



Northfield High School

Student Handbook 2022-2023

1400 Division Street South
Northfield, MN 55057
Main Office: 507.645.3473
Attendance Line: 507.663.0616
Fax: 507.645.3455

HIGH SCHOOL CODE FOR ACT/SAT 241-855

Principal: Shane Baier
Assistant Principal: Rico Bohren
Assistant Principal: Rebecca Bang
www.northfieldschools.org

Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN



VISION

We prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

BENCHMARKS

<p>1</p> <p>All children are ready for kindergarten.</p>	<p>2</p> <p>All students are connected to the community.</p>	<p>3</p> <p>All students are at grade level in reading and mathematics by the end of third and sixth grades.</p>
<p>4</p> <p>All students exhibit physical, social and emotional well-being.</p>	<p>5</p> <p>All students have a connection with a caring adult beyond their parents as they transition to middle school.</p>	<p>6</p> <p>All students have interests, goals and a vision for the future by the end of eighth grade.</p>
<p>7</p> <p>All students graduate from high school with a plan to reach their full potential.</p>	<p>8</p> <p>All employees report satisfaction in the workplace.</p>	<p>9</p> <p>All parents report satisfaction with their children's educational experience.</p>
<p>10</p> <p>The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability.</p>	<p>11</p> <p>Community education provides relevant and accessible learning opportunities for all residents.</p>	<p><small>Note: The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."</small></p>

STRATEGIC COMMITMENTS



People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



Learner Outcomes

We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



Equity

We ensure that every child has a fair opportunity to reach their full potential.



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

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.

2022-2023 NORTHFIELD HIGH SCHOOL STAFF/ADMINISTRATION

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

Northfield Public Schools 2022-2023 School Calendar

Approved by the School Board
June 14, 2021
Revised February 14, 2022

July 2022							July	January 2023							January		
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa			
					1	2		1	2	3	4	5	6	7	2	New Year's Day Holiday	
3	4	5	6	7	8	9	4	Independence Day	8	9	10	11	12	13	14	3	School Resumes
10	11	12	13	14	15	16		15	16	17	18	19	20	21	16	No School, Dr. Martin Luther King Jr Day	
17	18	19	20	21	22	23		22	23	24	25	26	27	28	20	End of Second Quarter	
24	25	26	27	28	29	30		29	30	31					23-24	No School, Teacher Preparation Day	
31															25	Beginning of Third Quarter	
August 2022							August	February 2023							February		
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa			
	1	2	3	4	5	6					1	2	3	4			
7	8	9	10	11	12	13	22	New SpEd Teacher inservice	5	6	7	8	9	10	11		
14	15	16	17	18	19	20	23-24	All New Teacher inservice	12	13	14	15	16	17	18		
21	22	23	24	25	26	27	25-30	Staff Development Days	19	20	21	22	23	24	25	20	No School; Staff Development Day
28	29	30	31				31	Family Conferences	26	27	28						President's Day
September 2022							September	March 2023							March		
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa			
				1	2	3	1	Family Conferences				1	2	3	4		
4	5	6	7	8	9	10	2	Teacher Preparation Day	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	5	Labor Day	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	6	First Day of School	19	20	21	22	23	24	25	24	End of Third Quarter
25	26	27	28	29	30			Beginning of First Quarter	26	27	28	29	30	31	27-31	No School; Spring Break	
October 2022							October	April 2023							April		
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa			
						1								1			
2	3	4	5	6	7	8		2	3	4	5	6	7	8	3-4	No School; Teacher Preparation Day	
9	10	11	12	13	14	15		9	10	11	12	13	14	15	5	School Resumes; Beginning of Fourth Quarter	
16	17	18	19	20	21	22	20-21	No School, Fall Break (MEA)	16	17	18	19	20	21	22		
23	24	25	26	27	28	29		23	24	25	26	27	28	29			
30	31							30									
November 2022							November	May 2023							May		
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa			
		1	2	3	4	5	3	End of First Quarter		1	2	3	4	5	6		
6	7	8	9	10	11	12	4	No School; Teacher Preparation Day	7	8	9	10	11	12	13		
13	14	15	16	17	18	19	7	No School; Teacher Preparation Day	14	15	16	17	18	19	20		
20	21	22	23	24	25	26	8	Beginning of Second Quarter	21	22	23	24	25	26	27		
27	28	29	30				23-25	No School, Thanksgiving Break	28	29	30	31				29	No School, Memorial Day
December 2022							December	June 2023							June		
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa			
				1	2	3						1	2	3			
4	5	6	7	8	9	10		4	5	6	7	8	9	10	9	Last Day of School (2-hr early dismissal) End of fourth quarter	
11	12	13	14	15	16	17		11	12	13	14	15	16	17			
18	19	20	21	22	23	24		18	19	20	21	22	23	24	11	Graduation	
25	26	27	28	29	30	31	Dec 23-Jan 2	No School; Winter Break	25	26	27	28	29	30			

School Cancellation Procedures:

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

- Holidays, No School
- Holidays
- No School
- Kickoff Family Conferences
- No School, Teacher Preparation or Staff Development Days

Student Days:

Term 1: 41 days
Term 2: 43 days
Term 3: 42 days
Term 4: 47 days
TOTAL: 173 days

Summary:

173 student contact days
14 non-student contact days
TOTAL: 187 contract days
84 days - first semester; 89 days - second semester

2022-2023 DAILY CLASS SCHEDULE

	Mondays, Tuesdays, Thursdays, Fridays		Wednesdays (one hour late start)	
Period	Start Time	End Time	Start Time	End Time
1st Hour	7:50	8:37	8:50	9:31
2nd Hour	8:42	9:28	9:36	10:15
3rd Hour	9:33	10:19	10:20	10:59
4th Hour	10:24	11:10	11:04	11:43
Flex Hour	11:10	12:10	11:43	12:33
5th Hour	12:15	1:03	12:38	1:17
6th Hour	1:08	1:54	1:22	2:01
7th Hour	1:59	2:45	2:06	2:45

MEDIA CENTER HOURS

Monday - Thursday 7:15 am – 3:15 pm

Friday 7:15 am – 3:00 pm

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

Ms. Legros A-Fa

Mr. Ensrud Fe-L

Mr. Turnquist M-Ra

Ms. Rasmussen Re-Z

GRADUATION REQUIREMENTS

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

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

IMPORTANT SCHOOL NUMBERS

24 HOUR ATTENDANCE LINE	507.663.0616
Activities Hotline for each day's activities	507.645.3456
Main Office to contact teachers	507.645.3473
Counseling Office counselors, grades, transcripts	507.663.0636
Assistant Principal discipline, attendance	507.663.0635
Nurse's Office	507.663.0634
Activities Office	507.663.0632

ATTENDANCE INFORMATION

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

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

Absence Procedure

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

If the school and parent/guardian do not connect on the day of the absence, a note or phone call 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's attendance record. See website for more information on Family Access.

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

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

Excessive Absences

Students with excessive absences will be referred to the Problem Solving Team (PST) for intervention. Students may be referred to Rice County's Student Attendance Review Board. Students who miss 15 consecutive days of school will be dropped from NHS rolls per MN Statute.

Athletic & Academic Activities

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

Attendance Policy - Student Activities

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

Unexcused Absences:

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

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

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

Attending Post-Season Competitions as Spectators

Students who wish to attend a state tournament as a spectator must have their parent/guardian excuse them at least one day prior to the day of the event. *No phone calls or notes will be accepted the day of the event.* The absence must be pre-excused. If a Northfield team is in the state tournament, the school will provide pre-registration, ticket information and fan bus information for students to sign up.

Academic Eligibility Policy Adopted June, 2019

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

Excused/Unexcused Absences

Excused absences include:

- illness
- medical appointment (please make your best effort to schedule appointments outside of the school day)
- post-secondary school visits
- family vacations/outings (with a parent/guardian)
- family emergencies verified by a parent/guardian (serious family illness, injury or death)
- absences caused by participation in school sponsored activities

Unexcused absences include but are not limited to:

- oversleeping
- car trouble

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

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

Homework Make-Up Policy

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

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

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

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

Passes to Leave Campus

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

Tardiness

Anyone not in the room at the bell is considered tardy. Teachers will make a tardy referral once a student has 3 tardies to their class. Tardy referrals will result in Flex detention. The third, fourth and fifth tardy will result in disciplinary consequences.

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

ACADEMIC INFORMATION

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

A full year course awards 1 credit. A semester course awards 1/2 credit for successful completion. If a student fails one semester, they need to repeat that failed semester. The grade of record is the final semester grade. This is the grade that is entered on the student’s transcript and is used to determine cumulative grade point average and class rank. For a full-year course there are two grades of record, one for the first semester and one for the second semester. We offer different credit recovery options at NHS. Through the credit recovery process (Edgenuity or summer school) students may be able to make up failed classes. The way credit recovery is recorded on a transcript varies, so students will need to meet with their counselor for more information.

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	F=0
A- =3.667	B=3.0	C=2.0	D=1.0	
	B-=2.667	C-=1.667	D-=0.667	

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

A=5.0	B=3.75	C=2.5
-------	--------	-------

MID-YEAR GRADUATES

Students who can meet the necessary state and local requirements are eligible to graduate after the first semester of their senior year. Students desiring to graduate early must receive permission from the principal

when registering for their senior year. Students are not eligible to participate in any school activities once they graduate. However, mid-year graduates may participate in the end-of-the-year commencement program.

MINIMUM CLASS LOAD

Students in grades 9-11 are required to be in school seven periods each day. Seniors may arrange to have senior transition period 1 or 7 but must have six classes and be on track for graduation to be eligible.

PASS-FAIL

Under special circumstances, a course may be taken under a pass-fail grading system where the final semester grade is reported as a "pass" or "fail" rather than a standard letter grade. Course credit is earned with a passing grade, and there is no impact on G.P.A. A pass-fail grading system must be arranged through an agreement between student, teacher, school counselor and assistant principal.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders are eligible to enroll in PSEO on a more limited basis. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, they may continue to participate in PSEO on a term by term basis. For current information about the PSEO program, visit the [Minnesota Department of Education's Postsecondary Enrollment Options \(PSEO\) webpage](#).

REPORT CARDS

Report cards are posted in Family Access four (4) times each year. Students and parents/guardians will be able to access their report cards via Family Access electronically after grades are posted each marking period. Posting dates will be published in school announcements and newsletters.

SCHEDULE CHANGES

Students must meet with a school counselor to initiate any change in their class schedule. Schedule changes are made only in exceptional circumstances. Refer to Course/Teacher Change Resolution Procedure. This document is available from our counselors.

SENIOR HONORS PROGRAM

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

beginning of an hour and stay the entire hour. All media center rules apply.

SPECIAL EDUCATION PROGRAMS

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

GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

ACADEMIC INTEGRITY

All students are expected to:

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

All parents/guardians are expected to:

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

All teachers are expected to:

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

All administrators are expected to:

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

Incident 1:

1. The teacher will address the student with evidence when the infraction occurs and notify parents/guardians.
2. The student can receive a zero on the assignment, but may arrange a time to meet with the teacher and set up an opportunity to re-do the assignment with supervision.

Incident 2:

1. All of the disciplinary action of the first offense will occur.
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, who will conference with the student and notify parents/guardians.

ACADEMIC ELIGIBILITY STANDARDS

To review academic eligibility for student activities, refer to the Co-Curricular Handbook.

ACADEMIC AWARDS

The academic letter, certificate, or bar are awarded to those students meeting the following criteria.

- A chenille “N” letter and certificate will be given to the student who has a weighted 3.5 or better

cumulative grade point average after five semesters of high school.

A transfer student to NHS who has a weighted 3.5 cumulative grade point average after five semesters at an accredited high school must have completed at least one semester at NHS.

- Once a student has received the chenille “N” letter and certificate, a “bar” and certificate will be awarded for each successive semester that the student continues to maintain a weighted 3.5 cumulative grade point average.
- All college courses taken for high school credit will be included in determining each student’s grade point average. However, students taking college courses must be enrolled in at least four Northfield High School courses through semester 1 of senior year to qualify for an academic award.

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 “D wing” and “M wing,” entrances. Only those vehicles with the designated handicapped license plate or window sticker are permitted to park in the handicapped area.

BULLYING PROHIBITION

Bullying is defined as behavior that is:

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

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

CELL PHONES

We recognize that cell phones have become an integral and necessary part of our school, community, and society. We also recognize that cell phones can become a significant distraction to our learning environment and students' ability to concentrate on instruction. Students are expected to be respectful in the use of their cell phones so as not to distract from the learning environment. If cell phone use becomes a distraction, teaching and administrative staff are authorized and directed to address the issue with the student. Consequences can include, but are not limited to, teacher conference, administrative conference, and/or a potential confiscation of the device for the remainder of the class period or school day.

CHEMICAL HEALTH

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

CHILD NUTRITION SERVICES

The mission of Child Nutrition Services is to provide quality nutritious meals that support the growth and development of our students to fuel their learning. Our cafeterias continue to meet challenging federal nutrition standards for school meals and snacks, ensuring that they are healthy, well balanced and include fresh, local foods. Information regarding payments and account balances, refunds, menus, meal prices, etc. can be found [here](#), or go to the [child nutrition website](#) for more information.

CLOSING OF SCHOOL

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

DETENTION

Detention will be held during Flex hour. Students receive a reminder during period four on the day they have detention.

Detention 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 district "[Student Citizenship Handbook](#)"

DRUG DOG SEARCHES

The district will conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least one school district staff, and when possible, the school resource officer. In the event of a positive identification by the canines, two school personnel will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, district personnel may ask that law enforcement finish the search of the locker or vehicle.

e-LEARNING DAYS

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

<https://northfieldschools.org/parents/school-closings/>.

EIGHTEEN-YEAR OLDS

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

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

student as a dependent for tax purposes. If an adult student is claimed as a dependent but the student does not want the district to share educational data with his or her parents/guardians, the student may submit a written request for the district to end all communications with the parent(s)/guardian(s). The district will evaluate such requests on a case-by-case basis to determine the appropriate course of action.

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

FAMILY ACCESS/GRADES ONLINE

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

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

FLEX PERIOD

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

FREEDOM OF EXPRESSION

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

The administration will make judgments based on the following criteria:

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

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

GRADUATION/COMMENCEMENT

Only NHS students are eligible to participate. Students enrolled in other programs will participate in that program's commencement, unless they started the year at Northfield High School as a senior and moved to the ALC.

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

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

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

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

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

Such reports should be made to:

Molly Viesselman

Director of Human Resources, Human Rights Officer/Title IX Coordinator, Northfield Public Schools
201 Orchard Street South, Northfield, MN 55057

Phone: 507.663.0600

Email: mviesselman@northfieldschools.org.

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

HONOR STUDENT DESIGNATION

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

LAW ENFORCEMENT AGENCIES

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

Generally, law enforcement will not be present during an administrator's interview of a student. If a student violates a district policy that also violates a law, the student may be referred to the police. A district administrator may be present during a search and related questioning by law enforcement.

Law enforcement officers may interview students on campus about issues outside of the school's jurisdiction only when parents/guardians have granted permission. The interview will take place in a closed room away from the view of students and adults. An administrator may be in attendance.

Where a local welfare agency or law enforcement agency asks to conduct an interview on school property in connection with an investigation into alleged child abuse, the district will allow the interview as described in [Board of Education Policy 519](#).

LOCKERS

Students can be assigned a locker upon request. While students have the right to expect some privacy, lockers remain the school's property. School officials reserve the right to search a student's locker at any time.

LOCKER ROOMS

Students **MUST** have a pass from a teacher/school personnel to enter school locker rooms during the school day.

NATIONAL HONOR SOCIETY

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

NURSE – CALL 507.663.0634

The nurse is on duty each day from 7:30 a.m. until 3:00 p.m. Students **must** have a pass from a teacher in order to visit the nurse. All students who become ill during the school day are required to check out with the nurse's office, prior to leaving the building. Check out must include parent/guardian contact between school officials and parents/guardian **prior to leaving the building**. Failure to properly check out with the nurse's office will cause the student to be unexcused.

Legitimate visits to the nurse during class time are excused, counted absences. Any and all medications that students take at school must be distributed and stored in the high school nurse's office.

Prescription medications (i.e. Ritalin, Imitrex, Zoloft) that are dispensed at school need to have a written prescription from the physician indicating medication, dose, route, time, duration and diagnosis as well as a parent/guardian signature. The physician/parental consent form can be obtained through the nurse's office. The medication must be sent in a prescription bottle as issued by a pharmacist. (A duplicate bottle can be obtained from the pharmacist upon request.) Tylenol, Ibuprofen and other over the counter medications may be given only with parental consent via the emergency form provided to you by the school each fall. 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 A

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 \$100.00 per year (or \$50.00 for second semester). Additional permits (including lost permits) will be \$5.00. All parking permits must be registered with the office and may not be transferred to any other vehicle other than the vehicle described on the vehicle registration form. No sale/transfer of parking permits is permitted from student to student or sibling to sibling. Parking permits are full price per individual student. No family discount will be given. Any unauthorized parking offense will result in the following:

Permitted Vehicles

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

Non-Permitted Vehicles

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

Vehicles must only park in valid student parking spaces. Any vehicle parked illegally may be subject to towing without previous warning at the owner's expense. Unauthorized parking includes: Music Reserved, Visitor, Handicapped Parking, District Visitor, Technology, Reserved and Staff Parking. All non-valid parking spaces, no parking zones, blocking a driveway, failure to park in the lot(s) designated by your permit number (permits 1-159 H-wing lot, permits 160-600 remaining lots), or not displaying a valid permit may result in towing at owner's expense. Students may be restricted from parking or driving on school property if they are driving carelessly, violate parking regulations, leave campus or take underclassmen off of campus during school hours. All vehicles on school property are subject to search. Bicycles and mopeds are to be parked in the rack provided.

PERSONAL SEARCHES

A school official, or a law enforcement officer acting at the request of a school official, may search a student's person and belongings on school property if the school official has a reasonable suspicion that the search will produce evidence showing the student has violated or is violating the law or a school rule. For example, a school official may search a student's backpack or purse if the school official has reasonable grounds to believe the backpack or purse contains an item that is illegal or is prohibited by a school rule.

POSTING OF INFORMATION

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

PROM

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

SCHOOL DANCES

All dances are for Northfield High School students. *No Middle School students* are permitted to attend. A student ID is required to enter.

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

SCHOOL DISTRICT POLICIES

The most successful school creates mutual trust and respect among students, parents/guardians, teachers and administrators. A complete list of school district policies are [online](#).

SENIOR FEES

A \$20.00 fee will be collected at the beginning of the year to cover senior expenses such as transcripts and graduation.

SENIOR TRANSITION

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

SPORTSMANSHIP STATEMENT

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

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

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

STUDENT DRESS POLICY

Students are responsible to dress in such a manner that is not disruptive nor likely to disrupt the learning

environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, including gangs. Clothing that displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.

STUDY CENTER INFORMATION AND STRUCTURED STUDY CENTER GUIDELINES

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

Structured Study Center Placement

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

VISITOR POLICY

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

VOLUNTEER / EMPLOYEE CRIMINAL HISTORY BACKGROUND CHECK POLICY

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

WEBSITE

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

WELLNESS

The health and wellness of our students is of the utmost importance. The district's [child nutrition webpage](#) hosts wellness policy information and many helpful resources for parents/guardians.

USE OF TECHNOLOGY AND TELECOMMUNICATIONS SYSTEMS BY STUDENTS

The school provides students with an iPad to support their learning. Student use of technology and the Internet is governed by [district policy 524-2](#) regarding use of technology and telecommunications systems.

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

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

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

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Updated April 21, 2022 - Page 1 of 2

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

- | | |
|---|--|
| <input type="checkbox"/> MCA/MTAS Reading | <input type="checkbox"/> MCA/MTAS Science |
| <input type="checkbox"/> MCA/MTAS Mathematics | <input type="checkbox"/> ACCESS/Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022 - Page 2 of 2