



Northfield High School

Student Handbook 2019-2020

1400 Division Street South
Northfield, MN 55057
Main Office: 507.663.0630
Attendance Line: 507.663.0616
Fax: 507.645.3455

Principal: Joel Leer
Interim Principal: Dr. Laura Kay Allen
Assistant Principals: Marnie Thompson and Jeff Eckhoff
District Website: www.northfieldschools.org

Northfield Public Schools: Our Vision

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

Northfield Public Schools: Our Mission

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

Beliefs

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

Strategies

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

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

WELCOME TO NORTHFIELD HIGH SCHOOL

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

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

Our best wishes are for a productive positive school year.

MISSION STATEMENT

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

2019-2020 NORTHFIELD HIGH SCHOOL STAFF/ADMINISTRATION

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

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

Northfield Public Schools 2019-2020 School Calendar

Approved by the School Board
March 12, 2018
Updated July 8, 2019

July 2019

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4

Independence Day

August 2019

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20

New SpEd/Elem Inservice

21-22

New Teacher Inservice

26-29

Staff Development Days

30

Teacher Preparation Day

September 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2

Labor Day

3

First Day of School/
Beginning of First Quarter

October 2019

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17-18

No School-Fall Break (MEA)

November 2019

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1

End of First Quarter

4

No School-Teacher Preparation Day

5

Beginning of Second Quarter

27-29

No School-Thanksgiving Break

December 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec 23- Jan 3

No School-Winter Break

January 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3

No School-Winter Break

6

School Resumes

20

No School-Martin Luther King Jr. Day

24

End of Second Quarter

27

No School-Teacher Preparation Day

28

Beginning of Third Quarter

February 2020

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

23-27

No School-Spring Break

30

No School-Teacher Preparation Day

31

Beginning of Fourth Quarter

March 2020

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20

End of Third Quarter

23-27

No School-Spring Break

30

No School-Teacher Preparation Day

31

Beginning of Fourth Quarter

April 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

25

No School-Memorial Day

31

Graduation

May 2020

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5

Last Day of School (2-hr early dismissal)

8

No School-Staff Development Day

June 2020

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5





Last Day of School (2-hr early dismissal)

8

No School-Staff Development Day

School Cancellation Procedures:

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

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

Student Days:

Term 1: 42 days
Term 2: 45 days
Term 3: 39 days
Term 4: 48 days
TOTAL: 174 days

Summary:

174 student contact days
9 non-student contract days
4 contract days off calendar (4 conferences)
TOTAL: 187 contract days
87 days - first semester; 87 days - second semester

**NORTHFIELD PUBLIC SCHOOLS
2019-2020 Calendar**

Approved by School Board March 12, 2018; Updated July 8, 2019

New Teacher Inservice

August 20 New SpEd & New/Returning from Leave Elementary Teachers, & 3rd Grade Teachers CCC
August 21-22 New Teacher Inservice

Teachers Back-to-School Workshop Week

August 26-29 Staff Development Days
August 30 Teacher Preparation Day

September 2 **No School** - Labor Day
September 3 **First Day of School**/Beginning of 1st Quarter

October 17-18 **No School** - Fall Break (MEA)

November 1 End of 1st Quarter (42 days)
November 4 **No School** - Teacher Preparation Day
November 5 Beginning of 2nd Quarter
November 27-29 **No School** - Thanksgiving Break

Dec. 23-Jan. 3 **No School** - Winter Break

January 6 School Resumes
January 20 **No School** - Dr. Martin Luther King's Birthday
January 24 End of 2nd Quarter (45 days)/End of First Semester (87 days)
January 27 **No School** - Teacher Preparation Day
January 28 Beginning of 3rd Quarter and Second Semester

March 20 End of 3rd Quarter (39 days)
Mar 23-27 **No School** - Spring Break
March 30 **No School** - Teacher Preparation Day
March 31 Beginning of 4th Quarter

May 25 **No School** - Memorial Day
May 31 Graduation

June 5 **Last Day of School** - two (2) hour early dismissal
End of 4th Quarter (48 days); End of Semester (87 days)

June 8 **No School** - Staff Development Day

School Cancellation Procedures for 2019-2020

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

2019-2020 DAILY SCHEDULE

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

MEDIA CENTER HOURS

Monday - Thursday 7:15 am – 3:15 pm

Friday 7:15 am – 3:00 pm

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

Ms. Wiertsema-Miller A-G

Mr. Ensrud H-O

Ms. Rasmussen P-Z

HIGH SCHOOL CODE 241-855

GRADUATION REQUIREMENTS

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

IMPORTANT SCHOOL NUMBERS

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

GRADE POINTS

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

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

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

ATTENDANCE INFORMATION

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

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

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

Absence Procedure

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

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

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

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

Excessive Absences

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

Absence Appeal

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

Attendance Policy - Students

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

If Absences are Unexcused or Truant:

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

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

Attendance (FAN) at Post-Season Competition

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

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

Eligibility for Activities

Academic Eligibility Policy-Adopted June, 2008

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

Excused/Unexcused Absences

Excused absences include -

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

Unexcused absences include but are not limited to-

- oversleeping
- car trouble

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

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

Homework Make-Up Policy

If you are absent [email teachers](#) directly asking for homework, [check Schoology](#), [check teacher websites](#) for assignments or call a friend and ask them to bring work home for you.

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

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

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

Passes to Leave Campus

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

Tardiness

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

ACADEMIC INFORMATION

ACADEMIC HONOR ROLL

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

AUDITING CLASSES

Auditing means taking a course for a personal benefit, but not for a grade or credit. The following steps must be followed:

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

COURSE INCOMPLETES

Students who receive an "Incomplete" grade at the end of a quarter must make up the work within 2 weeks unless additional time has been granted by the teacher and assistant principal.

COURSE STRUCTURE

Courses at Northfield High School are all one semester in length. A semester course awards 1/2 credit for successful completion. If a student fails one semester, he/she needs to repeat that failed semester. The grade of record is the final semester grade. This is the grade that is entered on the students' permanent record card and is used to determine cumulative grade point average and class rank. For a full-year course there are two grades of record, one for the first semester and one for the second semester.

COURSE DROP/ADD POLICY

Course requests in early spring lead to schedules that are very difficult to adjust - especially when it comes to electives. If a scheduling conflict occurs, one or more student-selected alternate courses will be added to student schedules as necessary. If a schedule change is necessary for graduation or in order to carry at least six classes, students can initiate these changes on the designated schedule change day the week before school begins. Once the school year begins, the only allowed changes will be to drop a class for a study hall if there are seven classes in place or to add a class that is for required graduation credits. Students who have seven classes on their schedule and drop one in order to take a study hall must do so via a Drop/Add form before the midquarter point of the semester, which is approximately four weeks into the semester. Students who have six classes and wish to drop one must also add a replacement course via a Drop/Add form by the end of the fifth day of the semester. Students may not have two study halls/open hours (Senior Transition, TA) in the same semester. Dropping a course after the deadline results in a failing semester grade for the class.

FINAL EXAMS

Final examinations will count no more than 20% of the final semester grade. Any exam changes must be approved by an administrator prior to exams beginning.

GRADING SYSTEM

Student grade point averages and ranks are calculated by two possible methods. Under the “Normal” system, all courses are equally weighted according to the following system:

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

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

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

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

MINIMUM CLASS LOAD

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

PASS-FAIL

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

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

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

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

REPORT CARDS

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

SCHEDULE CHANGES

Students must meet with a guidance counselor to initiate any change in their class schedule. Schedule changes are made only in exceptional circumstances.

SENIOR HONORS PROGRAM

Through an agreement with St. Olaf College and Carleton College, Northfield High School seniors have the opportunity to enroll in lower-level college courses at no cost to the student. Each college has a specific application process. Application forms are available to students in late spring of their junior year. During the summer, students will be informed of the college's decision and given instructions on how to register for classes. If you intend to use a Senior Honors course to meet a graduation requirement (i.e. Economics), please check with your counselor in advance to ensure that the class is applicable. Administrative approval is required prior to the start of these courses. Information may be obtained from the counselors for obtaining high school and/or college credits upon successful completion of the course. A senior in the Senior Honors Program who wishes to access the media center or computer lab during his/her work time must arrive at the beginning of an hour and stay the entire hour. All media center rules apply.

SPECIAL EDUCATION PROGRAMS

Special Education programs are an educational service provided to students who are having difficulty achieving in the regular school program and who meet state eligibility requirements that are verified through an assessment made by qualified personnel. The difficulties a student may encounter could be academic or emotional/behavioral. The student or parent/guardian may contact a guidance counselor, administrator or teacher for information about referrals. At that point, the child study procedure will begin and parent/guardians will be informed of the procedure and their rights, which are contained in State and Federal laws.

GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

ACADEMIC HONESTY

All students are expected to:

- Engage with honesty and integrity in their academic life.
- Attend NHS ready to learn and in their learning demonstrate the ability to discern right from wrong.
- Know which academic behaviors are acceptable and which are dishonest.
- Produce work that is their own or give credit when the work is not their own.

All parents are expected to:

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

All teachers are expected to:

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

All administrators are expected to:

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

Incident 1:

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

Incident 2:

1. All of the above will occur.
2. Assistant Principal will initiate a parent/student/counselor conference.
3. The student will receive 1 day of Saturday School.

Incident 3 or more:

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

ACADEMIC ELIGIBILITY STANDARDS

Students involved in the following activities must meet Academic Eligibility Standards (on file in Activities Office): ALL Athletic Activities, Academic Challenge, Chess, DECA, DYC, Link, LOA, Math Team, National Honor Society, Mock Trial, Drama/Rock N Roll Revival, R.A.L.I.E., Speech Team, Student Council

ACADEMIC AWARDS

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

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

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

Commended Criteria:

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

ACCESSIBILITY

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

ASSEMBLIES AND PEPFESTS

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

CELL PHONES

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

- 1st offense: Confiscate phone, return end of day
- 2nd offense: Confiscate phone and hold for two days
- 3rd offense: Confiscate phone and hold for three days

Each consecutive offense will result in the phone being confiscated and held in the office for the number of days corresponding with the offense number. (e.g. 4th offense, 4 days held) Parents will be contacted upon each offense.

CHEMICAL HEALTH

Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco, nicotine, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products, and alcohol. Students should report any presence of chemicals on school grounds. Students with a chemical violation will be referred to the Student Support Service team. A Chemical Health Counselor is available to students. Call the Guidance Office for more information.

CHILD NUTRITION DEPARTMENT

See Appendix A

CLOSING OF SCHOOL

In the event of bad weather school closing announcements will be made over KYMN AM-1080 and WCCO AM-830 radio stations, and via Skylert and Schoology.

DETENTION

Detention will be held during flex hour and after school as necessary. Students must check with the Attendance office to reschedule. A student may change their scheduled detention only once. Students must come into the attendance office prior to the scheduled detention to make the change.

Detention and Rules

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

DISCIPLINE GUIDELINES

See Appendix B

DRUG DOG SEARCHES

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

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

E-LEARNING DAYS

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

EIGHTEEN-YEAR OLDS

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

1. All rights to make educational decisions will transfer to the student, including the right to make decisions about special education, unless a conservator or legal guardian has been appointed for the student.
2. Subject to all applicable laws, the school district may continue to provide educational data to the parent(s) of an adult student, provided that the parent(s) continue to claim the adult student as a dependent for tax purposes. If an adult student is claimed as a dependent but the student does not want the district to share educational data with his or her parents, the student may submit a written request for the district to end all

communications with the parent(s). The district will evaluate such requests on a case-by-case basis to determine the appropriate course of action.

3. If the district grants an adult student's written request to stop sharing educational data with the student's parent(s), and the student later changes his or her mind, the student will be required to submit a signed form authorizing the district to resume sharing educational data on the student with the parents.

FAMILY ACCESS/GRADES ONLINE

Parents/Guardians are encouraged to apply for a family access number. This will allow parents to view attendance, food service accounts, schedules and grades. Go to northfieldschools.org to apply.

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

FLEX PERIOD

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

FREEDOM OF EXPRESSION

Freedom of expression is necessary to promote creativity and teach tolerance of others' ideas. Verbal, written or symbolic speech, which causes disruption, will not be tolerated.

The administration will make judgments based on the following criteria:

1. It must not be obscene.
2. It may not make personal attacks on students or school employees.
3. It may not advocate or cause disruption of the school day.
4. It may not invade others' privacy or be libelous.
5. It may not denigrate any religion, creed, race, gender, or sexual preference.

The above criteria also apply to school-sponsored forums and will be used to judge whether verbal or symbolic speech may be punished.

GRADUATION/COMMENCEMENT

Students who have or will have successfully completed graduation requirements by the last day of the school year may participate in the commencement program and receive a diploma. Students who are one-half semester credit short of either the required courses or of the total credits required may also participate in commencement but will not receive a diploma until all graduation requirements are completed. Any student who is more than 1/2 credit short of either requirement is not allowed to participate in commencement.

Seniors are expected to fulfill all obligations prior to graduation. These obligations include, but are not limited to: returned textbooks, iPads and chargers, class fees, textbook fines, and negative food service account balances. Seniors with outstanding obligations will be notified of their outstanding obligations and will need to fulfill all obligations before they are eligible to participate in the graduation ceremony.

Seniors are expected to behave appropriately up through graduation. Inappropriate behavior could result in a variety of consequences, including their removal from the commencement ceremony.

HONOR STUDENT DESIGNATION

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

LAW ENFORCEMENT AGENCIES

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

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

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

LOCKERS

Freshmen and sophomores are assigned a locker. Juniors and seniors can be assigned a locker upon request. While students have the right to expect some privacy, lockers remain the school’s property. School officials reserve the right to search a student’s locker.

NATIONAL HONOR SOCIETY

National Honor Society is an organization designed to recognize scholarship, stimulate a desire to give service to others, promote leadership and develop character in students. Students participate in activities providing service to the school and community. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership and service. Students in grades 11-12 who have a cumulative unweighted grade point average of 3.6 are eligible.

NURSE 663-0634

The nurse is on duty each day from 7:30 a.m. until 3:00 p.m. Students **MUST** have a pass from a teacher in order to visit the nurse. All students who become ill during the school day are required to check out with the nurse’s office, prior to leaving the building. Check out must include parent contact between school officials

and parents/guardian PRIOR TO LEAVING THE BUILDING. Failure to properly check out with the nurse's office will cause the student to be unexcused.

Legitimate visits to the nurse during class time are excused, counted absences.

Any and all medications that students take at school must be distributed and stored in the high school nurse's office.

Prescription medications (i.e. Ritalin, Imitrex, Zoloft) that are dispensed at school need to have a written prescription from the physician indicating medication, dose, route, time, duration and diagnosis as well as a parent/guardian signature. The physician/parental consent form can be obtained through the nurse's office. The medication must be sent in a prescription bottle as issued by a pharmacist. (A duplicate bottle can be obtained from the pharmacist upon request.) Permission for Tylenol, Ibuprofen and other over the counter medications may be given on the emergency form provided to you by the school. Additional forms are available upon request. Emergency Forms are mandatory, are updated annually and must be turned in to the nurse's office. Individual health care plans are written when appropriate. Students must bring an unopened, sealed bottle of Ibuprofen or Tylenol to the nurse's office if they need these medications on a regular basis.

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

See Appendix C

PARKING LOT/VEHICLE POLICY

All motorized vehicles parked at Northfield High School by faculty, staff and students, must display a valid permit. The cost of a parking permit is \$150.00 per year (or \$75.00 for second semester). Additional permits (including lost permits) will be \$5.00. All parking permits must be registered with the office and may not be transferred to any other vehicle other than the vehicle described on the vehicle registration form. No sale/transfer of parking permits is permitted from student to student or sibling to sibling. Parking permits are full price per individual student. No family discount will be given. Any unauthorized parking offense will result in the following:

Permitted Vehicles

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

Non-Permitted Vehicles

- 1st Offense: Written Parking Violation Warning
- 2nd Offense: Administrative Referral
- 3rd Offense: Vehicle towed at owner's expense

Vehicles must only park in valid student parking spaces. Any vehicle parked illegally may be subject to towing without previous warning at the owner's expense. Unauthorized parking includes: Music Reserved, Visitor, Handicapped Parking, District Visitor, Technology, Reserved and Staff Parking. All non-valid parking spaces, no parking zones, blocking a driveway or not displaying a valid permit may result in towing at owner's expense. Students may be restricted from parking or driving on school property if they are driving carelessly, violate parking regulations, leave campus or take underclassmen off of campus during school hours. All vehicles on school property are subject to search. Bicycles and mopeds are to be parked in the rack provided.

POSTING OF INFORMATION

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

PROM

The prom is a special event specifically designed for juniors and seniors. Only juniors and seniors, graduates of NHS under 21, and juniors and seniors from other schools with approved guest applications are allowed to attend. NO EXCEPTIONS. Ninth and Tenth graders will not be allowed to attend the prom under any circumstances.

SCHOOL DANCES

All dances are for Northfield High School students. NO MIDDLE SCHOOL STUDENTS are permitted to attend. A student ID is required to enter.

Northfield students may attend with a date that is not a student at Northfield, if the date is of high school age and a guest pass is presented at the admission door. Guest passes may be secured in the office prior to the dance. Students leaving the dance are not permitted to re-enter. Admittance to the dance ends one half hour after the start of the dance. Students who know they will be coming later than one half hour, due to work or other legitimate reasons, need to get permission from the advisor in advance. All school rules apply.

SCHOOL DISTRICT POLICIES

The most successful school creates mutual trust and respect among students, parents, teachers and administrators. A complete list of school district policies are on file in the Office of the Superintendent and online at <https://northfieldschools.org/about/school-board/policies/>.

SPORTSMANSHIP STATEMENT

Northfield school district students are expected to demonstrate socially accepted behavior. Student participants in co-curricular activities represent the school in a very public manner, and thus student conduct is under close scrutiny. Because of their visibility and status as a role model for younger students, proper conduct and abiding by school rules, Minnesota State High School League rules and local and state laws is expected of all students involved in activities.

Students representing NHS are expected to conduct themselves in a manner that will not cause the school parents, our community, and team/group nor coaches/advisors embarrassment. This applies whenever the student is part of any activity; before or after a contest/performance or practice, in transit to and from activities, or at any function associated with the activity. Parents, who are role models for their children, are also expected to display positive sportsmanship at all contests. The Big 9 Conference has established a sportsmanship credo, which ALL individuals are expected to follow.

Any acts of student misconduct may result in disciplinary action whether or not this misconduct is directly involved with a school event or activity. Students will be disciplined for misbehavior at both home and away events. The MSHSL Code of Responsibility allows school authorities to discipline students for violation of League rules.

SENIOR FEES

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

SENIOR TRANSITION

Only seniors may obtain a 1st or 7th hour transition period. Forms are available in the office. Students who have a transition period may not be in the school building or on school grounds during that time. If a senior with a transition period wishes to access the media center or computer lab during their transition period, he/she must have a pass, arrive on time and stay the entire period. Senior Transition will be revoked if a student is not making adequate academic progress.

STUDENT DRESS POLICY

Any student who feels offended by any individual's apparel may report their concern to the administration. Students have the right to choose their manner of dress and personal grooming on school property unless it:

1. presents a danger to the students' health
2. exhibits profanity, lewd or vulgar expressions
3. can be construed as gang related, including bandanas
4. is found to be offensive
5. interferes with the educational environment of the school or classroom.
6. advertises products that are illegal for minors including weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by minors

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

- Undergarments should be hidden from view.
- Breasts and midriffs should be covered.
- Sagging pants are not allowed.

STUDY CENTER INFORMATION AND STRUCTURED STUDY CENTER GUIDELINES

1. Students are expected to arrive on time and bring study materials.
2. All students will report at the beginning of each study center for attendance and then students who have passes will be released to the media center/computer lab, and to other teachers' classrooms.
3. Study center supervisors will not give students passes to spend the period in another class or media center. These passes must come from the classroom teacher.
4. Students wanting to go to the Guidance Office must have a pass signed by a counselor with the appropriate appointment time or return with a signed pass from the Guidance Office.

Structured Study Center Placement

Counselors and teachers may place students for academic reasons. (i.e. If a student receives an "F" for a quarter or semester grade, or if a student receives one failing midquarter or two or more D's.). Individual Structured Study Center teachers may implement further guidelines.

VISITOR POLICY

All visitors, upon entering the building, are to check in at the security desk. Students wishing to bring friends or relatives from other schools must get permission in advance from the Assistant Principal. The purpose of a visitors pass is for a guest to visit our school and learn more about NHS. Visits to NHS should be limited to one visit during any school year. Students may not have visitors during the last two weeks of the semester or school year.

VOLUNTEER / EMPLOYEE CRIMINAL HISTORY BACKGROUND CHECK POLICY

Parents and community members are always encouraged to apply as an employee or volunteer at their student's school and / or with the Northfield Public Schools. Volunteers provide a valuable service to students and staff. Minnesota Statute requires a school hiring authority to request a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. Parents and community members who volunteer on a regular basis must complete a background check before serving students affiliated with Northfield Public Schools.

WEBSITE

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

USE OF TECHNOLOGY AND TELECOMMUNICATIONS SYSTEMS BY STUDENTS

Student use of technology and the Internet is governed by district policy 524-2 regarding use of technology and telecommunications systems. The policy can be viewed at <https://northfieldschools.org/files/board-policy-524.pdf>.

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

Appendix A

Child Nutrition Department

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

Menus

The Northfield Public Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. One half-pint of milk is included with every meal. Most of the cafeterias operate on a continuous serve basis during the entire meal period. Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the District website at northfieldschools.org. If students bring food or beverages from home, we encourage all families to select nutritious choices. Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year. Copies of the menu will be available at the schools upon request. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choices daily. All meals are priced as a regular lunch meal.

Offer vs. Serve

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

Food Allergies and Special Dietary Needs

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

Free and Reduced Meals

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval. Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal's Office and in each school kitchen. Families can now complete the educational benefits application online through Family Access. If you wish to complete your application online, you must first log in to Family Access. After logging in, click the Food Service button located on the left side of the screen and select a child's name. Click the applications tab and follow the prompts to complete the application. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. A letter indicating your benefits will be e-mailed or mailed out. Please save this letter in case you need to show proof of benefits for other programs. **Benefits from the previous school year will be carried over until October 15, 2019. Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 15, 2019 will be changed to full priced meals.** Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Payment will be required for any meals purchased prior to the approval of the application.

Meal Prices

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

Elementary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.55	\$2.50	\$4.05	\$31.00	\$50.00	\$81.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Secondary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.55	\$2.65	\$4.20	\$31.00	\$53.00	\$84.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Staff / Adult / Visitor / Second Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$2.05	\$3.70	\$5.75	\$41.00	\$74.00	\$115.00

Staff Meals, Adult Meals, Visitor Meals and Second Meals

Parents, guardians and other family members may eat with students during their meal time. All visitors are required to sign in at the school office. Staff meals, adult meals, visitor meals and second student meals are priced higher because the Child Nutrition Department does not receive any federal or state reimbursement for those meals, as we do for a student's first meal. The cost for a non-student meal is \$2.05 for breakfast and \$3.75 for lunch. Exact change is appreciated.

A la Carte

A la carte food items are available for purchase at the Middle School, High School and for staff at the elementary schools. Elementary students may only purchase extra milk for \$0.50 per half pint. There will be no charging of A la carte items if an account has a negative balance. A la carte purchases must have sufficient funds in the account for the total purchase amount. Prices of a la carte items are posted in the school kitchens. Food items and prices may vary throughout the year. We do not block a la carte purchases or limit the amount of money a student spends in one day. We encourage parents/guardians to discuss their concerns with their students.

Payments

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

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

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

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

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

Account Balance Statements

Statements are available upon request. To request a statement, parents/guardians or staff may contact the kitchen at each school or the district office. We encourage the use of the Northfield Public Schools District website to view meal account balances, view payments and purchases, or to print statements. To complete an on-line payment, visit northfieldschools.org and click on Family Access, under the Parent Resources tab. The Child Nutrition Department will call or email weekly through School Messenger if you sign up to be notified for these messages or send written statements notifying families of their low meal account balance. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>

Refunds

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

Questions/Comments

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

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

Appendix B

Discipline Guidelines

Abuse, Verbal- The use of language that is obscene, threatening, intimidating or that degrades other people is prohibited. Verbal abuse that is also sexual, religious or racial harassment shall be addressed under the guidelines for harassment.	*	2-3 day suspension	3-5 day suspension
Alcohol or Chemicals, Possession or Use- Possession or use of any alcohol, narcotic, controlled substance or drug paraphernalia is prohibited by Minnesota or federal law. Any student in possession of or under the influence of alcohol, a narcotic, a controlled substance or drug paraphernalia at a school location will be reported to the police. Further recommendation such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense prior to readmission to school.	3-5 day susp. Referral for chemical evaluation Police referral	Social worker intervention 5-10 day susp. Chemical assessment Police referral Possible recommendation for expulsion	10 day susp. Recommendation for expulsion Police referral Chemical assessment
Alcohol or Chemicals, Possession With Intent to Distribute or Sell- Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange, or distribute any alcoholic, narcotic or controlled substance is prohibited.	10 day susp. Recommendation for expulsion Police referral		
Bullying- Bullying is defined as behavior that is intimidating, threatening, abusive or hurtful conduct, objectively offensive, or involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities. Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514.	*	Detention Possible suspension	1-3 day OSS Possible expulsion
Disruptive Behavior- Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.	*	*	1-3 day susp.
Driving, Careless or Reckless- Driving any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.	*	Revocation of parking permit to identified time period Police referral	3 day susp. Permanent revocation of parking permit Police referral
Fighting- Engaging in any form of fighting where blows are exchanged is prohibited	1-3 day susp.	3-5 day susp.	10 day susp. Possible recommendation for expulsion
Firearms- Firearms are prohibited in all school district locations. A "firearm" is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive charge or element, such as gunpowder. A firearm as herein defined may cause serious injury or death. All offenses will be reported to the Minnesota Department of Education.	10 day susp. Recommendation for expulsion Police referral		
Gang/Threat Group Activity- Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, wearing colors, etc. are prohibited.	*	1-5 day susp. Police referral	5-10 day susp. Possible recommendation or expulsion Police referral
Harassment & Violence- Racial, gender, religious, age, disability, sexual orientation, marital status, & public assistance harassment & violence as defined by District Policy 413 is prohibited. Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. "Harassment" includes all forms of racial, religious & sexual harassment Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct is used as a factor in decisions affecting the student's education or the conduct has the purpose of effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcoming pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, physical contact, or taking photos/video in locker	1-3 day susp. Police referral	3-5 day susp. Police referral	5-10 day susp. Police referral Possible recommendation for expulsion

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

<u>Unexcused Absence</u>		<u>Detention</u>	<u>Potential loss of credit</u>
Vandalism- Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. Restitution, when appropriate, is applied.	*	1-5 day susp. Restitution Police referral	5-10 day susp. Possible recommendation for expulsion Restitution Police referral
Vehicle, Unauthorized Parking (Policy 527)- Not having a parking permit or parking a motorized vehicle in unauthorized areas on school property is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permit.	*Written parking violation warning	Administrative Referral	Loss of parking permit or tow at owner's expense
Weapons (exclusive of firearms)- The possession, or implied possession of a real or look alike item which is considered dangerous, illegal, or which is used to imply or possibly cause harm, destruction or disruption is strictly prohibited on school property or at school activities. All offenses will be reported to the MN Dept. of Education.	3-10 day susp. Police referral Possible recommendation for expulsion	5-10 day susp. Police referral Possible recommendation for expulsion	10 day susp. Police referral Recommendation for expulsion

* Indicates disciplinary action assigned by the building administrator

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

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

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

Why statewide testing?

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

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

Why does participation matter?

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

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

Academic Standards and Assessments

What are academic standards?

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

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

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

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



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

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

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

Student's District/School _____ Grade _____

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

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

Reason for refusal:

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

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS/Alternate ACCESS for ELLs

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

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

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

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

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