absence for the 2020-2021 school year, effective 8/12/2020.
2. Kristi Kortuem, Teacher at the High School, Leave of Absence for the 2020-2021 school year, effective 8/17/2020.

d) Retirements/Resignations/Terminations

1. Susan Caton, Child Nutrition Associate at Sibley, resignation effective 8/19/2020.
2. Sherri Goehring, Administrative Assistant at the ALC, retirement effective 9/1/2020.

3. Brigid McCabe, Special Ed EA with Community Services, resignation effective 8/18/2020.
- e) Administration recommends the approval of the following employment agreements covering the time period of July 1, 2020, through June 30, 2022
 1. Increase teacher substitute rate of pay beginning with the 2020-21 school year.
- f) Superintendent Contract Provisions for the 2020-2021 Contract Year

Enclosed is a memorandum from School Board Chair Pritchard. The memorandum includes a recommendation that Dr. Hillmann's compensation package remains in essence the same as 2020-21.. With a few minor adjustments as noted below, the overall 2020-21 contract year reflects a 0.5% increase. This recommendation is in no way a reflection of Dr. Hillmann's job performance, rather an acknowledgement of the financial challenges the district will be facing in the coming school year and beyond. The package includes:

 - A salary freeze for the 2020-21 school year.
 - \$500.00 increase to the district's 403B match to reach the allowed maximum.
 - Dr. Hillmann's contract in the previous two years included a \$3,000 allowance each year for his AASA National Superintendent Certification Program. Dr. Hillmann has successfully completed this program. In the 2020-21 contract year, \$3,000 will remain as a technology and professional development allowance. All technology devices purchased would be district owned.

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

VII. Superintendent's Report

A. Items for Individual Action

1. Approval of Handbook for 2020-2021 and Policies. The Board is requested to approve the Early Ventures, Kid Ventures, PLUS and Middle School Youth Center/BLAST Handbooks, as well as Policy 408 as presented at the August 10, 2020 Board meeting..

Superintendent's Recommendation: Motion to approve the 2020-2021 Early Ventures, Kid Ventures, PLUS and Middle School Youth Center/BLAST Handbooks and Policy 408 as presented.

VIII. Items for Information

- A. Construction Update #31. Superintendent Hillmann will update the Board on the District's construction projects.

IX. Future Meetings

- A. Monday, September 14, 2020, 7:00 p.m., Regular Board Meeting
- B. Monday, September 28, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

Purpose

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

Due to the disruption in education caused by COVID-19, the School Improvement Plan for Northfield Public Schools has been modified to reflect the distance learning experience.

School Improvement Planning Team

2019-20 Distance Learning Data Review and Key Reflections

Distance Learning Metric	Key Reflections
Equity of Access	Midway through the distance learning experience, a colleague said, "Every day of distance learning that passes, the gap widens." We have to be relentless in our pursuit of equity of access - making sure that opportunities and resources are not only offered and available, but supports are connected in a way that ensures success for all.
Student Engagement	Our 9-12 passing rate (the percentage of students who pass all their classes) was adversely impacted by DL--suggesting that engagement was a challenge for our academically vulnerable students. We must continue to consider the ways that our system places roadblocks in the educational journey of all our students.
Digital Tools & Their Use	Distance learning taught us clearly that we need to be more consistent in the way we use digital platforms like Schoology & Skyward so students and parents can rely on a higher level of predictability in regard to where assignments are posted, how they are organized, and what they mean.
Distance Learning Student Stories	Key Reflections
The photo of a math teacher sitting in a lawn chair, in a driveway, working one-on-one with a student to finish her school work.	Apologies for the cliché, but time and time again DL taught us that it truly takes a village, and all the villagers, to educate our children.

2020-21 School Improvement Plan Goals, Strategies, and Evaluation

The following goals are written with the intent to measure progress quarterly during the 2020-21 school year. All goals are written to equitably serve every student.

People	
SMART Goal(s)	Quarterly Progress
<p>Family Engagement Goal</p> <p>NHS staff will provide positive contacts to students and their families. This year, 100% of student families will receive two positive phone calls, emails, or notes from staff members by June 2021.</p>	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
<p>Employee Engagement Goal</p> <p>Rounding conversations will be conducted with 100% of our licensed and non-licensed staff by April 2021.</p> <p>Drop ins & followup emails/conversations will be conducted with 100% of our teaching staff each academic quarter.</p>	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
<p>Anti-Racism Goal #1</p> <p>Curriculum (Social Studies) will be updated and curricular resources (Language Arts) will be added to better ensure every child feels represented.</p>	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
<p>Anti-Racism Goal #2</p> <p>Staff and students will address 100% of racist behaviors/comments within one school day, and we will work together to stand up and support others.</p>	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Learner Outcomes	
SMART Goal(s)	Quarterly Progress
<p>College ready composite benchmark scores for high school seniors who qualify for FRP will increase from 35% (baseline based on a three year rolling average 2017-19) to 60% (2019 baseline for non-FRP students) in 2022 as measured by either the ACT composite benchmark score, Accuplacer Next-Generation Reading and Math, or ASVAB</p>	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
<p>95% of NHS students, and 87% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2020-21 school year.</p>	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Stewardship	
SMART Goal(s)	Quarterly Progress
<p>We will manage resources in response to instructional models to remain within allocated building and staffing budgets.</p>	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Partnerships	
SMART Goal(s)	Quarterly Progress

We will partner with community organizations to ensure 100% of our students and families will have access to their schoolwork in a hybrid or distance learning model.

- Q1:
- Q2:
- Q3:
- Q4:

Summary

Equity. Equity. Equity. If there has ever been a year for us to focus on making sure that every learner has the same opportunities and the same supports, it is this one. There will be challenges. We may find ourselves working through multiple learning models, and having to confront obstacles along the way. But we need to give each of our learners the chance to succeed, to see themselves reflected in the curriculum, to know they are cared for, and to know that they matter.

Northfield High School

2020-21 School Improvement Plan Report
August 24, 2020

The Plan...



The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

The site improvement plan allows our staff to turn the concept of growth into a quantifiable result.

2019-20 SIP Goals Review

- Northfield HS established goals in the areas of college readiness, parent satisfaction, and student engagement for the 2019-2020 school year.
- The closure of schools due to COVID-19 interfered with data collection that would allow us to appropriately evaluate progress toward our school goals.



2019-20 Distance Learning Data Review and Key Reflections



Equity of Access: Midway through the distance learning experience, a colleague said, “Every day of distance learning that passes, the gap widens.” We have to be relentless in our pursuit of equity of access - making sure that opportunities and resources are not only offered and available, but supports are connected in a way that ensures success for all.

Student Engagement: Our 9-12 passing rate (the percentage of students who pass all their classes) was adversely impacted by DL--suggesting that engagement was a challenge for our academically vulnerable students. We must continue to consider the ways that our system places roadblocks in the educational journey of all our students.

Digital Tools: Distance learning taught us clearly that we need to be more consistent in the way we use digital platforms like Schoology & Skyward so students and parents can rely on a higher level of predictability in regard to where assignments are posted, how they are organized, and what they mean.

2020-21 School Improvement Plan Goals

- **College Readiness:** College ready composite benchmark scores for high school seniors who qualify for FRP will increase from 35% (baseline based on a three year rolling average 2017-19) to 60% (2019 baseline for non-FRP students) in **2022** as measured by either the ACT composite benchmark score, Accuplacer Next-Generation Reading and Math, or ASVAB.
- **Parent Satisfaction:** Parent satisfaction survey results for the questions *I regularly receive feedback from school staff on how well my child is learning* and *I receive positive phone calls, emails, or notes about my child from the school* will increase from 2.95 & 2.64 (baseline based on Spring 2019 survey results) to 4.0 and 4.0 respectively (2021 survey results) as measured by the Studer Parent Engagement survey.
- **Student Engagement:** 95% of NHS students, and 87% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2020-21 school year.



2020-21 School Improvement Plan Goals

Family Engagement Goal

NHS staff will provide positive contacts to students and their families. This year, 100% of student families will receive two positive phone calls, emails, or notes from staff members by June 2021.

Employee Engagement Goal

Rounding conversations will be conducted with 100% of our licensed and non-licensed staff by April 2021.

Drop ins & followup emails/conversations will be conducted with 100% of our teaching staff each academic quarter.

Anti-Racism Goal #1

Curriculum (Social Studies) will be updated and curricular resources (Language Arts) will be added to better ensure every child feels represented.

Anti-Racism Goal #2

Staff and students will address 100% of racist behaviors/comments within one school day, and we will work together to stand up and support others.



2020-21 Strategies and Assessments

Strategies	Evaluation
COLLEGE READINESS <ul style="list-style-type: none"> Odysseyware expansion. Hire diverse staff. Ongoing monitoring and support of at-risk students by all staff. 	<ul style="list-style-type: none"> 100% of students enrolled in OW will make adequate progress. MTSS coordinator will track student contacts and improvement in students' academic success as measured by students' grades. An increase of diversity of staff at NHS.
PARENT SATISFACTION <ul style="list-style-type: none"> Monday parent email updates & fall parent meetings. Consistency across departments with Schoology and Skyward. Continue new model of conferences to give parents 4 times each year to communicate in person with teaching staff. 	<ul style="list-style-type: none"> Spring 2021 Studer Parent Engagement survey.
PASSING RATE <ul style="list-style-type: none"> MTSS Team will look at data to create lists of students to receive added support and place students in appropriate support programs and courses. MTSS team will track progress of identified students through monthly meetings, looking at data from formative and summative assessments, grade tracking, and DIF list. MTSS team will analyze year-end data to determine the success of MTSS intervention system. 	<ul style="list-style-type: none"> Spring Grade Analysis

Thank you!



Purpose

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

Due to the disruption in education caused by COVID-19, the School Improvement Plan for Northfield Public Schools has been modified to reflect the distance learning experience.

School Improvement Planning Team

2019-20 Distance Learning Data Review and Key Reflections

Distance Learning Metric	Key Reflections
Credit Completion was cut in half during Distance Learning	We were able to get students technology in a short amount of time
Students earning 100% of their credit was cut in half during Distance Learning	Individualized reaching out was appreciated by students and families
	Teachers plan to practice technology related skills more so students are more prepared.
Distance Learning Student Stories	Key Reflections
Students did not like Distance Learning, they wanted to come to school!	Continue to provide opportunities for students to feel engaged with staff in various forms

2020-21 School Improvement Plan Goals, Strategies, and Evaluation

The following goals are written with the intent to measure progress quarterly during the 2020-21 school year. All goals are written to equitably serve every student.

People	
SMART Goal(s)	Quarterly Progress
Family Engagement Goal The ALC will increase our parent conference attendance from 5 to 10 parents attending each conference of the 2020-21 school year.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
Employee Engagement Goal The ALC Director will improve staff perception of increased efficiency during staff meetings as measured by the Studer Employee Engagement survey.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Anti-Racism Goal The ALC staff will reflect, analyze, and engage in at least 3 sessions relating to policies of the ALC and how they may contribute to systemic racism during the 2020-21 school year.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
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Learner Outcomes	
SMART Goal(s)	Quarterly Progress
<ul style="list-style-type: none"> • 75% of the students entering the ALC from NHS will be at or above the credit threshold on the credit matrix for 4 year graduation. 	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
<ul style="list-style-type: none"> • The overall attendance rate for ALC students will reach the consistent attendance of 90% as measured per grading period for the 2020-21 school year. 	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Stewardship	
SMART Goal(s)	Quarterly Progress
The ALC will breakeven or have a budget surplus by Fiscal year 2021.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Partnerships	
SMART Goal(s)	Quarterly Progress
100% of our students will have access to their schoolwork.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:
50% of ALC students that also attend the Key will reach 90% attendance (seat based) each grading period.	<ul style="list-style-type: none"> • Q1: • Q2: • Q3: • Q4:

Summary

The Northfield Area Learning Center strives to assist at-risk youth in graduating. Our program mission is to provide a safe, welcoming, and respectful environment for all involved with our program. In order to continually improve on our school climate and equity, we will analyze our policies to challenge any that may be contributing to systemic racism. We also intend on strengthening our connections with families so communication is evident. Finally, we will continue to work on the attendance of our students as that is the foundation for credit completion.

Northfield ALC

2020-21 School Improvement Plan Report
August 24, 2020

The ALC strives to assist at-risk youth in graduation

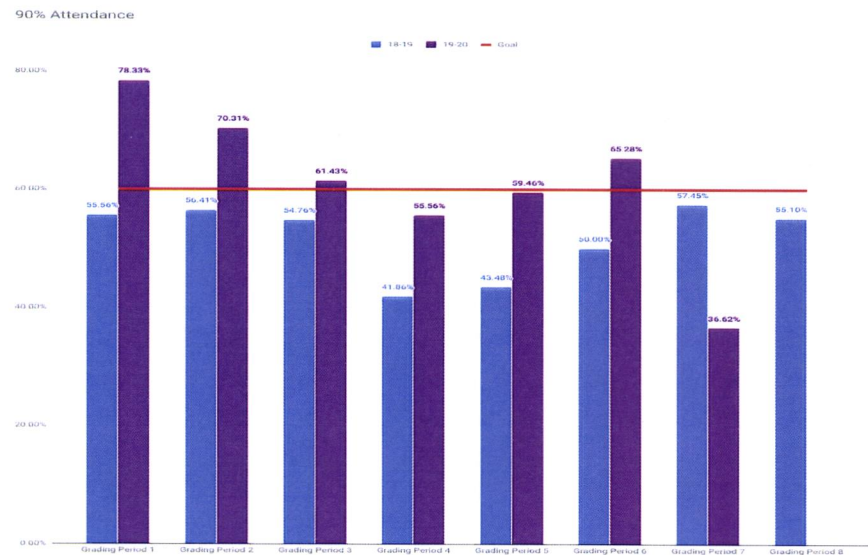


- Where are students enrolled from...
 - 41% returning ALC students
 - 28% from Faribault
 - 23% from NHS/NMS
 - 7% from other Districts
- What grades our students were in...
 - 9th 2%
 - 10th 8%
 - 11th 24%
 - 12th 39%
 - 12+ 27%
- Some other statistics...
 - 28% EL
 - 20% Special Education
 - 56% Chronically Truant

2019-20 SIP Goals Review

- 100% of the students entering the ALC from NHS will be at or above the credit threshold on the credit matrix for 4 year graduation.
- 60% of ALC students will reach the consistent attendance of 90% as measured by the average of all grading periods for each school year included in this plan.

Nfld	57%
ALC	37%
Faribault	46%
Other	89%



2019-20 Distance Learning Data Review and Key Reflections

- Distance Learning was very difficult for the ALC students and staff
 - Not preferred learning style
 - Some transferred from online because it was hard to engage
 - Staff went above and beyond and were discouraged by data
- Key reflections
 - We were able to get students technology in a short amount of time
 - Individualized reaching out was appreciated by students/families
 - Staff will practice technology skills with students
- Credit Completion
 - GP 1 77%
 - GP 2 70%
 - GP 3 71%
 - GP 4 60%
 - GP 5 68%
 - GP 6 62%
 - GP 7 36%
 - GP 8 34%
- # of students who earned 100% of credits
 - GP 1 32
 - GP 2 30
 - GP 3 35
 - GP 4 28
 - GP 5 35
 - GP 6 30
 - GP 7 16
 - GP 8 15

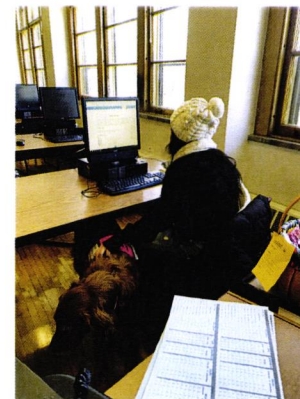
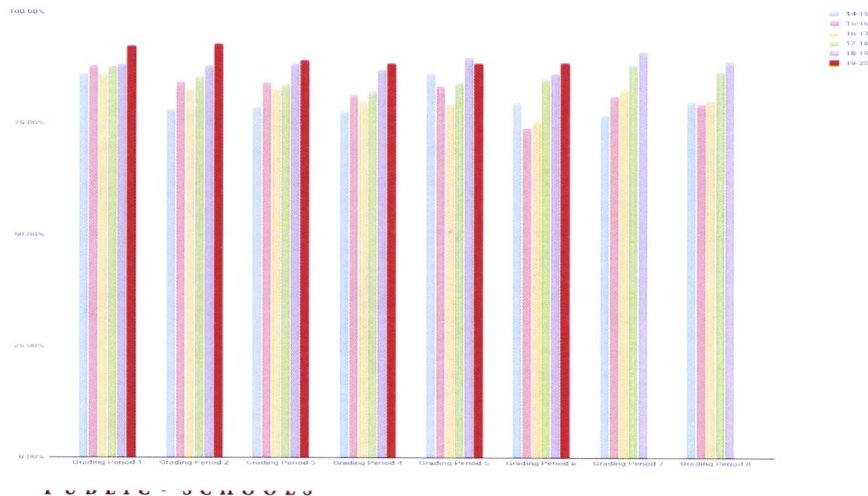
2020-21 School Improvement Plan Goals

- 75% of the students entering the ALC from NHS will be at or above the credit threshold on the credit matrix for 4 year graduation.
- The overall attendance rate for ALC students will reach the consistent attendance of 90% as measured per grading period for the 2020-21 school year.

2020-21 Strategies and Assessments

- 75% of the students entering the ALC from NHS will be at or above the credit threshold on the credit matrix for 4 year graduation.
 - NHS credit recovery process
 - Credit completion focus
 - At HS (SST)
 - At ALC (at entry and Advisory)
 - Hybrid program at HS continues to grow and develop
 - Continuing to expand use of Independent Study
- The overall attendance rate for ALC students will reach the consistent attendance of 90% as measured per grading period for the 2020-21 school year.
 - Attendance practices per Hanover Research
 - Recovery of partial credits
 - Mental and chemical support
 - SEL curriculum
 - Advisory attendance/credit check
 - Make students aware of attendance policy and consistency of implementation
 - PBIS strategies to create a welcoming atmosphere as measured by SEI survey

Questions and Discussion



**Policy 522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE
PROCEDURE AND PROCESS**

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator.

The school district's Title IX Coordinator is:

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

The school district's Alternate Title IX Coordinator is:

Sara Pratt, Assistant Director of Special Services
1400 Division Street
Northfield, MN 55057
Phone: 507.645.3410
Email: spratt@northfieldschools.org

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the school district’s Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- A. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- B. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- C. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
 - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 - 2. A formal complaint shall state that, at the time of filing the formal

complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.

- D. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- E. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- F. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- G. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- H. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
 - 1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual’s participation in unwelcome sexual conduct);
 - 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 - 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).

- I. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- J. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. "Title IX Coordinator" means an employee of the school district that coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
 2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
 3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
 4. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.

5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more

than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described

above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator

without screening or investigating the report or allegations.

- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;

2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

[NOTE: The interrelationship between the Title IX regulations

authorizing the emergency removal of student and the Minnesota Pupil Fair Dismissal Act (MPFDA) is unclear at this time. School districts should consult with legal counsel regarding the emergency removal of a student. At a minimum, it is recommended that school districts provide alternative educational services, as defined in the MPFDA, to any student so removed under the Title IX regulations.]

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with

respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by the school district; or
 - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

[NOTE: For example, school districts are reminded of the obligation under Minn. Stat. § 122A.20, subd. 2, to make a mandatory report to PELSB concerning any teacher who resigns during the course of an investigation of misconduct.]

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate

any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.

- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
1. Identification of the allegations potentially constituting sexual harassment;
 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 3. Findings of fact supporting the determination;
 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its

implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
 - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
 - 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 - 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 - 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or

activity; and

3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.

B. The school district must also maintain for a period of seven calendar years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

Policy 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

Adopted: 08/28/06; Updated: INSERT DATE HERE

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Policy 411 RECOVERY ~~DISABILITY~~ PERIOD AFTER CHILDBIRTH

I. PURPOSE

The purpose of this policy is to provide clarification on the recovery ~~disability~~ period after childbirth.

III. GENERAL STATEMENT OF POLICY

In the absence of complications, the maximum recovery period ~~time or “disability period”~~ after delivery in which an employee may qualify for sick leave shall be eight calendar weeks, effective 7/1/2012.

In order to qualify for paid sick leave beyond work days which fall within this eight-week period, effective 7/1/2012, an employee shall be required to submit a statement from a physician verifying that the employee is disabled due to complications associated with the delivery.

Policy 411 Recovery ~~Disability~~ Period after Childbirth

Adopted: 7/13/09; Revised: 4/25/11, 5/29/12; REVIEWED: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Why e-Learning days?

e-Learning Days are intended to counter the loss of curriculum momentum resulting from school cancellations due to Minnesota's winter weather. e-Learning days cannot replace the face-to-face time students have with their teachers but it can provide better continuity when school is interrupted. e-Learning days also negate the need for makeup school days in June, helping families more effectively plan summer activities. **This plan may be adjusted or replaced with the District's COVID-19 learning model plans depending upon public health conditions.**

When will the District use e-Learning days?

The first two cancellations due to winter weather **will not** be replaced with an e-Learning day. The **third** and **subsequent** school closures will be replaced with e-Learning days. If school is closed for two consecutive days, new activities will not be assigned on the second day. Teachers will be available for help based on the regular e-Learning day schedule and students will use the second consecutive closure to complete outstanding work. This pattern would repeat for any extended consecutive school closures. If the District closes school after initially identifying a two-hour late start, an e-Learning day will be implemented using the same parameters as if it were a standard school closure. The school district will set a general limit of five (5) e-Learning days for weather-related closures. It does reserve the opportunity to identify additional e-Learning days as approved by the school board.

Staff availability

- Teachers, administrators, and other licensed professionals will be available by [email](#), [phone \(via voice mail\)](#), or through the grade-appropriate digital learning space (Schoolology or SeeSaw) from 9:30 am - 12:00 pm and then from 12:30 pm until 3:30 pm. The [staff directory](#) includes all district email addresses and voice mail extensions.

Student attendance and activities

Students will be considered in attendance unless indicated otherwise by their parents. Parents may call the attendance line or complete the e-Learning day absence form to notify the school of their student's absence. This absence will follow the same protocols as for an absence when students physically attend school. Student work on e-Learning days will follow the guidelines in the table below. Student activities shall be completed based on instructions from the teacher. Not all e-Learning activities will be graded. Graded activities will be allowed additional time for submission on a case-by-case basis. Students who need additional time because of limited Internet access or other family responsibilities should contact their teacher for an extension.

Grade Level	Student Activity Guidelines
K-5	Students will receive an e-Learning day activity matrix from their school. They can also be accessed online using the links below. Students complete a portion of the activities as directed, record them on the activity matrix itself, and send back to school with a parent/caregiver signature. The goal is to provide meaningful activities that reinforce academic and social/emotional skills. Elementary teachers will also contact parents/caregivers via SeeSaw and/or email to guide the day's learning activities. School staff may also incorporate live instruction via videoconference as feasible. Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5
Middle and High School	Northfield Middle and High School staff will post the day's activities on Schoolology no later than 9:30 am. The goal is to provide meaningful learning experiences that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. The time required for e-Learning Day activities will vary dependent on the course and the current topics of instruction. Students will submit the e-Learning day activity based on the teacher's instructions. School staff may also incorporate live instruction via videoconference as feasible.
Area Learning Center	Students will receive e-Learning day instructions from the ALC. School staff may also incorporate live instruction via videoconference as feasible.

Special Education students can expect to be contacted by their case manager to determine how they can support a successful e-Learning Day experience.

Executive Summary: This report provides information about the District's work to address the significant challenges presented by the COVID-19 global health pandemic, anti-racism work that endeavors to realize our vision of preparing every student for lifelong success in a world-class learning environment, and other operational updates.

Learning Model Selection and Portage Enrollment: On Monday, August 17, the District notified families about the learning models each school would use to start the 2020-2021 school year:

- **PreK-Grade 5:** In-person learning model. Students will attend school five days per week.
- **Grades 6-12:** Hybrid learning model. Students will be divided into two cohorts. They will attend school in-person two days per week and learn remotely three days per week.

As of Thursday, August 20, 2020, 533 students had registered for the all-the-time-online option called "Portage." The State's Safe Learning Plan required schools to provide an all-the-time-online option for families. The following is a current breakdown of the students choosing an all-the-time-online option.

Bridgewater Elementary	K: 9, Grade 1: 7, Grade 2: 15, Grade 3: 14, Grade 4: 15, Grade 5: 13, Total: 73
Greenville Park Elementary	K: 13, Grade 1: 12, Grade 2: 13, Grade 3: 21, Grade 4: 14, Grade 5: 16, Total: 89
Northfield High School	Grade 9: 43, Grade 10: 45, Grade 11: 45, Grade 12: 33, Total: 166
Northfield Middle School	Grade 6: 42, Grade 7: 51, Grade 8: 37, Total: 130
Sibley Elementary	K: 6, Grade 1: 11, Grade 2: 10, Grade 3: 15, Grade 4: 13, Grade 5: 20, Total: 75

Transportation and start times: Benjamin Bus now has the cohort information and is working on routing. As of the last count, 1,650 students were planning to use transportation this year compared with approximately 3,000 students in a typical year. Because students in Grades 6-12 are in the hybrid model, we are limited to 50% bus capacity. There will need to be two tiers for transportation and buses will need to be disinfected between tiers. The initial approach has been to pick up K-12 rural students in the morning and drop them off at their schools, disinfect buses, and then pick up K-12 in-town students. In the afternoon, in-town students would be dropped off first, disinfected, and then drop off rural students. The District is utilizing some Coronavirus Relief Funds to increase transportation with the desire to reduce any wait time for students on campus. The start times for each school will be adjusted to address transportation needs.

Health Screenings: Families will be conducting health screenings at home daily. To assist with this process, the District has ordered a digital thermometer for every family who needs one. The symptom list has been updated to match the latest Minnesota Department of Health version.

Face Coverings: Students and staff will be required to wear face coverings while on buses and on campus. The District will provide each student and staff member with two cloth face masks. Face shields will be available in certain circumstances for students with a medical reason that makes wearing a face mask problematic.

Logistics: Schools are finalizing the logistics of students being on campus. By way of example, schools are finalizing traffic patterns and making traffic flow one-way during critical passing times as practicable. At the elementary schools, most specialist teachers will travel to classrooms to provide instruction (exception: physical education). We prioritize having students eat in the cafeteria as opposed to their classrooms. We continue to update our internal Master Contingency Plan document with updated logistics information as it develops.

Anti-Racism Work: The District continues its work to eliminate systemic racism. Northfield Public Schools, the City of Northfield, and Northfield Healthy Community Initiative are collaborating with the intention of creating a broader community coalition of organizations to do this work together. Based on a collective impact model, we know it is critical to have a broad group of stakeholders involved to make a significant community-wide change. This group is also working with external agencies to provide community-wide support.

The high school social studies and English departments are reviewing curriculum and making adjustments this summer as part of a longer-term effort to ensure our instruction includes more diversity in authors and honors a wider perspective of histories.

As we work to develop a comprehensive anti-racist framework, three action areas continue to arise:

- **Symbolism.** Symbolism plays a role in reinforcing racist stereotypes and narratives.
- **Systems Behavior.** Systems need to be reviewed and refined to ensure they are anti-racist, providing equitable access and support for every child.
- **Individual Behavior.** The sum of our individual behaviors creates our culture. Individuals need to have the skills to recognize their own biases and racist thoughts/actions to interrupt those of others.

Bridgewater Elementary Principal Nancy Antoine has been appointed to the National Association of Elementary School Principals National Taskforce on Race and Equity and has been sharing information from that group.

The District will continue its commitment to a world-class learning environment for every student. A world-class learning environment is anti-racist.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

August 10, 2020

Northfield High School Media Center

I. Call to Order

Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. In accordance with Governor Walz's Stay Safe Plan, this meeting was set up in accordance with the plan's social distancing guidelines. In addition, all those present wore face coverings the duration of the meeting. Board member Iverson attended via teleconference in accordance with Minnesota Statute 13D.021, which permits boards to hold a meeting by telephone conference call or other electronic means. Present at this meeting was Dr. Matt Hillmann, Superintendent, and Anita Aase, Executive Administrative Assistant. Also present via video conference was Erin Bailey, Director of Community Education; Hope Langston, Director of Instructional Services; Val Mertesdorf, Director of Finance; and elementary school principals Nancy Antoine from Bridgewater, Sam Richardson from Greenvale Park, and Scott Sannes from Sibley. Observing the meeting via Zoom was Sam Wilmes, a reporter with the Northfield News. This meeting was live-streamed and recorded, and access to the recording was posted to the school district website.

II. Agenda Approval/Table File

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

III. Public Comment

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the Board via email by 5:00 p.m. on August 10, 2020. All submissions that followed the district policy regarding public comment would be read by Chair Pritchard at this time. There was public comment submitted by Rich Graves, 1202 Festler Court, supporting remote instruction, and public comment was submitted by Robert Coleman, 901 Male St, and Claudia Gonzales-George, 2427 Valley Dr, expressing gratitude to all teachers, staff, administrators and school board members as they prepare for the school year.

IV. Announcements and Recognitions

- Northfield Public Schools Community Education, Northfield Promise, StriveTogether, and KABOOM! have worked together to increase access to play spaces for local kids by creating a new, kid-designed playground that broke ground on August 5. It will be located at the new Northfield Community Education Center (700 Lincoln Pkwy) and gives kids an incredible place to play close to where they live and learn.

V. Items for Discussion and Reports

- Elementary Schools' Continuous Improvement Plan Presentation. Elementary school principals Nancy Antoine, Sam Richardson, and Scott Sannes presented a collaborative elementary school continuous improvement plan to the Board. The presentation included key reflections on distance learning from the 2019-20 school year and the goals set for the 2020-2021 school year. These goals focus on people, learner outcomes, stewardship and partnerships.
- Policy Committee Recommendations. Dr. Hillmann presented the policy committee's recommendations on the Early Ventures, Kid Ventures, PLUS and Middle School Youth Center/BLAST Handbooks, as well as Policy 408. This will be an item for individual action at the next Board meeting.
- 2020-2021 Learning Models and Decision-Making Process. Dr. Hillmann updated the Board on the learning models and the decision-making process for the 2020-2021 school year. Early in the summer, the Minnesota Departments of Education and Health provided guidance to school districts to prepare for three potential learning models during the 2020-21 school year. The learning models are in-person, hybrid and distance learning. We had three PreK-12 teams assist in preparing our learning models. The teams were Logistics lead

by Joel Olson, Instructional Design lead by Hope Langston, and Virus & Health Prevention lead by Cheryl Hall. Most recently the State announced their *Safe Learning Plan for 2020-21* which provides additional guidance for schools including a data driven grid based on new COVID-19 cases per 10,000 over 14 days by county of residence.

To start the year we will hold family conferences September 8 - 11, 2020 and the first day of school will be September 14, 2020. The MSHSL has moved the football and volleyball seasons to Spring 2021; other Fall sports will begin next week with reduced schedules. Superintendent Hillmann reviewed the district's guiding principles which will assist in making decisions and detailed each learning model. He also explained the online only Portage Option the district will offer.

The district is committed to serving every student, special education services, EL support, instructional practices, virus prevention and mitigation, and partnering with our families. The district will announce the learning model we will use to start the school year on August 17, 2020.

- D. Financial Update. Dr. Hillmann provided a brief financial update to the Board and shared we will receive additional Coronavirus Relief Funding which must be expended by December 31, 2020. Both the county and the city are able to redirect some of their CARE Act funds to other agencies and we are working with them to solidify expenses that would qualify for reimbursement from these CARE Act recipients. The most recent State financial forecast projects over a \$4 billion deficit and so we anticipate it will be very difficult for the legislature to provide any increase to the per pupil formula. We are facing a short-term financial challenge in preparing for this coming school year and we have long-term financial considerations we will have to address.

VI. Consent Agenda

On a motion by Goerwitz, seconded by Hardy, the Board approved the following Consent Agenda.

A. Minutes

- Minutes of the Regular School Board meeting held on July 13, 2020

B. Gift Agreements

- \$1,424.00 from Northfield Fine Arts Booster for a binding machine
- \$1,000.00 from Northfield Fine Arts Booster for vocal activity video contracted services
- \$1,600.00 from Northfield Healthy Community Initiative for ALC field trips

C. Personnel Items

a) Appointments

1. Kevin Gilbert, 1.0 FTE Custodian at the Middle School, beginning 8/10/2020; Step 3
2. Claudia Lange, Non Licensed Spanish Interpreter ESY, hours vary, with the District, beginning 3/5/2020-8/21/2020. Interpreter rate of pay
3. Bridgette Leigh, 1.0 FTE Early Childhood Special Education Teacher at Longfellow, beginning 8/20/2020; BA40, Step 3.
4. Lily Moravchik, Summer Aquatics Position with Community Services, beginning 6/30/2020-8/31/2020; Gen Rec-\$10.75/hr., Lifeguard-\$10.89/hr.
5. Andrew Richardson, 1.0 FTE Industrial Technology Teacher at the High School, beginning 8/25/2020; MA30, Step 13
6. Mark Snare, 1.0 FTE Custodian at Greenvale Park, beginning 8/13/2020; Step 3.
7. Camila Donoso, 1.0 FTE Licensed School Psychologist at the High School, beginning 8/20/2020; MA, Step 5.
8. Cristian Fuentes-Rivera, Girls 9th Grade Soccer Coach for 2 hours/day for 3 days/week at the High School, beginning 8/17/2020; Hourly-\$14.00/hr.
9. Bernard Selwan, 1.0 FTE Mathematics Teacher at the High School, beginning 8/25/2020. MA, Step 11

b) Increase/Decrease/Change in Assignment

1. Stephanie Balma, School readiness Teacher at Longfellow, add Bridges to Kindergarten Teacher for 20 hours/week at Longfellow, effective 7/21/2020-8/15/2020; Yr. 3-\$27.11/hr.
2. Ashley Benhart, Teacher at Sibley, add Targeted Service Summer PLUS Substitute Teacher-Distance Learning, effective 7/7/2020-7/30/2020; Sub-\$27.11/hr.

3. Kristen Cade, Teacher at Bridgewater, add Bridges to Kindergarten Teacher for 20 hours/week at Bridgewater, effective 7/21/2020-8/15/2020; Yr. 25-\$28.82/hr.
4. Amy Dorey, Special Ed Teacher at Longfellow, add Special Ed Teacher ESY for up to 30 hours at Longfellow, effective 7/6/2020-7/30/2020.
5. John (Hal) Eckhart, Custodian at the High School, change to Custodian at the Northfield Community Education Center, effective 8/17/2020.
6. Stephanie Hagberg, Teacher at Greenvale Park, add Bridges to Kindergarten Teacher for 20 hours/week at Greenvale Park, effective 7/21/2020-8/15/2020; Yr. 10-\$28.22/hr.
7. Gretchen Heil, Teacher at Sibley, add Bridges to Kindergarten Teacher for 20 hours/week at Sibley, effective 7/21/2020-8/15/2020; Yr. 13-\$28.82/hr.
8. Tiffany Kortbein, Teacher at Greenvale Park, add Bridges to Kindergarten Teacher for 20 hours/week at Greenvale Park, effective 7/21/2020-8/15/2020; Yr. 5-\$27.73/hr.
9. Kathy Lansing, Early Childhood Screener, add Bridges to Kindergarten Teacher for 20 hours/week at Greenvale Park, effective 7/21/2020-8/15/2020; Yr. 4-\$27.73/hr.
10. Michelle Martinez, Targeted Services Club Leader, change to Targeted Services Summer PLUS Teacher Distance Learning, effective 7/29/2020-7/30/2020. Yr. 1-\$27.11/hr.
11. Pamela Moening, Occupational Therapist at Longfellow, add Occupational Therapist ESY for up to 35 hours at Longfellow, effective 7/6/2020-7/30/2020.
12. Daniel Peterson, Auditorium Tech with Community Services, change to 1.0 FTE Custodian at the Middle School, effective 8/17/2020; Step 1
13. Patricia Rogne, ECFE Educator with Community Services, add Bridges to Kindergarten Teacher for 20 hours/week at Sibley, effective 7/21/2020-8/15/2020; Yr. 11-\$28.22/hr.
14. Jacob Dayneko, Industrial Technology Teacher at the High School, add an overload for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
15. Rebecca Messer, 1.0 FTE Science Teacher at the High School, change to .8 FTE Science Teacher and .2 FTE Industrial Technology Teacher at the High School for the 2020-2021 school year, effective 8/31/2020-6/10/2021.
16. Daniel Peterson, Custodian at the Middle School, change start date to 8/10/2020; Step 1
17. Dan Reisgraf, .5 FTE Phy Ed/.5 FTE Health Teacher at the Middle School, change to 1.0 FTE Health Teacher and add an overload for second semester only at the Middle School, effective 8/31/2020.
18. Leah Sand, .4 FTE Health/.6 FTE Phy Ed Teacher at the High School, change to .2 FTE Health/.8 FTE Phy Ed Teacher second semester only at the High School, effective 8/31/2020-6/10/2021.
19. Travis Wiebe, Science Teacher at the High School, add an overload for the 2020-2021 school year, effective 8/31/2020-6/10/2021.

c) Leave of Absence

1. Update: Kathleen Casson, Teacher at the High School, rescind Leave of absence for the first semester of 2020-2021 school year, effective 7/29/2020.
2. Erica Hubers, EA at Longfellow, Leave of Absence for the 2020-2021 School year, effective 7/29/2020.
3. Joan Lizoala, Cultural Liaison for the District, Medical Leave of Absence extended from 8/20/20-10/30/2020.
4. Sarah Woodcock, EarlyVentures Teacher at Longfellow, Family/Medical Leave of Absence effective 7/15/2020-8/7/2020.
5. Shari Karlsrud, FACS Teacher at the High School, Family/Medical Leave of Absence effective 8/31/2020-9/20/2020.
6. Steve Rinderknecht, Custodian at Bridgewater, Leave of Absence effective 8/17/2020 for up to 12 work weeks.
7. Chrissy Alexander, General Education EA at Greenvale Park, leave of absence for the 2020-21 school year.

d) Retirements/Resignations/Terminations

1. Theresa Brake, EA at Greenvale Park, Retirement effective 8/4/2020.
2. Robbin Hedberg, EA at the Middle School, resignation effective 8/3/2020.
3. Megan Kremin, ECSE Teacher at Longfellow, resignation effective 7/31/2020.
4. LaDonna Miller, EA at Greenvale Park, resignation effective 7/24/2020.
5. Carol Nick, EarlyVentures Teacher with Community Services, retirement effective 7/31/2020.
6. Daniel Peterson, Auditorium Tech with Community Services, resignation to accept a different position within the district, effective 7/30/2020.
7. Michelle Sonnega, National Honor Society Advisor at the High School, resignation effective 7/31/2020.
8. Kathleen Wilson, Teacher at the High School, resignation effective 7/31/2020.
9. Jennifer Allison, Teacher at Bridgewater, resignation effective 8/6/2020.
10. Shelby Rodeman, EA at Greenvale Park, resignation effective 8/5/2020.

e) Administration is Recommending the Approval of the Following:

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

1. Office Employees
2. Educational Assistants

f) Contract for Translation Services

1. Administration submits an agreement between Northfield Public Schools and Mar Valdecantos for translation services effective July 1, 2020 through June 30, 2021 at a cost of \$11,040.00.

VII. Superintendent's Report

A. Items for Individual Action.

1. Approval of Handbook for 2020-2021 and Policies. On a motion by Goerwitz, seconded by Baraniak, the Board approved the 2020-2021 Hand In Hand Handbook and Policies 401, 402, and 407 initially presented at the July 13, 2020 Board meeting and recommended by the Policy Committee.
2. Resolution Relating to the Election of School Board Members and Calling the School Board Election. On a motion by Quinnell, seconded by Baraniak, the Board adopted the Resolution Relating to the Election of School Board Members and Calling the School Board Election. This School Board election will be held on Tuesday, November 3, 2020. This resolution is the Board authorization necessary to formally establish this year's election process. The adoption of this resolution will meet the requirements necessary to comply with the election process. Ballots for School Board election will be included in the general election ballots prepared by the County Auditors. The official canvass of the election results will be scheduled as an agenda item for the Special Board Meeting on Friday, November 13, 2020. Voting 'yes' was Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no.'
3. Resolution for Adopting a Base Learning Model for the 2020-2021 School Year and Other COVID-19 Related Matters. On a motion by Hardy, seconded by Baraniak, the Board approved the Resolution for Adopting a Base Learning Model for the 2020-2021 School Year and Other COVID-19 Related Matters.

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

WHEREAS, the Superintendent of Independent School District 659 Dr. Matthew Hillmann, hereinafter the "Superintendent", is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 302, Superintendent;

WHEREAS, on March 13, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-01, which declared a peacetime emergency in Minnesota in response to the COVID-19 pandemic; and

WHEREAS, on July 30, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 and the Safe Learning Plan for 2020-2021 (the "Safe Learning Plan"), which set forth five Learning Models (in-person learning for all, in-person learning for elementary students and hybrid learning for secondary students, hybrid learning for all students, hybrid learning for elementary students and distance learning for secondary students, and distance learning) and authorized all school districts in the State of Minnesota to select and implement an appropriate base Learning Model in accordance with, and subject to, the Safe Learning Plan; and

WHEREAS, the Minnesota Department of Education ("MDE") has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

WHEREAS, the Minnesota Department of Health ("MDH") has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding the available Learning Models, the current MDE and MDH requirements for each, and other relevant information; and

WHEREAS, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that the School District finalize its decision about the base Learning Model to be implemented at the commencement of the 2020-2021 school year based on the Rice County infection rate per 10,000 resident and the guidance provided by MDE and MDH.

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No.659 as follows:

Section 1: The Superintendent is hereby directed, after consultation with the School Board Chair and notification to the School Board, to select and implement the base Learning Model for the School District or any specific school buildings based on the Rice County infection rate per 10,000 residents while considering any other mitigating factors identified in consultation with Rice County Public Health, the Minnesota Department of Health, and/or the Minnesota Department of Education. The decision about the base Learning Model should be made and communicated with families on or around August 17, 2020.

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement a different Learning Model for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of a different Learning Model is necessary, and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation. The Learning Model selected and implemented by the Superintendent shall continue in effect unless and until the School Board, in consultation with the Superintendent and appropriate school district staff and public health officials, deems it in the best interest of the School District and its students to implement a different Learning Model.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District's efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

Voting 'yes' were Baraniak, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

4. Proposed 2020-2021 School Calendar. On a motion by Goerwitz, seconded by Hardy, the Board approved a revision to the 2020-2021 school year calendar. This change incorporates opening-of-the-year family conferences on September 8 - 11, 2020. These dates will not be included as student contact days. The first day of school will be Monday, September 14, 2020.

VIII. Items for Information

- A. Filing for School Board is July 28-August 11, 2020 in the District Office. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020. Candidates should contact Anita Aase at #507.663.0629 to arrange an appointment to file. Candidates may also file electronically or mail their affidavit of candidacy, with the filing fee, to Northfield Public Schools District Office, % Anita Aase, 1400 Division Street SE, Northfield, MN 55057. To date, eight candidates have filed affidavits of candidacy.
- B. Construction Update #30. Superintendent Hillmann updated the Board on the District's construction projects. On Tuesday, August 4th, the district took possession of the new Greenvale Park Elementary School.

IX. Future Meetings

- A. Monday, August 24, 2020, 7:00 p.m., Regular Board Meeting
- B. Monday, September 14, 2020, 7:00 p.m., Regular Board Meeting

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:41 p.m.

Noel Stratmoen
School Board Clerk

**NORTHFIELD PUBLIC SCHOOLS
SUBSTITUTE PAY**

Effective August 24, 2020

Teachers – Elementary & Secondary	Up to 1 hour	\$30.00
	Over 1 hour up to ½ Day	\$75.00
	Full Day	\$150.00
	<i>(maximum - \$150.00/day)</i>	
Substitute Educational Assistants	\$15.99/hour	
Substitute Child Nutrition Associates	\$15.52/hour	
Substitute Student CNA	\$10.00* (beginning 1/1/20)	
Substitute Clerical	\$15.99/hour	
Substitute Retired Clerical/Confidential	\$20.94/hour	
Substitute Custodian	\$15.99/hour	
Substitute Retired Custodian	Step 1 of Custodian Agreement	
Substitute Nurse	Step 1 of Nurse Agreement	
Long-term substitute Clerical, Custodian or Educational Assistant – more than 10 consecutive days for the same employee	Step 1 of Appropriate Agreement	

** Tied to MN Minimum Wage rate of pay.*

To: Members of the Board of Education
From: Julie Pritchard, Board Chair
Date: August 24, 2020
RE: Superintendent Contract Provisions for the 2020-21 Contract Year

Under our current employment contract with Superintendent Hillmann, each year we set salary and benefits for the current contract year.

The summary of the Superintendent's annual performance review presented at the July 13, 2020, Regular School Board meeting described Dr. Hillmann's outstanding performance as recognized by all Board members. Board members cited several of Dr. Hillmann's accomplishments including his exceptional work transitioning the district to distance learning, his on-going work tackling the challenges of COVID-19, his proactive leadership regarding race and equity, and his outstanding management of the district's construction projects. Board members also cited his outstanding communication and relationship building skills and exemplary management of the district's finances. The Board expressed great confidence in his leadership and abilities to move the district forward..

My recommendations for Dr. Hillmann's compensation package is in no way a reflection of his job performance rather an acknowledgement of the financial challenges the district will be facing in the coming school year and beyond. Therefore, in consultation with Dr. Hillmann, I recommend his compensation package remain in essence the same as 2019-20. With the few minor adjustments as noted below, the overall 2020-21 contract year reflects a 0.5 % increase

Dr. Hillmann's package would include:

- A salary freeze for the 2020-21 school year.
- \$500 increase to the district's 403B match to reach the allowed maximum.
- Dr. Hillmann's contract in the previous two years, included a \$3000 allowance each year for his AASA National Superintendent Certification Program. Dr. Hillmann has successfully completed this program. In the 2020-21 contract year, \$3000 will remain as a technology and professional development allowance. All technology devices purchased would be district owned.

We are grateful to Dr. Hillmann for the outstanding work he is doing on behalf of our students, but also his willingness to do his part to help address the financial challenges facing the district.

EarlyVentures Learning Center



Handbook

EarlyVentures Learning Center
201 Orchard St.
Northfield, MN 55057

507-645-1216 (Butterfly Room)
507-645-1215 (Firefly Room)
507-645-1248 (Ladybug Room)
507-645-1222 (Caterpillar and Bee Rooms)



COMMUNITY SERVICES DIVISION

Learning and Recreation For Life

Northfieldschools.org

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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.

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

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 4 th
Christmas Eve	At least 2 days before the start of the summer session
Christmas Day	One week before the start of the fall session
New Year's Eve	

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

Program Options

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

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

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

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

RATIOS

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

Infants will never exceed a 1:4 ratio

Toddlers will never exceed a 1:7 ratio

Preschoolers will never exceed a 1:10 ratio

FINANCIAL POLICIES AND PROCEDURES

Fees

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

Registration Fee

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

Payment

Payment of your childcare account must be made in full by the end of each month. EarlyVentures strongly encourages all families to consistently check their accounts online. Paper statements will only be mailed one time per year unless otherwise requested in writing to the Ventures main office. Co-payments for families on child care assistance are due bi-monthly on the 1st and 15th of each month. Parents on childcare assistance will be responsible for any and all costs not covered by county assistance.

ABSENCE

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

CHANGE OF SCHEDULES

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

ARRIVAL & DEPARTURE

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

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

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

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

Late Pick-Up

EarlyVentures closes promptly at 6:00 p.m. as staff's day end at this time as well. All children MUST be picked up by 6:00 p.m. If you will be late, you MUST notify EarlyVentures. Parents will be charged

\$1 for every minute late according to the classroom's clock. (If you receive childcare assistance, you will be personally responsible for this charge.) Every attempt will be made to contact parents and authorized persons. 911 will be notified at 6:30 p.m. if a child remains at the center. Multiple late pick-ups can result in termination of care.

EMERGENCY CLOSING PROCEDURES

Emergency Closing or Early School Dismissal

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

WITHDRAWAL FROM PROGRAM

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

PARENT INFORMATION

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

RELEASE OF CHILDREN

Children will be released only to their parent/guardian or to the authorized pick-up indicated on your emergency card or registration form. Staff will ask for picture 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.

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. Health Care 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. (i.e. changes in employment, phone number, address, authorized contacts, etc.) Please submit these changes in writing.

CONFERENCES AND TOURS

Parents may request a conference or tour with either the Ventures coordinator or the site leader before their child is enrolled in the center. The conference will help familiarize families with the program, 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 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 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 jacket, snow pants, boots, hat, and mittens or gloves. All belongings should be labeled with the child's name. A lost and found is available within the childcare center for parents to check periodically. EarlyVentures Learning Center will not be responsible for lost or missing items.

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

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

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

HEALTH AND IMMUNIZATION

A medical record will be maintained for each enrolled child. A current health care summary, including any known allergies or health concerns, and an immunization record must be on file for each child. These forms must be completed and turned in 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 must have yearly exams.

ALLERGY PREVENTION AND RESPONSE

Before a child can attend EarlyVentures, parents must provide documentation of any known allergy. EarlyVentures will maintain current information about the allergy in the child's file and an ICCPP (individualized child care program plan) 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 on site at EarlyVentures.

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

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

MEDICATION POLICY

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

CHILD CARE CENTER HEALTH POLICY

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

- 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.

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

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

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

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

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

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

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

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

are awake may go into another area for quiet play. As children awake, they will join the others in the play area.

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

MEALS AND SNACKS

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

Northfield Public Schools Department of Nutrition Services is responsible for providing hot lunches as EarlyVentures 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 EarlyVentures if your child is ill or will be absent. Parents will be billed for all scheduled days. Please remember, if your child is at EarlyVentures, they will need to be well enough to participate in all activities including outdoor play.

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

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

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

1. A child with chicken pox, until the lesions are crusted over.
2. A child who has had 3 loose stools since admission that day.
3. A child who has vomited since admission that day.
4. Any bacterial infection that has not completed 24 hours of antimicrobial therapy.
5. A child who has ringworm or scabies that is not treated.
6. A child who has lice that has not been treated or any nits remaining in the hair.
7. A child who has a 100 degree temperature or higher.
8. 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 EarlyVentures. Sick children will be supervised at all times.

EMERGENCY AND ACCIDENT PROCEDURE POLICY

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

2. Accident Prevention Procedures:

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

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

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

D. Aspiration or Choking: Food items will be chosen carefully and foods difficult for children to chew or eat will not be served. Toys will also be chosen for the appropriate age

levels. Small and easily broken toys, balloons, and toys with loose parts will not be allowed. All staff will be trained in CPR.

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

F. Traffic and Pedestrian Accidents: Corridors will be kept clear for easy exits and traffic patterns. Floors will be safely carpeted or tiled and the center will have adequate lighting.

EarlyVentures staff will conduct a daily inspection of potential hazards in the center and on the outdoor activity area.

3. Fire Prevention and Procedure:

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

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

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

4. Natural Disasters:

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

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

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

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

6. Release of Children: Children will be released only to their parents or persons authorized on the emergency card. No one other than the authorized person will be allowed to pick up children from

the center. If an unauthorized person attempts to pick up a child, parents will be notified, and if necessary, 911 will be called.

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

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

9. Source of Emergency Medical Care: Northfield Hospital

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

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

EMERGENCY PREPAREDNESS

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

PERMISSION SLIPS

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

before their child participates in any formal observation. Parents will also be asked to sign a form before their child's picture is used for publicity.

SECONDARY PARKS

Our secondary parks are Odd Fellows Park, Way Park, and Cherry Park. Parks are within walking distance of Longfellow school.

PROGRAM QUALIFICATIONS

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

SERVICES TO CHILDREN WITH SPECIAL NEEDS

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

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

children with special needs while preserving the affordable nature of the program for the public at large.

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

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

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

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

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

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

BEHAVIOR GUIDANCE POLICIES

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

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

1. Working with the children to develop rules that are stated at the children's developmental level.
2. Clarifying the consequences of not following rules before an incident occurs.
3. Having age-appropriate expectations for children.

4. Allowing children time to practice following new rules and acceptable alternatives to problem behavior in order to reduce conflict.
5. Reinforce desirable behavior by praising or rewarding the child. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to continue.
6. Provide immediate and directly related consequences for a child's unacceptable behavior.
7. Ensure that each child is provided with a positive model of acceptable behavior.
8. Redirect children away from the problem toward a constructive activity in order to reduce conflict.
9. Teaching children how to use acceptable alternatives to problem behavior in order to reduce conflict.
10. Short breaks, which are noted and logged.
11. Protect the safety of children and staff persons.

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

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

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

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

is filled out by staff and logged in the incident binder. Families of both the biter and the bitten are notified.

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

BEHAVIOR POLICIES

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

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

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

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

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

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

Parents/guardians will receive a written warning that "should a fourth Behavior Incident Report occur, the child will need to take a three-day leave of absence from the program."

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

Parents/guardians will receive a written warning that "should a fifth Behavior Incident Report occur, the child will need to take a five-day leave of absence from the program."

5th Behavior Incident Report: Parents/guardians will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.)

Parents/guardians will receive a written warning that "should a sixth Behavior Incident Report occur, the parent/guardian will be required to find alternate child care immediately. The child will not be able to return to the program. Charges will end with the date of the sixth Behavior Incident Report."

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

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

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

EarlyVentures also prohibits:

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

- A. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person
- B. 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.
- C. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops

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

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

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

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

PETS

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

PARENT VISITS

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

TELEPHONE NUMBER FOR DIVISION OF LICENSING

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

TOYS

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

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

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

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

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

INTERNAL REVIEW

When an internal or external report of alleged or suspected maltreatment has been made, EarlyVentures will complete an internal review within 30 calendar days and will take corrective

action, if necessary, to protect the health and safety of children in care. The internal review will include an evaluation of whether:

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

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

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

NORTHFIELD SCHOOL BOARD POLICY REGARDING HARASSMENT AND VIOLENCE

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

STAFF POLICIES

1. Children are to be supervised at all time. 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 is 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 childcare center does not discriminate in its hiring practices. E.O.E.

8. 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.
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 trainings in place for all risks determined. The Risk Reduction Plans 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: Procedures for ALC Student's Child(ren) Accessing Early Ventures.

1. The ALC student's child must be eligible for county support (Child Care Assistance Program (CCAP)) to pay for the cost of Early Ventures. CCAP does not cover Early Ventures full daily rate, thus the ALC will be responsible for covering all charges the county does not cover.
2. The ALC student has to be enrolled in, or have successfully completed, the parenting class offered through the ALC. The class will be taught by a Community Services Parent Educator.
3. The ALC needs to notify Early Ventures no later than February 1st of how many summer and school year INFANT slots the ALC would like to hold and pay for. **A child can be considered an infant and be enrolled in the infant room until they turn 19 months.** Due to current families, Early Ventures will not hold TODDLER slots.
4. If a new toddler or preschool spot is needed for the ALC, Early Ventures will determine if space is available after Early Ventures' current family registration (typically held in early-mid February). If space is available for a new toddler or preschooler, the ALC will need to determine if they want to commit and pay for the slot prior to Early Ventures' new family registration (1st week of March). 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.



MALTREATMENT OF MINORS MANDATED REPORTING

This policy is for all providers licensed by the Minnesota Department of Human Services.

Who should report

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are mandated (required) to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to report

- If you know or suspect that a child is in immediate danger, call 911.
- 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 child protection services.
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 1-800-552-0414 or local law enforcement at 911.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division at 651-431-6500.

What to report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to report

- A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor.
- A mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Maltreatment Of Minors Mandated Reporting Policy

Retaliation prohibited

- An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child who is the subject of the report.
- The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal review

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
- The internal review must include an evaluation of whether:
 - I. related policies and procedures were followed;
 - II. the policies and procedures were adequate;
 - III. there is a need for additional staff training;
 - IV. the reported event is similar to past events with the children or the services involved; and
 - V. there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and secondary person or position to ensure reviews completed

The internal review will be completed by **Breezy Barrett, Ventures Coordinator**. If this individual is involved in the alleged or suspected maltreatment, **Erin Bailey, Community Services Director** will be responsible for completing the internal review.

Documentation of internal review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective action plan

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

Staff training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Provide policy to parents

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be available upon request.

KidVentures School Age Care



Handbook

KidVentures Office
1651 Jefferson 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)



COMMUNITY SERVICES DIVISION

Learning and Recreation For Life

Northfieldschools.org

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Welcome to KidVentures!

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

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

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

Sibley Elementary

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

Ventures Main Office:

Community Services Division

1651 Jefferson Parkway Northfield, MN 55057
507-664-3750

Breezy Barrett -Ventures Coordinator:

507-654-1245

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

Communicating Concerns/Suggestions to Staff

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

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

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

Family Responsibility Checklist

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

General Information

Lunch/Snack

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

Energy Curtailment

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

Apparel

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

Personal Property

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

Transportation

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

Severe Weather

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

Notification

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

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

Radio and Television Stations

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

Release Days/Late Start/Early Release

Release Days

KidVentures is open on most non-school days. Release days are open from 6:30 AM until 6:00 PM. All KidVentures sites will be combined into one site for each release day. A calendar of dates is included in your welcome packet and can be found on our website at

<https://northfieldschools.org/communityservices/ventures>. KidVentures provides field trips and/or on-site enrichment opportunities on release days. Release Day contracts will be available on the website, at each KidVentures location, at the Community Services 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. Late start days begin at the school's typical morning playground supervision (either 7:45 or 7:50) and run 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 office.

Summer Programming

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

Security and Safety

Child Protection

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

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

Signing In and Out

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

Our program opens at 6:30 AM

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

Release of Children

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

Late Pick Up

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

Attempt to Contact Time frame:

After 15 minutes: Call parent

After 20 minutes: Call emergency contacts listed for child

After 60 minutes: Call police

Absences

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

Legal Custody

In the event of a divorce, separation, or joint custody ruling, every effort will be made for KidVentures to treat each parent equally. If legal action has been placed against one parent, it is the responsibility of the

requesting parent to provide KidVentures with the necessary court ordered documentation in order for KidVentures to act in compliance with the request. KidVentures will only accept one registration form for each child, and it is suggested that each parent has a copy.

Building and Physical Premises

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

Emergency Preparedness

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

KidVentures must inform the commissioner within 24 hours of:

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

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

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

The Emergency Preparedness Plans include the following:

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

- The identification of hazards which include the potential impact this hazard could have on at the site and a plan for continuing operations during and after the emergency

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

Illness/Medical Conditions

Illness

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

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

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

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

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

Medication

Parents must inform the KidVentures site leader if a child has a health condition that requires regular medication, if a child requires medication in the case of an emergency (allergic reaction), or if a child is discontinuing use of a medication. If medication needs to be given during KidVentures, families will need to complete a "School Medication/Physician Order & Parent Authorization Form" to give written permission BEFORE medication can be dispensed. Medication must be in its original packaging or prescription bottle with a legible label stating the child's first and last name, Dr.'s name, medication name, and dosage instructions. Medication will only be given to the child whose name is on the label and

it will not be given after the expiration date on the bottle. Unused medication will be returned to the child's parent or legal guardian or destroyed. Medication is not accessible from the school nurse's office.

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

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

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

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

Allergies

Prior to admitting a child for care, KidVentures must obtain documentation of any known allergies from the child's parent or legal guardian. This can be done through the KidVentures Emergency Card and the KidVentures Health Update, which are part of the registration packet. KidVentures maintains current allergy information in each child's record. This information includes a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, 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. 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 office located at 1651 Jefferson 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 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.
- A late fee of \$10 is automatically assessed after the 15th of the month on ANY unpaid balance (including any previous late fees that are left unpaid).
- Northfield Public Schools charges a \$20 processing fee for all checks returned from the bank. If a check is returned, you must make a cash or money order payment within five days of notice. Failure to make payment on uncollected checks could result in termination of childcare services.
- KidVentures must receive written authorization for families receiving financial assistance from outside agencies before childcare can begin. If financial assistance is cancelled, you will be responsible for all expenses incurred. If you receive financial assistance, you assume responsibility for fulfilling county requirements (providing information and child care schedules, submitting timely reports, and making payments not covered by financial assistance programs).

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

Year End Financial Information

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

School Year Enrollment Options

Option One

- 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).
- A two day a week minimum is required (Ex. 2 am sessions, or 2 pm sessions.)
- 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.

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).
- 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 Office with a \$5.00 contract change fee. The change of schedule will become effective within two weeks from the date the request was received.
- No contract or calendar changes can be made in the beginning of the school year until October.
- Only two contracted changes are allowed per child per school year. If more than two are made, families will automatically be changed to the next Option (Ex. Option one moves to an option two agreement).
- KV must receive a two week written notice for any withdrawal from the program. All charges will remain on accounts until a two week written notice is received. Families that provide written notice to withdraw immediately from KV will still be charged for two weeks of tuition.

Additional Fees

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

Additional Contract

- Each child is permitted to be signed up for only one option.
- Full payment of contracted days is due whether or not children are in attendance.
- No credits for changes will be given for sick or vacation days.
- Payments are due in advance of service as KidVentures is a pay ahead program.
- 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 Office, located at the Northfield Community Resource Center. For billing inquiries, contact the Community Services Division 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, families may cancel days without penalty if done at least two weeks in advance AND in writing.

Responsibilities

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

Staffing

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

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

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

Behavior Expectations

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

Behaviors which are considered inappropriate and harmful include:

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

Behavior Management

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

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

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

Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child. If a child demonstrates behavior which has a negative impact on themselves or

others, staff will make adjustments in one or more of these areas: environment, grouping of children, activities, and/or staffing. Staff will help the child understand the impact of his/her behavior and identify acceptable alternatives to unacceptable behavior. Staff and peers provide positive modeling of appropriate behavior. Children are encouraged to take responsibility for their actions.

Suspension from School

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

Behavior Incident Reports

A serious disciplinary action such as those listed above will result in a Behavior Incident Report being filed. Charges will be assessed for behavior leaves resulting in one, three, and five days off. Should a child receive a sixth Behavior Incident Report, charges will cease with the last date of service, and alternate care must be found immediately, as the child will not be allowed to return to the program. This Behavior Incident Report Policy is inclusive of all School Age Child Care Program options, i.e., Summer and School Year Programs, as well as Non-School Enrichment/Late Start/Early Release Days when children attend a KidVentures field trip. Behavior Incident Reports accumulate consecutively throughout these program options

1st Behavior Incident Report:

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

2nd Behavior Incident Report:

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

3rd Behavior Incident Report:

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

4th Behavior Incident Report:

The parent or guardian will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged

during this absence.) The parent or guardian will receive a written warning that should a fifth Behavior Incident Report occur, the child will need to take a five-day leave of absence from the program.

5th Behavior Incident Report:

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

6th Behavior Incident Report:

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

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

1. A goal-setting meeting with parents/guardians and staff will be scheduled to discuss the child's behavior and changes that need to occur for a successful return to the program.
2. Parents/guardians understand that the receipt of one (1) Behavior Incident Report constitutes immediate dismissal from the program with no remaining chances for return.
3. All outstanding balances have been cleared from the parent/guardian account.
4. The child will return to the program based upon enrollment availability. If the child's site has a waiting list, s/he will not pre-empt 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:

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

Parent related probable causes for dismissal:

1. Failure to complete, sign, and return appropriate program forms.
2. Harmful, threatening, or inappropriate behavior toward staff, children, or other parents.

3. Consistent late or non-payment of tuition and program fees.
4. Refusal to cooperate and work with KidVentures staff to correct behavior concerns.
5. Repeated instances of failure to sign child in and out
6. Lack of adherence to KidVentures policies and procedures.
7. Repeated instances of late pick up.



Targeted Services

PLUS Handbook

2020-2021

201 Orchard Street South

Northfield, MN 55057

Phone: 507-645-1201 (ALC/PLUS Office)

FAX: 507-645-1250

northfieldschools.org

Director: Daryl Kehler

dkebler@northfieldschools.org

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OUR VISION

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

OUR MISSION

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

BELIEFS

Public Education

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

Learning

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

Shared Responsibility

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

Learning Environment

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

Decision-Making

We believe decisions must be based on the district's mission and beliefs and relevant sources of information.

We believe in an open decision-making process that invites honest dialogue.

Diversity

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

STRATEGIES

Priorities

Ongoing

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

Quality Education

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

Climate

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

Curricular Outcomes

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

Stewardship

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

Communication/Partnerships

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

Diversity

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

Near-Term

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

PLUS PHILOSOPHY

PLUS is a Targeted Services Program which is run through the MN Department of Education. Targeted Services programs can provide before school, after school, and summer programs for students in grades K-8 who may be struggling in the regular school program and need additional time to develop skills and abilities. Targeted services are designed for meeting the needs of the whole child. Therefore, it is not more of the same teaching and learning that occurs during the school day, but a different approach to engage students with the teacher, school, and community. The purpose is to develop the skills needed to be successful in the regular school program. (<https://education.mn.gov/MDE/FAM/AFTER/>)

Because of this, PLUS is designed to provide academic support as well as social emotional support. We have a mixture of time with licensed teachers where there is an academic focus, and time where clubs are offered. The clubs provide social interaction as well as opportunities for positive relationships to be developed. These may include academic topics where a licensed teacher or other community member is supervising the activities.

2020-2021 NORTHFIELD TARGETED SERVICES

ADMINISTRATION

Administration Staff

Targeted Services Coordinator/ALC Director: Daryl Kehler

Administrative Assistant: Mary Huberg

Youth Development Coordinator: Sarah VanSickle

Located at Longfellow Building

201 Orchard St S

Northfield, MN 55057

645-1201 (office)

645-1250 (fax)

dkeehler@northfieldschools.org (Daryl Kehler email)

mhuberg@northfieldschools.org (Mary Huberg email)

svansickle@northfieldschools.org (Sarah VanSickle email)

ELIGIBILITY

According to state statute, Targeted Services programming is to be run through ALCs, so the same “at-risk” criteria is used for both programming. Below is the statute as well as the PLUS program specific criteria.

124D.68 GRADUATION INCENTIVES PROGRAM

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

Northfield PLUS Program

Performs substantially below the performance level for pupils of the same age in a locally determined achievement test.	Has been excluded or expelled.
Speaks English as a second language or has limited English proficiency.	Is a victim of physical or sexual abuse.
Has experienced mental health problems.	Has experienced homelessness sometime within six months before requesting a transfer to an eligible program.
Has withdrawn from school or has been chronically truant.	Is behind in satisfactorily completing coursework or obtaining credits for graduation.

AND

This is a Minnesota Department of Education program in which students must meet (Minnesota Statutes, section 124D.68, Subdivision 2) criteria as well as the following. Please note the following criteria students must meet in order to enroll in the PLUS program:

- able to follow verbal instructions and directions provided by Plus Program staff and supervisors;
- demonstrate age-appropriate cooperative play and work behaviors (i.e., turn taking, sharing, etc.) in both small and large group activities with minimal adult supervision;
- able to work independently without disturbing others when assigned individual tasks;
- able to safely and successfully transition from one activity to another, and from one location to another with minimal adult supervision; and
- refrain from hitting, kicking, biting, and other forms of physical aggression toward other students and staff.

SCHEDULES AND DATES

ONLINE SUMMER PLUS DATES FOR 2020 ARE AS FOLLOWS;

JULY 6 - JULY 30 (MONDAYS THROUGH THURSDAYS), 9:30A-11:30A

TYPICAL SUMMER PLUS SCHEDULE (WHEN NOT ONLINE)

TIMES: 9:30A - 3:00P TOTAL PROGRAMMING. ROUGH DRAFT SCHEDULE BELOW.

9:30A	BUSES ARRIVE	
9:30-12:00P	TIME W TS TEACHERS	
12:00-12:30P	LUNCH FOR CABINS A-H; RECESS FOR I-P (MONDAY/TUESDAY)	
12:30-1:00P	LUNCH FOR CABINS I-P; RECESS FOR A-H	
12:45P	GO TO POOL FOR CERTAIN CABINS	
1:00-1:50P	CLUBS SESSION A	
1:55-2:40P	CLUBS SESSION B	
2:40-2:55P	CIRCLE TIME	
3:00P	BUSES DEPART	

SCHOOL YEAR PLUS DATES AND SCHEDULE

EARLY NOVEMBER THROUGH MID-MARCH (SPRING BREAK), MONDAYS THROUGH THURSDAYS,
3:30P-4:30P

BEHAVIORAL/DISCIPLINE CHALLENGES

If a student receives a behavior referral, please follow this procedure, however it is based on the director's discretion which means more severe incidents may skip steps. Documentation is required for each step.

1. Talk with student

This usually involves a "Fix-It" plan. There also needs to be a parent contact made.

2. Parent call/meeting

To inform parents of on-going issues. This may involve discussions of interventions to try or ones that have been used already. Staff could also try to see if there are other factors such as an issue at home, issue with a classmate, etc.

3. Change of placement, altered schedule, or removal from program

If there are continued issues these are the 3 options.

More intense interventions

An altered schedule (only attend mornings/afternoons)

Removal from the program

Because the PLUS program is a Targeted Services program where students must meet "at-risk" criteria, all students attending are in need of additional support. The PLUS staff must make efforts to work with students and parents, but keep the needs of other struggling students in mind as well.

Policy 413 HARASSMENT AND VIOLENCE

HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Statutes may be applicable. B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

**Please refer to appendix A for contact information relating to discipline issues.*

ATTENDANCE INFORMATION

Attendance at PLUS is voluntary and therefore there are no requirements to attend. With that said, learning is enhanced by regular attendance. Regular attendance assists in maximizing the educational benefits for each individual student so please encourage regular attendance when possible.

If a student will be absent from programming, we request the student's parent/guardian call/text the Attendance Line at **612-695-2139 (talk and Text available)** the day of the absence or earlier. The attendance line is available 24 hours a day, but messages will be received/returned during programming hours.

ELECTRONICS

Speakers (such as Blue Tooth speakers) are not allowed during programming. This includes speakers that connect to phones, etc, but also includes using a phone's speaker to broadcast music, videos, etc. This is distracting to programming and therefore these items should be left at home.

MANDATED REPORTING

Due to the Targeted Services being a public school function, all staff are mandated reporters. Please refer to this resource <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2917-ENG> to help with general questions.

What to do: If something is heard or suspected, talk with Site Leader and/or Daryl within 24 hours. Daryl must be notified of all possible reports. When unsure, it should be reported. Social Services will determine if it is something that warrants an investigation. Form to be used is attached to this handbook.

Rice County Child Welfare & Family Protection	507-645-9576 (Northfield)
	507-332-6115 (Faribault)

PERSONAL POSSESSIONS

The PLUS program is not responsible for lost or damaged personal articles. Students are responsible for all belongings brought to programming.

VISITOR POLICY

All visitors, upon entering the building, are to report first to the Front Table (Greeter station) and sign in. After confirming the visit/appointment the front table personnel should either grant access to the building or have visitors wait while the student is brought to the greeter station. Students are not allowed to bring friends/relatives (not enrolled in PLUS) to programming.

NURSE

The PLUS program does not have a nurse on duty. A PLUS staff member (usually the Site Lead) will be trained on administering medications in the event a student needs to take medication during the programming day. If at all possible, please request that parents administer medications before or after programming. All students who become ill during programming are required to check in with the front desk/greeter station so parent/guardian can be notified and the student can go home.

WEBSITE

Northfield Area Learning Center and the PLUS program website can be accessed at northfieldschools.org

CHILD NUTRITION

It is the practice of the Child Nutrition Department, which is supported by the Independent School District #659 School Board, to comply with the federal and state laws which prohibits the denial of a meal or milk to any eligible (paid, free, or reduced) student as a disciplinary measure. Child Nutrition information is available on the school district's website at northfieldschools.org Child Nutrition is listed under the Support Services tab.

There is a federally funded program that supports free meals to our program so all students will receive 1 snack in the morning and 1 meal as part of Summer PLUS programming. The afternoon snack depends on outside donations so this is not guaranteed. The federal program needs to be applied for and approved on a yearly basis.

SECURITY

In order to maintain a safe environment, we will have the front table/greeter station serve as the "controlled entry". This means the front table staff will greet and assess if individuals entering the building are allowed access, need to wait in front entry, or are asked to leave. This also includes calling the Northfield Police Department in case of an issue that warrants police involvement. There will be signage pointing individuals to the front table to check in as well. In the case of a lockdown, call 911. If the office is open there is a lockdown button to be pushed.

INJURY

In case of a student injury, call 911 first (if an emergency). If not immediate danger, then call parent and inform of injury. Report injury to Site Leader. An injury report form needs to be filled out within 24 hours. Site Lead or staff is to inform Daryl of the injury and he will ensure injury form is submitted. The form is included in the appendix of this handbook.

In case of staff injury, call 911 first (if an emergency). If not immediate danger, talk with staff on what they would like to do (call parent if under 18). An injury report form needs to be filled out within 24 hours and reported to Site Lead or the Director.

Appendix A

List of contacts:

Daryl Kehler	645-1201 (office)
ALC Director/Targeted Services Coordinator	507-461-6265 (cell)
Mary Huberg	645-1201 (office)
Administrative Assistant	
Sarah VanSickle	664-3655 (office)
Youth Development Coordinator	651-968-7759 (cell)



Targeted Services

MSYC/BLAST Handbook

2020-2021

201 Orchard Street South, Northfield, MN 55057
Phone: 507-645-1201 (ALC/PLUS Office)

northfieldschools.org

Director: Daryl Kehler
dkehler@northfieldschools.org

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

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- 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.
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Because of this, MSYC/BLAST is designed to provide academic support as well as social emotional support. We have a mixture of time with licensed teachers where there is an academic focus, and time where clubs are offered. The clubs provide social interaction as well as opportunities for positive relationships to be developed. These may include academic topics where a licensed teacher or other community member is supervising the activities.

2020-2021 Northfield Targeted Services ADMINISTRATION

Administration Staff

Targeted Services Coordinator/ALC Director: Daryl Kehler

Administrative Assistant: Mary Huberg

Youth Development Coordinator: Sarah VanSickle

Located at Longfellow Building

201 Orchard St S, Northfield, MN 55057

645-1201 (office)

645-1250 (fax)

dkehler@northfieldschools.org (Daryl Kehler email)

mhuberg@northfieldschools.org (Mary Huberg email)

svansickle@northfieldschools.org (Sarah VanSickle email)

ELIGIBILITY

According to state statute, Targeted Services programming is to be run through ALCs, so the same “at-risk” criteria is used for both programming. Below is the statute as well as the PLUS program specific criteria.

124D.68 GRADUATION INCENTIVES PROGRAM

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

Northfield BLAST/MSYC Program

Performs substantially below the performance level for pupils of the same age in a locally determined achievement test.	Has been excluded or expelled.
Speaks English as a second language or has limited English proficiency.	Is a victim of physical or sexual abuse.
Has experienced mental health problems.	Has experienced homelessness sometime within six months before requesting a transfer to an eligible program.
Has withdrawn from school or has been chronically truant.	Is behind in satisfactorily completing coursework or obtaining credits for graduation.

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This is a Minnesota Department of Education program in which students must meet (Minnesota Statutes, section 124D.68, Subdivision 2) criteria as well as the following. Please note the following criteria students must meet in order to enroll in the PLUS program:

- able to follow verbal instructions and directions provided by Plus Program staff and supervisors;
- demonstrate age-appropriate cooperative play and work behaviors (i.e., turn taking, sharing, etc.) in both small and large group activities with minimal adult supervision;
- able to work independently without disturbing others when assigned individual tasks;
- able to safely and successfully transition from one activity to another, and from one location to another with minimal adult supervision; and
- refrain from hitting, kicking, biting, and other forms of physical aggression toward other students and staff.

Schedules and Dates

Online Summer Blast dates for 2020 are as follows;

July 6 - July 30 (Mondays through Thursdays), 10:30a-12:30p

Typical Summer Blast schedule (when not online): Times: 9:30a - 2:30p total programming

9:30A-9:45A	BUSES ARRIVE	
9:30-12:00P	TIME W TS TEACHERS	
12:00-12:30P	LUNCH FOR CABINS	
12:30-1:00P	OUTSIDE RECESS	
1:00-1:40P	CLUBS SESSION A	
1:45-2:30P	CLUBS SESSION B	
2:30P	BUSES DEPART	

MSYC dates for 2020 are late September through early May, Mondays through Thursdays, 3:00p - 4:45p.

Typical schedule:

3:00P - 3:50P	HOMEWORK AND TIME WITH TS TEACHER	
3:55P - 4:40P	CLUBS SESSION	
4:45P	BUSES DEPART	

BEHAVIORAL/DISCIPLINE CHALLENGES

If a student receives a behavior referral, please follow this procedure, however it is based on the director's discretion which means more severe incidents may skip steps. Documentation is required for each step.

1. Talk with student

This usually involves a "Fix-It" plan. There also needs to be a parent contact made.

2. Parent call/meeting

To inform parents of on-going issues. This may involve discussions of interventions to try or ones that have been used already. Staff could also try to see if there are other factors such as an issue at home, issue with a classmate, etc.

3. Change of placement, altered schedule, or removal from program

If there are continued issues these are the 3 options.

1. More intense interventions
2. An altered schedule (only attend mornings/afternoons)
3. Removal from the program

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What to do: If something is heard or suspected, talk with Site Lead and/or Sarah or Daryl within 24 hours. Daryl and Sarah must be notified of all possible reports. When unsure, it should be reported. Social Services will determine if it is something that warrants an investigation. Form to be used is attached to this handbook.

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VISITOR POLICY

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NURSE

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WEBSITE

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CHILD NUTRITION

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Child Nutrition is listed under the Support Services tab.

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In case of staff injury, call 911 first (if an emergency). If not immediate danger, talk with staff on what they would like to do (call parent if under 18). An injury report form needs to be filled out within 24 hours and reported to Site Lead/Daryl.

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List of contacts.

Daryl Kehler	645-1201 (office)
ALC Director/Targeted Services Coordinator	507-461-6265 (cell)
Sarah VanSickle	664-3655 (office)
Youth Development Coordinator	651-968-7759 (cell)

Policy 408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law ~~This policy provides guidance and direction for school district employees who may be subpoenaed when requested~~ to testify ~~and/or~~ provide educational records for a judicial or administrative proceeding.

II. ~~PROCEDURES~~ GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to informed consent by the subject of the data or pursuant to a valid court order or a parent if the subject of the data is a minor.** ~~A subpoena is not a court order under the MGDPA.~~

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Policy 408 Subpoena of a School District Employee

Adopted: 2/28/05; Updated: 2007; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student
MSBA/MASA Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)



Construction Update No. 31

Presented to the Board on 08.24.2020

Matt Hillmann, Ed.D., Superintendent of Schools

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

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

August

- ☐ New Greenvale Elementary: Temporary Certificate of Occupancy (TCO) was achieved on 8/4/2020. Move-in began the next day and has been ongoing for the past 2 weeks. Punch list items are being corrected and will wrap up towards the end of the month. The playground work is ongoing and is scheduled to be complete towards the end of the month.
- ☐ Sibley: Working on final cleaning and punch list items. Final inspections and TCO is expected on 8/21/2020.
- ☐ Northfield Community Education Center: Final cleaning and punch lists are wrapping up early next week. Final Inspections and TCO is expected on 8/24/2020. Move-in will occur over the next 3 weeks.
- ☐ Longfellow: Parking lot work starting on 8/24 with the goal of completing by 9/8/2020. Interior demolition is scheduled to begin after Labor Day (After Erin's team moves out of this space).
- ☐ POC conducted a virtual meeting on August 11, 2020.