



Targeted Services

PLUS Handbook

2022-2023

201 Orchard Street South

Northfield, MN 55057

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

northfieldschools.org

Director: Daryl Kehler

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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

1

All children are ready for **kindergarten**.

2

All students are connected to the **community**.

3

All students are at grade level in **reading and mathematics** by the end of third and sixth grades.

4

All students exhibit physical, social and emotional **well-being**.

5

All students have a **connection** with a caring adult beyond their parents as they transition to middle school.

6

All students have interests, goals and a **vision** for the future by the end of eighth grade.

7

All students **graduate** from high school with a plan to reach their full potential.

8

All **employees** report satisfaction in the workplace.

9

All **parents** report satisfaction with their children's educational experience.

10

The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure **financial stability**.

11

Community education provides relevant and accessible learning opportunities for all residents.

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."

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.

PLUS Philosophy

PLUS is a Targeted Services Program which is run through the Minnesota Department of Education.

[Targeted Services Programs](#) can provide before school, after school, and summer programs for students in grades K-8 who may be struggling in the regular school program and need additional time to develop skills and abilities. Targeted services are designed for meeting the needs of the whole child. Therefore, it is not more of the same teaching and learning that occurs during the school day, but a different approach to engage students with the teacher, school, and community. The purpose is to develop the skills needed to be successful in the regular school program.

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

2022-2023 Northfield Targeted Services Administration

Administration Staff

Targeted Services Coordinator/ALC Director: Daryl Kehler, dkehler@northfieldschools.org

Administrative Assistant: Katie Bauer, kabauer@northfieldschools.org

Youth Development Coordinator: Sarah VanSickle, svansickle@northfieldschools.org

Located at Area Learning Center Building

201 Orchard St. S.

Northfield, MN 55057

507.645.1201 (office)

507.645.1250 (fax)

ELIGIBILITY

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

124D.68 GRADUATION INCENTIVES PROGRAM

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

Northfield PLUS Program

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

AND

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

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

Schedules and Dates

Summer PLUS dates for 2022 are as follows:

July 11 - Aug. 11 (Mondays through Thursdays), 9:30 a.m. - 3:00 p.m.

Typical Summer PLUS Schedule: Times: 9:30 a.m. - 3:00 p.m. total programming

9:30 a.m.	Buses arrive	
9:30 - 12:00 p.m.	Time with TS teacher - Literacy focus	
12:00 - 12:30 p.m.	Lunch for cabins A-H; Recess for I-P	
12:30 - 1:00 p.m.	Lunch for cabins I-P; Recess for A-H	
1:00 - 1:50 p.m.	Math games	
1:50 - 2:10 p.m.	Movement break	
2:10 - 3:00 p.m.	Clubs and STEAM activities	
3:00 p.m.	Buses depart	

School Year Plus Dates and Schedule

Early October through April, Mondays through Thursdays, after school until 4:30 p.m.

BEHAVIORAL/DISCIPLINE CHALLENGES

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

1. Talk with student
This usually involves a "Fix-It" plan. There also needs to be a parent/guardian contact made.
2. Parent/Guardian call/meeting
To inform parents/guardians of on-going issues. This may involve discussions of interventions to try or ones that have been used already. Staff could also try to see if there are other factors such as an issue at home, issue with a classmate, etc.
3. Change of placement, altered schedule, or removal from program
If there are continued issues these are the 3 options.
 1. More intense interventions
 2. An altered schedule (only attend mornings/afternoons)
 3. Removal from the program

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

HARASSMENT AND VIOLENCE [Policy 413](#)

HARASSMENT OR VIOLENCE AS ABUSE

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

*Please refer to contact information relating to discipline issues.

ATTENDANCE INFORMATION

Attendance at PLUS is voluntary and therefore there are no requirements to attend. With that said, learning is enhanced by regular attendance. Regular attendance assists in maximizing the educational benefits for each individual student so please encourage regular attendance when possible. If a student will be absent from programming, we request the student's parent/guardian call/text the Attendance Line at **612-695-2139 (talk and Text available)** the day of the absence or earlier. The attendance line is available 24 hours a day, but messages will be received/returned during programming hours.

ELECTRONICS

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

MANDATED REPORTING

Due to the Targeted Services being a public school function, all staff are mandated reporters. Please refer to [this resource](#) to help with general questions.

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

Rice County Child Welfare & Family Protection

507.645.9576 (Northfield)

507.332.6115 (Faribault)

PERSONAL POSSESSIONS

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

VISITOR POLICY

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

NURSE

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

WEBSITE

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

CHILD NUTRITION

It is the practice of the Child Nutrition Department, which is supported by the Independent School District No. 659 School Board, to comply with the federal and state laws which prohibits the denial of a meal or milk to any eligible (paid, free, or reduced) student as a disciplinary measure. Child Nutrition information is available on the school district's website at northfieldschools.org. Child Nutrition is listed under the Support Services tab.

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

SECURITY

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

INJURY

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

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

CONTACTS

Daryl Kehler	507.645.1201 (office)
ALC Director/Targeted Services Director	507.645.1238 (direct line)
Sarah VanSickle	507.664.3655 (office)
Youth Development Coordinator	