

CO-CURRICULAR ACTIVITIES HANDBOOK



Northfield Public Schools

2019-2020

Table of Contents

Introduction	3
Northfield High School Co-Curricular Athletic Philosophy	3-4
Objectives of the Northfield Athletic Program	4
Department Organization	4-5
Activities Program	5-6
Minnesota State High School League Calendar	6-7
Big Nine Conference Information/MSHSL - Why We Play	8-9
Access Policy including use of Middle School Students in HS Programs	9
Student Selection	9
7th and 8th Grade Move Up Policy	9-10
Participation After Injury	10
Advertising	10
Awards - Letter Requirements	10
Awards System	11
End of Season Program	11-12
Attendance Policy - Students	12
Eligibility Requirements	13
Academic Eligibility	13-14
Chemical Eligibility	15
Code of Conduct	15
Scheduling Conflict Resolution: Athletics And Music	16
Attendance Policy	16-17
Fan Buses	17
Fees and Forms	17-18
Fundraising - Handling of Funds	18
Gifts and Donations	19
Initiations/Team Gatherings (Policy)	19
Maroon and Gold Reception	19
Participation in More Than One Sport	19
Practices - Wednesdays/Sundays	19
Practices - Holiday/Vacation Periods	19-20
Ticket Policies	20
Communication Protocol	20-22

INTRODUCTION

The intent of this handbook is to provide parents with the policies and procedures of the Northfield Public Schools' Activity Program.

We believe in co-curricular activities and the positive effect they have on students in our school system. We believe that a soundly conceived and executed program will provide substantial educational outcomes for the participants, the student body, parents and the entire school community.

Handbook adopted by the Board of Education: June 10, 2019

NORTHFIELD HIGH SCHOOL CO-CURRICULAR ATHLETIC PHILOSOPHY

The athletic program at Northfield High School is considered an integral part of the total educational process. The purpose of the program is to provide educational experiences which complement that process and help students attain the goals of the Northfield Public Schools. The athletic program is an effective means of providing young people with the opportunity to develop socially, emotionally, intellectually, and physically, which contributes to their becoming effective members of society. The emphasis shall be on teaching these attributes at a level necessary to be competitive interscholastically.

The goal of the program is to benefit students (grades 7-12) who participate directly, and to benefit students and community members not directly involved. Striving to win is important. The aim is to provide a positive experience for all participants. Individual improvement and the achievement of personal and team goals are determinants of success.

Implementation of the following components are necessary in order to be competitive:

1. Quality coaching, equipment, and necessary facilities.
2. In Freshman programs, the focus shall be for participation of the greatest number of students with a strong emphasis in preparing students for successful competition. Squad size shall be limited and it is recommended the coach-athlete ratio not exceed 1-15.
3. In Sophomore (B-Squad) programs the emphasis will be on preparation for successful competition with a greater emphasis on winning than at the middle school and/or freshman levels. Playing time may not be equal. Squad size shall be limited and it is recommended the coach-athlete ratio not exceed 1-15.
4. In Junior Varsity programs athletes shall be chosen from the most highly-skilled of those who do not make the Varsity team. Squad size shall be limited and coach-athlete ratio of 1-15 should be encouraged. The ability to compete on an equal basis with opponents shall be the focus.
5. Varsity programs are for the most highly-skilled athletes. Careful attention should be paid to the quality of the experience and to ensuring the greatest possible opportunity for success against all opponents. A coach-athlete ratio of 1-15 is encouraged. "Playing time" shall go to the athlete who is most-able to make a positive contribution to the "best effort to win."
6. Coaches must maintain communication with athletes, parents, and the community.
7. The athletic program should promote, teach, and exemplify proper conduct for players, parents, coaches, and spectators.
8. Athletic fees are set by the School Board at the recommendation of the Activities Advisory Committee.
9. No student will be denied participation because of inability to pay the athletic fee.

All of those directly or indirectly involved in the program should represent our school and community with pride, class, and a commitment to excellence.

Objectives of the Northfield Athletic Program

For the Student/Athlete:

1. Acquire fundamental athletic skills and techniques.
2. Improve basic motor technique.
3. Develop physical and emotional fitness and healthful habits.
4. Learn how to develop positive relationships with teammates and learn the value of working together for a common goal.
5. Be able to have social experience with students and other members of different communities.
6. Learn how to listen, take constructive criticism, follow instructions, observe others, and develop the work habits necessary to become the best athlete possible; both as an individual and as a team member.
7. Learn how to win and lose gracefully; showing respect at all times for teammates, coaches, opponents, officials, and spectators.
8. Learn and to meet the responsibilities that are necessary to experience the privilege of being a team member.
9. Learn the dedication, commitment, and sacrifice necessary to be successful.

For the School/Student Body:

1. Demonstrate and promote positive values, such as sportsmanship.
2. Promote a positive school climate.
3. Promote broad participation in the athletic program, both as spectators and participants.
4. Provide spectator interest and program support within the student body.
5. Provide a positive role model for younger students.

For the Northfield Community:

1. Enjoy High School Athletics as a recreational opportunity and recognize that the program is primarily for the benefit of the student athlete participants and the student body.
2. Provide the citizens of Northfield with an opportunity to demonstrate their sense of community by supporting student athletes through attendance at athletic events.

For the Northfield School District:

Provide positive role models for students, and the broader community, through fair play and good sportsmanship toward officials, coaches, students and opposing fans and teams.

DEPARTMENT ORGANIZATION:

The Activities Department is under the direction of the Activities Director. The Activities Director reports directly to the High School Principal who, in turn, reports to the Superintendent of Schools and the School Board.

Several groups have input into the department and the decision-making process:

1. **Coaches Advisory Council** - this council is made up of the head coaches of all varsity athletic teams and the advisors of cheerleaders and dance team. This group will meet a minimum of one time during each school year to discuss problems, policies, and other issues which involve the entire athletic program and to act in an advisory capacity to the Activities Director. All head coaches are expected to attend these meetings. **(Spring)**
2. **Activities Advisory Council** - this council is made up of the advisors and directors of the activity programs administered by the Activities Director. This group will meet a minimum of one time during each school year to discuss problems, policies and other issues which involve these activities and to act in an advisory capacity to the Activities Director. All advisors/directors are expected to attend these meetings.

3. **Activities Advisory Committee** - this committee is made up of parents, teachers, students and coaches as established by the Northfield School Board. This group may meet five times per school year to discuss issues relating to the activities program and to act as an advisory group to the Activities Director. Representatives from the coaching staff will be elected for two-year terms.

4. **R.A.L.I.E.** (Raider Activity Leaders Inspiring Enthusiasm) - this committee is made up of students who undergo an application process and who are involved in at least one co-curricular activity. They are under the direction of the Activities Department along with other RALIE advisors. This group will deal with various issues involving the activities program and the high school in general. A main purpose of this group will be the development of leadership skills along with working to improve enthusiasm, school pride and school spirit. Another main objective of this group will be to work in the area of chemical use/abuse prevention. This group will also have input into some policies and decisions made within the department and will also function to improve communication between coaches/advisors and students.

ACTIVITIES PROGRAM

Fall Athletics	Winter Athletics	Spring Athletics	<u>Activities</u>
Bowling	B/G Alpine Ski (7-12)	Baseball	Band
B/G CC (7-12)	B/G Basketball	Clay Target (7-12)	Chess Club (6-12)
Football	Cheer	Boys Golf	Choir
B/G Soccer	Dance Team (7-12)	Girls Golf	Fall Musical
G Swim/Dive (7-12)	Gymnastics (7-12)	Boys/ Girls Lacrosse (Girls' 7-12)	Knowledge Bowl
G Tennis	B/G Hockey Girls' (7-12)	Softball (7-12)	Math Team
Volleyball	B/G Nordic Ski (7-12)	Boys Tennis	Mock Trial
Cheer	B Swim/Dive (7-12)	Boys/Girls Track	Music Listening
	Wrestling		One-Act Play
	Weightlifting		Orchestra
			Rock 'n Roll Revival
			Science Olympiad
			Spring Drama
			Speech

MINNESOTA STATE HIGH SCHOOL LEAGUE CALENDAR 2019-20

Activity	Weeks	Games	Start Date Condition/Practice	Dates of Tournament
Fall				
Tennis - Girls'	11	16	August 12	Oct. 22-25
Soccer - Boys' and Girls'	12	16	August 12	Oct. 22-24, Oct. 28, 29, 31
Cross Country Running - Boys' and Girls'	12	10	August 12	Nov. 2
Volleyball - Girls'	13	17	August 12	Nov. 7-9
Swimming and Diving - Girls'	14	16	August 12	Nov. 14-16 (Th-Sat)
Adapted Soccer	12	16	September 2	Nov. 22-23
Football	15	9	August 12	QF Nov. 7-9, SF Nov. 14-16, Prep Bowl Nov. 29-30
One week of conditioning followed by two weeks of practice.				
Winter				
Debate				Jan. 17-18
Alpine Skiing - Boys' & Girls'	14	16	November 11	Feb. 12
Nordic Skiing - Boys' and Girls'	14	16	November 11	Feb. 13
One Act Play				Feb. 13-14
Dance Team - Girls'	17	15	October 21	Feb. 14-15
Hockey - Girls'	17	25	October 28	Feb. 19-22
Gymnastics - Girls'	15	16	November 11	Feb. 21-22
Wrestling	15	16	November 18	Feb. 27-29
16 contest dates. Number of individual matches not to exceed 45				
Swimming and Diving - Boys'	14	16	November 25	Feb. 27-29

Hockey - Boys'	17	25	November 11	March 4-7
Basketball, Girls'	18	26	November 11	March 11-14
Adapted Floor Hockey	17	22	November 18	March 13-14
Basketball, Boys'	18	26	November 18	March 18-21
Spring				
Speech				April 17-18
Adapted Bowling	11	16	March 2	May 15
Badminton - Girls'	11	16	March 2	May 15
Robotics				May 16
Adapted Softball	13	20	March 2	May 29 - 30
Tennis - Boys'	11	16	March 23	June 2-5
Softball - Girls'	13	20	March 9	June 4 - 5
Track and Field - Boys' and Girls'	13	14	March 9	June 5 - 6
Synchronized Swimming - Girls'	14	15	March 2	June 5
Golf - Boys' and Girls'	13	16	March 16	June 9 - 10
Lacrosse - Boys' and Girls'	11	13	March 30	June 9, 11, 13
Baseball	11	13	March 16	June 11 - 12

Northfield High School and the Big Nine Conference

Purpose: To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools, and their personnel.

Fundamentals of Good Sportsmanship

1. Know, understand, and appreciate the rules of the contest.
2. Show respect for the officials. Good sportsmanship implies willingness to accept and abide by the decisions of the officials.
3. Show respect for opponents at all times. Good sportsmanship is the Golden Rule in action.
4. Recognize and appreciate the skill of a performance regardless of team affiliation.
5. Maintain self-control at all times. Good sportsmanship is a responsibility for all who are involved in the game.

6. Show a positive attitude in cheering refraining from intimidation or negative cheering. Good sportsmanship is cheering your own team “to a victory”.

Acts of Misconduct

1. Throwing of any object onto the playing surface or in the stands.
2. Behavior deemed dangerous or behavior which interferes with the rights of others to observe the game.
3. Possessing, consuming or being under the influence of chemicals.
4. Use of obscene, profane or abusive language or gestures, signs, posters or banners which show disrespect for opponents, officials, band, or other performing groups.
5. The use of noise makers.
6. Entry onto the playing surface at any time.

THESE ACTS OF MISCONDUCT WILL NOT BE TOLERATED AND WILL RESULT IN AUTOMATIC REMOVAL WITHOUT REFUNDED ADMISSION!

Responsibilities of Sportsmanship

Coaches shall

1. follow rules of the sport during the progression of the game.
2. accept the decision of officials without showing inappropriate emotions
3. keep players together in entering or leaving the playing area.
4. avoid public display of criticism in front of players or spectators.

Participants should:

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

Spectators should be expected to:

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

Big Nine Conference Membership:

Albert Lea	Austin
Faribault	Mankato East
Mankato West	Northfield
Owatonna	Red Wing
Rochester Century	Rochester JM
Rochester Mayo	Winona

Northfield High School endorses the Minnesota State High School Leagues initiative; Why We Play.

We ask you to join with us to preserve the fun, excitement and the thrill of sporting events. Please help make sporting events an enjoyable experience for everyone!

ACCESS POLICY: The Northfield School District strives to develop classes, courses, programs and activities that enable all students to experience rigor and excellence. It shall be the policy of the District to allow decisions regarding access and participation to be made by the professional educators with responsibility for the specific program. This is with the understanding that the educator's expectations and a program's limitations be made available prior to participation decisions being made. Guidelines to professional educators regarding participation decisions include: Criteria for participation will be developed and communicated prior to decisions regarding participation being made. The advice of the Activities Director would be sought prior to a decision being made. Previous participation in a "non-school" program will not be criteria for participation. In cases in which only a small difference exists between students in terms of ability or attitude, inclusion should favor the older student. As in all cases, the decision will reside with the professional educator.

STUDENT SELECTION: Coaches and advisors at Northfield High School are able to make cuts (student selection) in the Northfield High School co-curricular program. The student selection process is dependent on each sport/activities individual differences. All coaches/advisors are reminded to maintain as high a participation level as feasible (at coaches/advisors/activity director's discretion). Coaches/advisors should encourage students who are cut to participate in other co-curricular activities. The student selection process for each sport, each season, must be clearly communicated to the Activities Director and to participants of each program.

USE OF 7th AND 8th GRADE STUDENTS IN HIGH SCHOOL PROGRAMS: Students in grades 7 and 8 may participate in high school programs. Students in these programs must complete and submit all the forms required of high school participation, including a current physical, and will pay the High School athletic fee as listed in the Fee Policy. This must be completed prior to the student participating in practices and games. In addition, 7th and 8th grade students may not displace 9th grade students on 9th grade level teams, unless there are safety concerns. In the case of safety, the Activities Director will help make the determination.

Participation in athletics/activities for all secondary students is limited by interest, ability, Minnesota State High School League (MSHSL) rules and policies regarding eligibility and the following guidelines:

Category I Activities:

1. Sports - football, soccer, volleyball, basketball, boys' hockey, wrestling, baseball, softball, tennis, track and boys' lacrosse.
2. Fine Arts Activities - Speech, debate, one-act play, high school musicals/plays, band and choir.
3. Grade 7 & 8 students will participate at the middle school and in organized programs external to the school (e.g. hockey).
4. An athlete/participant in grade 7 or 8 who has the skill level and maturity will be allowed to participate at the varsity (includes junior varsity) level according to the process and criteria set forth in this policy.

Category II Activities:

1. Sports: cross-country, dance team, swimming, gymnastics, nordic skiing, alpine skiing, girls' golf.
2. All participation is at the high school level.
3. Level of competition is determined by ability.

Criteria and Process for Approval of 7th or 8th Grade Move Ups

1. Requests for allowing a student to participate in other than their assigned grade or designated level will be limited to varsity participation (includes junior varsity) and are not to consider promotion of the best athlete/participant of one grade level to the next grade level. *Athletes may move up to the next grade level if the Activities Director sees the need. In that case, first consideration will be given to 9th graders moving up before an 8th grader.*
2. Requests may be made by the middle school coach, AD or the high school coach.
3. Requests will be considered by the: parents, student, coaches (present grade level coach and high school coach) and administration. A unanimous approval is required of all parties for an 7th/8th student to move up to JV or Varsity. Final approval is made by the Activities Director.

- a. Consideration of all requests will be based on the social, psychological, educational, and physical best interests of the student.
- b. The application and approval for an exception must be in place prior to the fourth Monday of the affected sport season.

PARTICIPATION AFTER INJURY REPORT: Any time an athlete goes to a doctor regarding an injury, they are NOT to return to participation in either practices or games until they have a signed release from a doctor. This signed release is to be turned in to the Activities Office where it will be kept in the athlete's file. If the injured athlete is treated by the trainer and is not seen by a doctor, a signed release is not needed. However, it is the coach's responsibility to be in touch with the trainer to know if and when the athlete should be returning to competition and what care and treatment should be continued for the athlete. This requires constant communication with the athletic trainer.

ADVERTISING: The use of advertising of products within the schools is a decision of the appropriate building principals or program level administrators. The bias in these decisions should be toward limiting the growth of advertising within the schools and prohibiting advertising that would alter or change the schools' curriculum. Advertising is sold in the community to assist in the publication of game programs and as a fundraiser for the Northfield Booster Club. The NBC controls these sales. Any other contacts for advertising or other types of fundraising within the community must have the prior approval of the Activities Director.

AWARDS - Letter Requirements: Every Head Coach/Advisor must submit "Specific Requirements" for awards in his/her sport/activity. These requirements are kept on file in the Activities Office. In setting the requirements each coach/advisor should be within the framework of the philosophy as expressed below:

AWARDS SYSTEM: The awards system listed below applies to all activities, including Cheerleading, Dance Team, Chess, Drama, Academic Challenge, Math Team, Mock Trial, Pep Band, Science Olympiad, and Speech. Music activities that would be considered co-curricular may also use this system.

Participation Certificates: Awarded to anyone who successfully completes a "season" and who **does not** earn a letter. This certificate will be the same for all sports and activities.

Letters: A chenille "N" will be awarded the **first time** that a student meets the criteria for lettering in a particular sport or activity. Chenille Letters for athletics and activities will be identical. **Every time** a student earns a letter they will receive a letter certificate. There will be separate certificates for athletics and activities.

Metal Pin Inserts: Upon earning a letter for the first time in a particular sport or activity, the student will be awarded a gold pin insert designating that particular sport or activity.

Metal Bar Inserts: Upon earning a subsequent letter in the same sport or activity, the student will be awarded a metal bar insert. The first bar will represent a second letter in the same activity, the second bar a third letter, etc.

Captain's Awards: Captains will receive a captain's certificate and a metal star insert for each "season" in which they are elected as a captain. The selection of captains is covered under special awards.

State Letter: A specially-designed, white letter "N" with the word "**STATE**" will be awarded to those who qualify for the state tournament or earn All State Honors. Coaches determine who receives the white "N". Cheerleaders, statisticians, managers, trainers, etc. are not eligible for this patch. **Exceptions may be made upon the recommendation of the Head Coach and the approval of the Activities Director.**

ADDITIONAL AWARDS: Any other awards presented must be in accordance with the Minnesota State High School League rules and must have the prior approval of the Activities Director.

AWARDS FOR ACTIVITIES: All activities under the supervision of the Activities Director will use the awards system as described.. Each advisor/director should have the requirements for the awards given for their activity on file in the Activities Office. .

Northfield Booster Club Scholarship

1. The committee selecting the recipient shall consist of the Scholarship Selection Committee organized by the High School Principal. The Activities Director should be allowed to provide guidance in the final selection.
 - a. The recipient must be a graduating senior of Northfield High School and in at least one sport; multiple sport athletes will be given special consideration.
 - b. Involvement in RALIE, LOA, or other student leadership organizations is preferred.
 - c. The Universal Scholarship form provided by the NHS Guidance Office is used as the application form.

End of Season Program: Each sport is to hold an awards program within one month of the conclusion of their season. This program is also encouraged for other activities although it is realized that such a program is not conducive to all activities. This program may be done in various ways.

- There may be a meal involved or there may simply be “coffee and dessert.” The meal may be as simple as a potluck or as complex as a banquet although coaches/advisors are reminded that our major awards program is the Maroon and Gold Reception which is held in May.
- Individual award programs are not to rival this event. Programs may be held at the school, local churches or other restaurants or meeting facilities. You are strongly encouraged to hold this event locally and use local businesses when possible. There is to be no alcohol served or consumed at the event.
- When scheduling this program, the head coach/advisor is to fill out the proper form and return it to the Activities Office for the approval of the Activities Director. The date, time, location, and type of affair must be given on this form. The Activities Director will check the date and space availability before approving the program.
- Coaches/Advisors are reminded that all programs are to be self-supporting. All participation certificates, numerals, letters, captain(s) awards, and MVP awards are to be presented and/or announced at this program.
- If possible other awards such as all-conference or all-state should also be presented at this program. Note that the MVP medallion is **not** to be awarded until the Maroon and Gold Awards Reception.
- All levels (grades 9-12) of a particular sport or activity should be included in this program as well as the cheerleaders for that particular sport (if applicable). If appropriate, a separate program may be held for 9th and/or 10th grade.

ATTENDANCE POLICY - STUDENTS: In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance that day for a minimum of four 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 trancies will be given appropriate consequences by their Assistant Principal. Consequences will be progressive with succeeding unexcused absences and trancies.

EXCUSED ABSENCES

Note: *The school reserves the right to require medical verification in cases where student absences are excessive.

**The amount of classroom instruction and work missed can be overwhelming and is critical for future success. While the school recognizes the value of family time and trips, we encourage parents & families to schedule trips to coincide with scheduled school vacations.

***Families are encouraged to notify the school in the event of a pending absence. It is the student’s responsibility to inform their teachers of the absence and make arrangements to make up their work in a timely manner.

EXCUSED/UNEXCUSED ABSENCES

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

Unexcused absences include but are not limited to oversleeping, car trouble, non-medical or dental appointments. Unexcused tardiness for more than fifteen minutes is considered an unexcused absence.

ELIGIBILITY REQUIREMENTS

Students involved in the following activities must meet Academic, Chemical & Code of Responsibilities Standards:

All Athletic Activities	Chess	Math Team	Student Council	
Science Olympiad	Band	Choir	Orchestra	
Knowledge Bowl	Drama	RALIE / LOA	Music Listening	Cheerleading
	Speech	Mock Trial	Rock 'n Roll Revival	

Academic Eligibility Policy-Adopted June, 2008

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

Students will be on academic probation if they receive:

1. More than one (1) failure on quarter grades in any courses currently enrolled, at the end of 1st & 3rd quarters.
2. One (1) or more failures on semester grades in any courses currently enrolled.
3. **Academic Probation:**
 - a. The student will enter a period of 10 school days of academic probation. During academic probation the student is fully eligible. If the student is making successful progress (passing) all classes after 10 school days they are no longer on academic probation.
 - i. Students will be assigned for a specific amount of time and/or class grade with our academic support staff.
 - ii. The focus will depend on what the student athlete shares is getting in the way of his/her academic success.
 - b. If the student is failing in one or more classes they will become academically ineligible. When declared academically ineligible, the student will be ineligible until all grades are above passing. If the student falls below passing, student will be ineligible once again.
4. **Academic Ineligibility**
 - a. While academically ineligible a student may practice with the team or activity but may not participate in MSHSL interscholastic athletic, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the consequence. If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.
5. **Enforcement Procedures:**
 - a. Grades of all co-curricular participants will be checked at the end of each quarter and semester.
 - b. As soon as grades are released at the end of each grading period, students who will begin probation, will be notified, as will their parent/guardian and coach/advisor.
 - c. A student who is returning to Northfield High School after having dropped out, or is transferring from Northfield High School to the ALC after dropping out, or is returning to the ALC after having dropped out and had more than one failing grade for the last full quarter of five or more credit-bearing classes is academically ineligible. A student in these situations must complete a full quarter of work carrying five classes with no failures to be eligible for participation in co-curricular activities.

6. Additional ALC Policy:
 - a. The following pertains to students of the Alternative Learning Center (ALC) who are participants in the Northfield High School (NHS) Activities Department.
 - b. ALC students must maintain a completion rate of 60% of the hours required each quarter in order to remain eligible to participate.
 - c. If a student transfers from a NHS class to an ALC class the grade they are earning in the NHS class transfers with them. That grade will be averaged in with the ALC grade for the quarter or semester. A student cannot transfer to the ALC in an attempt to remain academically eligible.
 - d. At the end of each quarter and semester, the ALC will report to the Activities Office the names and completion rates of all ALC students participating in NHS Activities programs. Those who fall below the 60% completion rate will become academically ineligible.
 - e. Students not carrying a full course load each quarter will be ineligible until the student is enrolled in five credit-bearing courses.
 - f. The person responsible for the education of a homeschool student must inform the Activities Director if the student is making unsatisfactory progress toward graduation. This information must be sent at the end of each grading period, if the student is a participant in any Northfield High School co-curricular activity
 - g. Incompletes: An incomplete(s) not changed to a passing grade(s) by the end of the second week of the succeeding quarter will become a Failure for the purposes of Academic Eligibility. If this results in ineligibility, the student will be ineligible for the remainder of that quarter. Ineligibility will be waived if the student does not have an incomplete at the end of the succeeding quarter and does not have more than one failing grade. Exceptions may be made for incompletes which are caused by extenuating circumstances.

7. Exceptions to the above will be made in the following circumstances:
 - a. Students on 504's or in special education may have different standards written into their plan upon the approval of the student's counselor, special education teacher, the Activities Director and Principal. Eligibility standards for these students may be waived if that student has made every possible effort to meet the standards.
 - b. A plan different from the above could be written to meet the individual needs of a particular student. This would only occur if it could be shown that the above plan is not working or has not worked, or in some other way is inappropriate. Such a plan must be approved the parents, Activities Director and Principal.

CHEMICALS - Northfield High School adheres to the following Chemical Eligibility Rules in regard to the use of chemicals. Students are subject to additional consequences if a violation occurs on school grounds, at a school-sponsored event, or on the way to or from a school-sponsored event. Coaches/Advisors are encouraged to confront participants whom they suspect of breaking these rules and are required to turn in participants whom they know have violated these rules.

Chemical Eligibility Rules-adopted June 2008

Philosophy and Purpose: We at Northfield High School care about the well-being of our students. We recognize that the use of alcohol, vaping devices, nicotine, tobacco and other mood-altering chemicals has a negative impact on the health of the individual, their performance, and their team's or group's ability to function effectively. The chemical eligibility rules are designed to promote and encourage a chemically-free lifestyle and to provide a fair and meaningful consequences when the rules are broken, with the main intention being to help the student.

Northfield High School (NHS) adheres to MSHSL Bylaw 205 including all (NHS) additions underlined below. Teams shall not have the latitude to implement consequences that deviate from MSHSL Bylaw 205.

CODE OF RESPONSIBILITIES: Adopted June 2008

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

MSHSL Student Code of Responsibilities

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

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

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

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

I will respect the property of others.

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

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

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

POLICY

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

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

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

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

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

Examples of inappropriate behavior that will likely result in a penalty: (This list is in no way all inclusive)

- Theft
- Bullying
- Hosting a party where alcohol or other drugs are being used
- Disrespect to a teacher or other staff member
- Vandalism
- Cheating
- Attending an event knowing that illegal activity will take place and that the purpose for attending for most students is to participate in that illegal activity. (Example: End of the year class party)

ATTENDANCE BOUNDARIES/ELIGIBILITY: Students who attend Northfield Middle School, Northfield High School, St. Dominic's, or who live in the Northfield district and are home schooled are eligible for 9th Grade, B Squad/JV/Varsity competition. Students attending St. Dominic's on the "Shared-Time" program may compete in Middle School programs if that sport is not offered at St. Dominic's. Arcadia students who are residents within the Northfield School District are fully eligible at the Middle School and 9th grade levels. For all MSHSL programming a Cooperative Agreement must be formed in order for Arcadia students to participate at the B-Squad, JV, and Varsity levels (these students must be Northfield School District residents). Arcadia students pay the Activities Fee and Arcadia School is billed for the "Cost per Participant."

EMERGENCY CLOSING OF SCHOOL: In the event of schools being closed for any type of emergency closing, including inclement weather, all co-curricular practices, games, or events are canceled. If weather conditions improve, high school practices, games or events may be scheduled upon approval of the Activities Director and will be voluntary for participants. Before scheduling such practices/games, there must be approval from the High School Principal and the Superintendent (including consultation with the School District's busing company). Middle School activities (practices/games) will not be held.

SCHEDULING CONFLICT RESOLUTION: ATHLETICS AND MUSIC

At Northfield High School we work hard to avoid scheduling conflicts between music events and athletic events so that students may feel encouraged to participate in both. The following hierarchy has been established to help decide which event a student should attend when athletic events and music events conflict. This is listed from lowest priority to highest:

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

In the case of a "tie" in the hierarchy above, the following will assist in making logical choices for all involved:

Additional Factors To Help Make a Logical Decision

ATHLETICS

1. The athlete is a starter
 2. The athlete is a likely sub
 3. The athlete is not likely to play
- * Absence of this athlete might negatively affect game outcome

MUSIC

1. The musician is part of a very small section, or an integral member (first chair)
 2. The musician is part of larger section
 3. The musician participates
- * Band/Choir is a graded, curricular class

When the hierarchies above cannot determine a clear-cut decision, students, coaches, music directors, and parents will agree:

1. Neither the student or parent/guardian shall participate in deciding which event will be missed and which event will be attended.
2. A neutral person/mediator (administrator) will guide the final decision. (Administrator may ask the student for his/her preference of the activity he/she may want to attend. Even though a student may indicate a preference, it may or may not be granted).
3. Neither the athletic coach nor the music director shall penalize the student in any way when the decision made is not to attend the event that they supervise.
4. A decision for one conflict resolution is not precedent setting; each situation is unique.

FAN BUSES: Fan buses will be provided for team state tournament participation, however, the minimum number of students to send a fan bus is 45. Middle School students are not eligible to ride a HS fan bus.

DISTRICT #659 ACTIVITIES FEE INFORMATION

1. The following guidelines are for the use of scholarship/fee waivers for co-curricular programs offered through Northfield High School and Northfield Middle School. All students in items a & b below must qualify under the current school year Free or Reduced Meal Program guidelines administered by the school district Food Service Department.
 - a. *Students who qualify for the Reduced Meal Program are required to pay 40% of the total cost of the activity.*
 - b. *Students who qualify for the Free Meal Program are required to pay 20% of the total cost of the activity for which they are enrolling.*
 - c. *Students who do not qualify for a Free or Reduced Meal Program, but who have a financial hardship must submit an application for a scholarship, and if granted are required to pay at least 20% toward the activity fee. A waiver form must be submitted for each activity, each season.*
 - d. *Waiver Forms can be found on the School District Website or can be obtained by contacting the High School Activities Office.*
2. Fees must be paid **BEFORE** the student/athlete will be allowed to practice or play.
3. Fees are as follows. Fees help cover costs of equipment, apparel, transportation, and officials.

Athletics - High School

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

Academic and Fine Arts Activities - High School

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

Athletics - Middle School

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$95	\$38	\$19	7th & 8th Grade participating in Middle School Athletics
\$75	\$30	\$15	All 6th Grade Middle School Athletics

Academic and Fine Arts Activities – Middle School

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$60	\$24	\$12	Chess-Knowledge Bowl-Math Team-Speech-Drama

Family Limit

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

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

WAIVER: School District Policy allows athletic fees to be partially waived in the case of low income or undue hardship. Any student who receives free or reduced lunches also qualifies for the athletic waiver. A waiver can be in effect for an entire school year. Those who do not qualify for free and reduced lunches, but face an undue hardship may apply for a waiver by contacting the High School Activities Office.

REFUND: A student who quits a sport/activity, for any reason, prior to the first contest or public appearance may receive a full refund. (Note: Refunds will not be processed until student has turned in all equipment issued and has been cleared by the coach). After the first contest or public appearance, no refund will be made except in the case of injury or illness which prevents continued participation. When this occurs (provided the injury or illness is substantiated by a physician's statement) the refund will be as follows:

- a. Full refund up until the first contest/public appearance.
- b. One-half refund after the first contest/public appearance through the first one-quarter of the season.
- c. One-fourth refund through the first half of the season. (Length of season is first practice date through the first scheduled game of post-season competition).
- d. Refund must be requested during the academic year of the activity.

FUNDRAISING – HANDLING OF FUNDS: The following rules shall be followed in regard to fundraisers and the handling of Activity Fund money. Failure to comply with this process could result in disciplinary action and/or termination.

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

GIFTS AND DONATIONS: There is School Board Policy which governs the receipt of gifts and donations to the School District. Any gifts/donations valued at more than \$1,000, must receive Board approval. Whenever coaches/advisors are involved in receiving a gift to the District, the Activities Director should be consulted early in the process so that proper procedures are followed.

INITIATIONS/TEAM GATHERINGS (POLICY): No teams or activity groups are to hold initiations or other similar events which are designed to become “part of the team.” Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons and to prevent hazing and/or harassment, **initiation events must not be held.**

Team gatherings can be held and are encouraged but only under the supervision of a coach. All activities at these gatherings must be supervised by a coach. Use good judgment in what will and will not be allowed to occur and know ahead of time what activities are being planned. Students who violate this rule – both those who conduct the initiation and those who take part will be suspended from competition for a minimum of two events/contests. This suspension will be enforced during the next two (or more) consecutive contests.

MAROON AND GOLD RECEPTION: The Maroon and Gold Reception is the annual athletic awards event sponsored by the Northfield Booster Club. The reception is held in May. All coaches are invited and encouraged to attend. The main purpose of the reception is to recognize and honor the senior athletes. All MVP medallions will be presented and the Outstanding Male and Female Athletes will be announced. All head coaches will be involved in the presentation of these awards.

PARTICIPATION IN MORE THAN ONE SPORT: In almost all cases student/athletes are not allowed to participate in more than one sport during a particular sport season. However, there are situations in which this could be possible, and requests for special permission for students to participate in two sports during the same season will be considered. The first step is for the student and parents to make a written request to the High School Activities Director, outlining the circumstances which warrant special consideration. This should be done prior to the start of practices for that season. The Activities Director will consider the request and, if the request is reasonable, will consult with the head coaches of the sports involved. With the approval of both coaches and the Activities Director, special permission will be granted. Upon approval of the request, the head coaches, in consultation with the Activities Director, will outline the schedule to determine the expectations of the student/athlete in each sport. This plan must be acceptable to the Activities Director, coaches, parents and students before dual participation will be allowed. Detailed process and procedures for this policy are available in the High School Activities Office.

EVENTS/PRACTICES - SUNDAYS/WEDNESDAYS: No practices and/or games are to take place on Sunday per MSHSL rules. Other school activities are also not to be scheduled on Sundays, except on rare occasions, when special permission has been granted through the Activities Office. On Wednesdays, all practices must end by 6:30 p.m. Games/Events may be held on Wednesdays, but these should be scheduled on a very limited basis.

PRACTICES - HOLIDAY/VACATION PERIODS: Middle School teams will not hold practice or have events on any day school is not in session, with a rare exception of a Saturday and perhaps a few days prior to the start of school. 9-12 grade coaches will not conduct practices or have any event(s) scheduled on Thanksgiving Day and/or Christmas Day. Additionally, coaches are encouraged to avoid practices on New Year’s Day, when possible. Any participants who are involved in family activities are to be fully excused from practices. Any practices (9-12) that are held during vacation periods must also be scheduled one week or more, in advance, with schedules distributed to students and parents.

UNDER NO CIRCUMSTANCES ARE STUDENTS TO DRIVE TO EVENTS LOCATED OUTSIDE THE SCHOOL DISTRICT’S BOUNDARIES (exception Clay Target): When scheduling and running scrimmages, coaches are reminded of MSHSL Policy as it relates to scrimmages. Officials may not be paid and other rules or conditions must be

changed so that the event is not conducted in the same manner as a game. Consult the MSHSL Handbook or the Activities Director if you have questions regarding this.

TICKET POLICIES/CONFERENCE:

ATHLETICS: Ticket prices, as established by the Big Nine Conference, for all regular season home athletic events are \$4.00 for students and \$6.00 for adults. Children not yet in school are admitted free and senior citizens (62 and older) are admitted at the student rate.

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

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

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

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

ACTIVITY EVENTS: Most drama events will have admission charges. The price of admission may vary according to the production and the royalty fees charged, but will usually be \$8 for adults and \$6 for students. Admission will be charged for many concerts, with the price set at \$1 for students and \$3 for adults.

COMMUNICATIONS BETWEEN STAFF AND PARENTS

Both parenting and coaching or directing are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to your child. When parents have a child involved in our programs, they have a right to understand what expectations are placed on them. This begins with clear communication from the coach or director.

Communication to expect from the Coach or Director:

- Philosophy
- Expectations for your child, including sportsmanship and MSHSL rules/policies
- Location and times of all practices, games or events, and transportation expectations
- Team requirements, i.e. practices, special equipment, out of season training, lettering policy
- Procedures to follow – should your child be injured, attendance at school on practice/game days
- Discipline that may result in the denial of your child's participation
- Regular, individual meetings with students regarding role, how to improve, etc.
- Consistent, timely, thorough communication throughout the season (email, website, etc)

Communication that coaches and directors may expect from parents:

- Concerns expressed directly to the coach or director
- Specific concerns with regard to philosophy and or expectations
- Notification of any illness or injury of missed practices

Students involved in the programs at Northfield High School will experience some of the most rewarding moments of their lives. However, it is important that they understand that there may also be times when things do not go the way they or their parents had hoped. At these times, discussion with the coach or director is encouraged.

Issues appropriate for parents to bring forward as part of a discussion with coaches/directors:

- Treatment of a student, mentally and physically

- Ways to help a student improve
- Concerns about a student behavior

It is very difficult for parents to accept their child not participating as much as they may hope. The aim of the NHS Athletic/Activities Department is to support coaches and directors as teachers. A coach or director will make judgment decisions based on what they believe to be best for all students involved. As you can see from the above list, certain things can and should be discussed with parents. Other things, such as the ones listed below, must be left to the professional judgment of coaches and directors.

Issues not appropriate for parents to bring forward as part of a discussion with coaches/directors:

- Team or group selection
- Team strategy
- Play calling
- Other students

There are often situations that may require a conference between the coach or director and the parents. **The student should be, and is requested to be involved in these meetings.** To resolve the problem, we must have everyone’s help and involvement.

RESOLVING CONFLICTS

There are situations that may require a conference between the coach or director and the parent. These are encouraged. However, it is requested that all parties follow professional dialogue expectations. It is very important that both parties involved have a clear understanding of the other’s position. When these conferences are necessary, the following steps are expected to be followed in order to promote resolution. Note: This process is not intended to provide grievance of rule(s) of the Minnesota State High School League.

If there is a problem:

- **STEP 1:** The student should talk directly to the coach or director, one on one – this is part of the learning and maturing process.

If the problem is not resolved:

- **STEP 2:** Parents will contact the coach or director for their insight into the problem. Parents are welcome to provide support for the student through conversations with the coach or director after the initial player/coach or director discussion. Coaches or Directors shall respond within 24-48 hours to all inquiries. There will be no correspondence from a coach or director after 7pm each day.
- **STEP 3:** Parents set-up a face-to-face meeting with the coach or director and the student. Requests should be directed to the coaches’ or directors’ school phone number/email. Inquiries will be returned in a timely fashion – minimum expectations are for a return call/email within 24-48 hours. It is expected that the head coach or director and at least one assistant are involved in the conference. This meeting is expected to take place at Northfield HS at a mutually agreeable time.

Parents/students and coaches or directors are to address themselves to problems/concerns related to them only. In order to be in compliance with the “Privacy in Information Act” problems/concerns related to other students will not be discussed.

Parents Should Not:

- Call the Activities Director or NHS administration without participating in the first 3 steps.
- Confront the coach or director before or after practice, game, event or banquet. These can be emotional times for both individuals. Meetings of this nature do not promote resolution.

Coaches or Directors Should Not:

- Engage in email “discussion” of an issue unless it is for routine absences or concerns due to illness, injury, etc. Phone calls and in-person meetings (as necessary) are expected.

If the meeting with the coach or director does not provide a satisfactory resolution:

- **STEP 4:** Parents are asked to contact the Activities Director and request a meeting with all parties. If steps 1-3 have been followed appropriately, the AD will mediate a resolution between the student, coach or director, and parent.

Focused dialogue is a crucial part of conflict resolution. Your willingness to support students and parents when they follow the expectations is paramount to successfully resolving potential issues and ensuring positive outcomes.

Northfield Public Schools 2019-2020 School Calendar

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

July 2019							July	January 2020							January			
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa				
	1	2	3	4	5	6	4	Independence Day				1	2	3	4	1-3	No School-Winter Break	
7	8	9	10	11	12	13			5	6	7	8	9	10	11	6	School Resumes	
14	15	16	17	18	19	20			12	13	14	15	16	17	18	20	No School-Martin Luther King Jr. Day	
21	22	23	24	25	26	27			19	20	21	22	23	24	25	24	End of Second Quarter	
28	29	30	31						26	27	28	29	30	31		27	No School-Teacher Preparation Day	
																28	Beginning of Third Quarter	
August 2019							August	February 2020							February			
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa				
				1	2	3	20	New SpEd/Elem Inservice							1			
4	5	6	7	8	9	10	21-22	New Teacher Inservice	2	3	4	5	6	7	8			
11	12	13	14	15	16	17	26-29	Staff Development Days	9	10	11	12	13	14	15			
18	19	20	21	22	23	24	30	Teacher Preparation Day	16	17	18	19	20	21	22			
25	26	27	28	29	30	31			23	24	25	26	27	28	29			
September 2019							September	March 2020							March			
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa				
1	2	3	4	5	6	7	2	Labor Day	1	2	3	4	5	6	7			
8	9	10	11	12	13	14	3	First Day of School/ Beginning of First Quarter	8	9	10	11	12	13	14			
15	16	17	18	19	20	21			15	16	17	18	19	20	21	20	End of Third Quarter	
22	23	24	25	26	27	28			22	23	24	25	26	27	28	23-27	No School-Spring Break	
29	30								29	30	31					30	No School-Teacher Preparation Day	
																31	Beginning of Fourth Quarter	
October 2019							October	April 2020							April			
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa				
						1							1	2	3	4		
6	7	8	9	10	11	12	17-18	No School-Fall Break (MEA)	5	6	7	8	9	10	11			
13	14	15	16	17	18	19			12	13	14	15	16	17	18			
20	21	22	23	24	25	26			19	20	21	22	23	24	25			
27	28	29	30	31					26	27	28	29	30					
November 2019							November	May 2020							May			
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa				
					1	2	1	End of First Quarter						1	2			
3	4	5	6	7	8	9	4	No School-Teacher Preparation Day	3	4	5	6	7	8	9			
10	11	12	13	14	15	16	5	Beginning of Second Quarter	10	11	12	13	14	15	16			
17	18	19	20	21	22	23			17	18	19	20	21	22	23			
24	25	26	27	28	29	30	27-29	No School-Thanksgiving Break	24	25	26	27	28	29	30	25	No School-Memorial Day	
									31							31	Graduation	
December 2019							December	June 2020							June			
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa				
1	2	3	4	5	6	7				1	2	3	4	5	6	5	Last Day of School (2-hr early dismissal)	
8	9	10	11	12	13	14			7	8	9	10	11	12	13	8	No School-Staff Development Day	
15	16	17	18	19	20	21			14	15	16	17	18	19	20			
22	23	24	25	26	27	28	Dec 23- Jan 3	No School-Winter Break	21	22	23	24	25	26	27			
29	30	31							28	29	30							

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-closings/>

- 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/>.