INDEPENDENT SCHOOL DISTRICT NO. 659 REGULAR SCHOOL BOARD MEETING

Monday, May 9, 2022 ~ Regular Board Meeting Northfield District Office Boardroom

Zoom Link: https://northfieldschools-org.zoom.us/j/84080083033?pwd=UG91TzRNT3JWdkFIZTZvbWY3SHI2Zz09
Passcode: 466343

AGENDA

Board Chair Claudia Gonzalez-George will participate remotely from this location: Ramada, 923 East 3rd Avenue, Spokane, WA 99202 | 5th Floor Meeting Spaces

- 1. Call to Order
- 2. Agenda Approval/Table File
- 3. Public Comment
- 4. Announcements and Recognitions
- 5. Items for Discussion and Reports
 - a. Arcadia Charter School Contract
 - b. Policy Committee Recommendations
 - c. Superintendent Operations and COVID-19 Update
- 6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Personnel Items
- 7. Items for Individual Action
 - a. Budget Prioritization Elementary Package Reductions
 - b. Budget Prioritization Secondary Package Reductions
 - c. Budget Prioritization District Services Package Reductions
 - d. Fund Balance Target
 - e. Placement of Licensed Staff on Unrequested Leave of Absence
 - f. Bid Approval for Security Cameras
- 8. Items for Information
 - a. Enrollment Report
 - b. Graduation Update
 - c. National Honor Society Senior Induction Ceremony
- Future Meetings
 - a. Monday, May 23, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, June 13, 2022, 4:00 5:45 p.m., NHS Work Session, Northfield DO Boardroom
 - c. Monday, June 13, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- 10. Adjournment

NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, May 9, 2022 ~ Regular Board Meeting Northfield District Office Boardroom

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Board Chair Claudia Gonzalez-George will participate remotely from this location: Ramada, 923 East 3rd Avenue, Spokane, WA 99202 | 5th Floor Meeting Spaces

TO: Members of the Board of Education FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of Agenda Items for Monday, May 9, 2022, Regular School Board Meeting

- 1. Call to Order
- 2. Agenda Approval/Table File
- 3. Public Comment

Public comment for this school board meeting may be made in person at the beginning of the meeting and must comply with the district's public comment guidelines.

- 4. Announcements and Recognitions
- 5. Items for Discussion and Reports
 - a. Arcadia Charter School Contract. Laura Stelter, Executive Director of Arcadia Charter School, and Superintendent Hillmann will present the five-year contract for Arcadia. At least one additional exhibit will be added to the contract documentation in the table file. If accepted by both Arcadia and Northfield Boards of Education, this new five year contract is in effect for the time frame July 1, 2022 June 30, 2027. The board will be requested to approve the new contract at the May 23 board meeting.
 - b. Policy Committee Recommendations. Dr. Hillmann will present updates to policies 504, 513, 520.1 and 526. These policies have been revised and reflect federal and state statutory changes, recent court decisions, and align with the model policies provided by MSBA. We will also review the ALC, Middle School, MSYC/BLAST, PLUS and Student Citizenship handbooks for the school year 2022-23.
 - c. <u>Superintendent Operations and COVID-19 Update</u>. Dr. Hillmann will provide an update about district operations, and local and county COVID-19 data.
- 6. Consent Agenda

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

- Minutes
 - Minutes of the Regular School Board meeting held on April 25, 2022
- b. Gift Agreements
 - \$2,500.00 from QSC of Northfield donation to Strike Out Cancer softball fundraiser
 - \$2,000.00 from Bell Bank donation to Strike Out Cancer softball fundraiser
 - \$2,047.00 from Northfield Softball Association donation to Strike Out Cancer softball fundraiser
 - \$2,000.00 from Jana Hirsch for TLR Scholarship
 - \$3,000.00 from The Rodgers Foundation for the David Rodgers Scholarship

c. Personnel Items

- i. Appointments
 - 1. Lukas Bruihler, Community School Site Assistant for up to 7 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/23/2022-7/7/2022; Step 2-\$14.48/hr.

- 2. Mitzi Holden, Summer Seasonal Grounds/Custodial Worker with the District, beginning 6/13/2022-8/19/2022; Yr. 3-\$16.50/hr.
- 3. Jessica Labenski, Community School Site Assistant for up to 7 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/23/2022-7/7/2022; Step 2-\$14.48/hr.

ii. <u>Increase/Decrease/Change in Assignment</u>

- Mark Auge, Teacher at the ALC, add Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 6/10/2022-7/28/2022. Lane/step
- 2. Michelle Bauer, Instructional Coach with the District, add Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 6/10/2022-7/28/2022. Lane/step
- 3. Danielle Collins, Teacher at Greenvale Park, add Homebound Gen Ed Teacher for 5 hours/week with the District, effective 4/28/2022-6/9/2022.
- 4. Ray Coudret, Teacher at the High School, add Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 6/10/2022-7/28/2022. Lane/step
- 5. Brea Cruce, EA-PCA for 6.3 hours/day at the NCEC, change to EA-PCA for 6.75 hours/day at the Middle School, effective 5/2/2022-6/9/2022.
- 6. Mark Ensrud, 1.0 FTE Guidance Counselor at the High School, add a 1/5 overload in lieu of prep, at the High School, effective 4/20/2022-6/9/2022.
- 7. Cara Holland, Teacher at the Middle School, add Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 6/10/2022-7/28/2022. Lane/step
- 8. Jill Kohel, Teacher at the High School, add Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 6/10/2022-7/28/2022. Lane/step
- 9. Annie Kruse, ECSE Lead Teacher at the NCEC, change to Special Education ECSE Coordinator at the NCEC, effective 7/1/2022.
- 10. Marckileine Legros, 1.0 FTE Guidance Counselor at the High School, add a 1/5 overload in lieu of prep for 30 days, at the High School, effective 4/20/2022-6/1/2022.
- 11. Curt Mikkelson, Teacher at the Middle School, add Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 6/10/2022-7/28/2022. Lane/step
- 12. Ellen Mucha, Teacher at the High School, add Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 6/10/2022-7/28/2022. Lane/step
- 13. Ashly Polzin, 1.0 FTE Grade 3 Teacher at Bridgewater, change to 1.0 FTE Grade 5 Teacher at Bridgewater, effective 8/25/2022.
- 14. Correction: Brian Porter, Assistant Boys Swim Coach at the High School, add .5 Head Girls Swim Coach at the High School, effective 8/15/2022; Level 2-.50 FTE, Step 1
- 15. Darrell Sawyer, Teacher at the Middle School, add Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 6/10/2022-7/28/2022. Lane/step
- 16. Ryan Schnaith, 1.0 FTE Math Teacher at the High School, change to 1.0 FTE Math Teacher at the Middle School, effective 8/25/2022.
- 17. Bernard Selwan, Teacher at the High School, add Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 6/10/2022-7/28/2022. Lane/step
- 18. Amanda Sieger, ADSIS Teacher at Spring Creek, add Yoga Instructor with Community Education, effective 4/28/2022-8/31/2022.Kids Evolve \$60, Mother/Daughter \$55, Relaxation \$80, Self Care \$80.
- 19. Amanda Sieger, Yoga Instructor with Community Education, add Building Supervisor with Community Education, effective 4/28/2022-8/31/2022; \$17.41/hr.
- 20. Eric Swan McDonald, Teacher at the ALC, add Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 6/20/2022-7/28/2022. Lane/step
- 21. Sarah Swan McDonald, Teacher at the High School, add Summer School Teacher for up to 5 hours/day Mon.-Thurs. at the ALC, effective 6/10/2022-7/28/2022. Lane/step
- 22. Teresa Swenson, 1.0 FTE Full-Time Substitute with the District, position being reduced to 0 hours due to budget reduction, effective 6/10/2022.
- 23. Lori Taylor, 1.0 FTE Spanish Teacher at the High School, change to .6 MTSS-Behavior/.4 Spanish at the High School, effective 8/25/2022-6/9/2023.
- 24. Ryan Turnquist, 1.0 FTE Guidance Counselor at the High School, add a 1/5 overload in lieu of prep for 30 days, at the High School, effective 4/20/2022-6/1/2022.

iii. Leave of Absence

- 1. Joanne Gilbert, CNA at the High School, Updated Leave of Absence, effective 2/16/2022-6/14/2022.
- 2. Lisa Robb, Teacher at the High School, Family/Medical Leave of Absence, beginning 4/28/2022 and continue on an intermittent basis for up to 60 work days.
- 3. Lori Peterson, Teacher at the Middle School, Family/Medical Leave of Absence, beginning 5/17/2022 and continue on an intermittent basis through approximately 6/2/2022.

4. Greg Sickler, Teacher at Bridgewater, Family/Medical Leave of Absence, beginning 5/12/2022-5/30/2022.

iv. Retirements/Resignations/Terminations

- 1. Elena Mayrhofer, EA at Spring Creek, resignation effective 6/9/2022.
- 2. Joel Olson, Activities Director at the High School, resignation effective 6/30/2022.
- 3. Amy Sieve, Media Specialist at the Middle School, retirement effective 6/9/2022.
- 4. Victoria Voegele, EA at Spring Creek, resignation effective 5/12/2022.

v. Advancement of Probationary Licensed Staff

Advancement of Licensed Staff to Tenure Status for 2022-2023

Bauman, Theresa (.50 FTE); Berkvam-Peter, Tallie; Collins, Danielle; Connor, Nicholas; Fearing, Kyle; Feldmann, Amanda; Healy, Samuel; Holland, Cara; Holz, Jessica; Isler-Johnson, Tammy (.50 FTE); Kremin, Megan; Leaphart, Ada; Mathews, Makenzie; Odell, Jacob; Olson, Danielle (.50 FTE); Schlim, Kristin; Schnaith, Ryan; Schultz, Katherine; Sherman, Michael; Shroyer, Emily; Toure-Keita, Maimouna

Advancement of Licensed Staff to Third Year Probationary Status for 2022-2023

Coleman, Josten; Legros, Marckeliene; McCabe, Shari; Richardson, Andrew; Robertson, Caitlin

Advancement of Licensed Staff to Second Year Probationary Status for 2022-2023

Afsharjavan, Nahal; Anderson, Claire; Doliscar, Jules; Gagnon, Noah; LaVoy, Kayla; Lovrien, Catherine; O'Brien, Sean; Rodgers, Sydney; Stanton, Paul; Turnquist, Ryan

vi. <u>District Administration is Recommending the Approval of the Following</u>

District Administration submits the following employment agreements for approval. These agreements cover the period of July 1, 2022 through June 30, 2024.

- 1. Confidential Employees for the period July 1, 2022 through June 30, 2024.
- 2. Grounds, Maintenance and Electrical Employees for the period July 1, 2022 through June 30, 2024.

7. Items for Individual Action

a. <u>Budget Prioritization Elementary Package Reductions</u>. The board will be allowed to remove individual line items from the elementary budget reductions package for separate consideration if desired. After those considerations, the board is asked to approve the remaining elementary budget reductions package and corresponding program reductions as presented, up to a total of \$890,000.

Superintendent's Recommendation: Motion to approve the elementary budget reductions package as presented with the exception of any specific budget line items separately acted upon by the board.

b. <u>Budget Prioritization Secondary Package Reductions</u>. The board will be allowed to remove individual line items from the secondary budget reductions package for separate consideration if desired. After those considerations, the board is asked to approve the remaining secondary reductions package and corresponding program reductions as presented, up to a total of \$1,381,000.00.

Superintendent's Recommendation: Motion to approve the secondary budget reductions package as presented with the exception of any specific budget line items separately acted upon by the board.

c. <u>Budget Prioritization District Services Package Reductions</u>. The board will be allowed to remove individual line items from the district services reduction package for separate consideration if desired. After those considerations, the board is asked to approve the remaining district services reductions package reductions and corresponding program reductions as presented, up to a total of \$1,242,000.00.

Superintendent's Recommendation: Motion to approve the district services reductions budget package as presented with the exception of any specific budget line items separately acted upon by the board.

d. <u>Fund Balance Target</u>. The board is asked to consider modifying its fund balance target from 16% to either 15% or 14%. This change will provide additional flexibility with the general fund budget.

Superintendent's Recommendation: Motion to modify the district's fund balance target as discussed.

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

e. Resolution to Place Licensed Staff on Unrequested Leave of Absence The Board is requested to approve the resolution related to the proposed placement of the following tenured teachers on unrequested leave of absence effective at the end of the 2021-22 school year. The list may be modified based on the outcome of the budget reduction package decisions earlier in the meeting.

<u>Name</u>	<u>Position</u>	<u>FTE</u>
Denise Halvorson	French	.10
Katherine Waters	Special Education	1.0
Joyce Lindstrom	English Learner Education	1.0
Jennifer Jones	English Learner Education	1.0
Rebecca Lorang	English Learner Education	1.0

Superintendent's Recommendation: Motion to approve placing the listed staff on unrequested leave as presented.

f. Bid Approval for Security Cameras. The board is requested to approve the bid for the District-Wide Security Camera Upgrade Project. This project includes a full replacement of the district camera management system along with the replacement of the analog cameras throughout the district. The project is scheduled to take place this summer. Sealed bids were due by 4:00 pm on May 4, 2022. Five contractors offered bids for the project. The bids ranged from a low bid of \$330,000 to a high bid of \$469,900. Custom Alarm was the lowest responsible bidder and has supplied the required documentation including a bid bond and corresponding contractor affidavit forms.

Superintendent's Recommendation: Motion to approve the grand total base bid for the District-Wide Security Camera Upgrade Project to Custom Arm at a cost not to exceed \$330,000.

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann will review the May 2022 enrollment report.
- b. <u>Graduation Update</u>. Northfield High School's graduation is scheduled at 2:00 p.m. on Sunday, June 5, at Memorial Field. In the event of inclement weather graduation will be held in the high school gymnasium.
- c. <u>National Honor Society Senior Induction Ceremony</u>. This event will be held Monday, May 16 at 7:00 p.m. in the High School Auditorium. There will be student and guest speakers to celebrate this prestigious achievement. A brief reception will follow in the lower cafeteria. No RSVP needed.

9. Future Meetings

- a. Monday, May 23, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, June 13, 2022, 4:00 5:45 p.m., NHS Work Session, Northfield DO Boardroom
- c. Monday, June 13, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

CHARTER SCHOOL CONTRACT

Between

Northfield Public Schools

And

Arcadia Charter School – District #4091-07

WHEREAS, the primary purpose of the School is to provide an educational program for its students in order to improve all pupil learning and all student achievement; and

WHEREAS, the secondary purpose(s) of the School's educational program is/are:

- Increase learning opportunities for all pupils;
- Encourage the use of different and innovative teaching methods;
- Measure learning outcomes and create different and innovative forms of measuring outcomes; and
- Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site; and

WHEREAS, the parties are authorized under Minnesota law to contract for the operation and oversight of a charter school, pursuant to Department of Education approval of Northfield Public Schools intent to charter the School, dated November 21, 2001, a copy of which is attached as Exhibit A; and

WHEREAS, Northfield Public Schools and the School previously entered into a charter school contract which expires June 30, 2022; and

WHEREAS, Northfield Public Schools has conducted the performance evaluation of the School (See Exhibit N), considered the reauthorization of the School, and has approved the issuance of a charter contract to the School.

NOW, THEREFORE, Northfield Public Schools grants this Contract conferring certain rights, privileges, and obligations of a charter school and confirms the status of a charter school to the School. In addition, the parties agree that the granting of this Contract is subject to the following terms and conditions.

ARTICLE I DEFINITIONS

- Section 1.1. <u>Certain Definitions</u>. For purposes of this Contract, and in addition to the terms defined throughout this Contract, each of the following words or expressions, whenever initially capitalized, shall have the meaning set forth in this section:
- (a) "Applicable Law" means all state and federal law applicable to Minnesota charter schools and any regulations implemented pursuant thereto.
- (b) "Charter School Act" means the Minnesota Statutes124E.01 through 124E.26, as amended, and any rules adopted pursuant thereto.
- (c) "Commissioner" means the Commissioner of the Minnesota Department of Education.
- (d) "Contract" means this Charter School Contract between Northfield Public Schools and the School.
- (e) "Department of Education" means the Minnesota Department of Education.
- (f) "District" means Northfield Public Schools.
- (g) "School" means Arcadia Charter School, located at one site, 1719 Cannon Road, Northfield, MN 55057, which is established as a charter school under this Contract pursuant to the Charter School Act, and any additional site(s) pursuant to subsequent Department of Education approval of any supplemental affidavit to expand sites. The name and location(s) of the School will not be changed without the prior written consent of the District.
- (h) "School Board" means the Board of Directors of the School.
- (i) "Student" and "Pupil" are used interchangeably, and each means the Students/Pupils at the School.
- Section 1.2. <u>Captions</u>. The captions and headings used in this Contract are for convenience only and shall not be used in construing the provisions of this Contract.
- Section 1.3. <u>Gender and Number</u>. The use of any gender in this Contract shall be deemed to be or include the other genders, including neutral, and the use of the singular shall be deemed to include the plural (and vice versa) wherever applicable.
- Section 1.4. Exhibits. All Exhibits to this Contract are incorporated into, and made part of, this Contract. This Contract has the following Exhibits:

- A. Minnesota Department of Education Approval
- B. Articles of Incorporation of the School
- C. Bylaws of the School
- D. Implementation of Purpose/Mission
- E. Description of School's In-School & Out-of-School Time Programs
- F. Academic & Non Academic Pupil Performance Outcomes/Goals
- G. Statement of Admissions Policies and Procedures
- H. Governance & Management Plan
- I. Administration and Operations Plan
- J. Financial Management Plan
- K. Statement of Assurances Signed by All Board Members
- L. Charter School Closure Checklist & Plan
- M. Supplemental Continuing Oversight Criteria, Processes, Procedures
- N. Performance Evaluation of School

ARTICLE II RELATIONSHIP BETWEEN THE SCHOOL AND THE DISTRICT

Section 2.1. <u>Voluntary Authorization</u>. The District qualifies as an authorizer pursuant to Minnesota Statute 124E.05 Subd. (1). In granting this Contract, The District voluntarily exercises powers given to The District pursuant to Applicable Law to authorize charter schools. Nothing in this Contract shall be deemed to be any waiver of the District's autonomy or powers.

Section 2.2. <u>Independent Status of the School</u>. The School is not and shall not be deemed to be a division or part of the District. The relationship between the School and the District is based solely on the applicable provisions of the Charter School Act and the terms of this Contract or other written contracts or written agreements between the District and the School. Except as otherwise provided in this Contract or the Charter School Act, the District shall have no authority or control, over operational, administrative, or financial responsibility for the School.

Section 2.3. <u>Financial Obligations Are Separate</u>. Any contract, mortgage, loan or other instrument of indebtedness entered into by the School and a third party shall not in any way constitute an obligation, either general, special, or moral, of the District. The School will never pledge the full faith and credit of the District for the payment of any School contract, mortgage, loan or other instrument of indebtedness.

Any contract, mortgage, loan or other instrument of indebtedness entered into by The District and a third party shall not in any way constitute an obligation, either general, special, or moral, of the School. The District will never pledge the full faith and credit of the School for the payment of any District contract, mortgage, loan or other instrument of indebtedness.

Section 2.4. <u>No Authority To Obligate or Bind Other Party</u>. The School has no authority whatsoever to enter into any contract or other agreement that would obligate the District, nor

does the School have any authority whatsoever to make any representations to third parties including lenders, that the District in any way guarantees, is obligated, or is in any way responsible for any obligation, including any contract, mortgage, loan or other instrument entered into by the School.

The District has no authority whatsoever to enter into any contract or other agreement that would obligate the School, nor does the District have any authority whatsoever to make any representations to third parties including lenders, that the School in any way guarantees, is obligated, or is in any way responsible for any obligation, including any contract, mortgage, loan or other instrument entered into by the District.

Section 2.5. <u>Limited Use of "District" Name</u>. The School may not use the name of the District or any assumed name, trademark, division or affiliation of the District in any of the School's promotional advertising, contracts, or other materials without the District's prior written consent, except that the School may include the following statement in such materials, "[Name of School] is authorized by Northfield Public Schools." Pursuant to Minnesota Statute 124E.07 Subd. 8(b) the School shall identify the District as its authorizer and include District contact information on its website and in School materials made available to the public.

ARTICLE III ROLE OF DISTRICT

Section 3.1. <u>Oversight Responsibilities of the District</u>. The District shall monitor and evaluate the School's academic, financial, operational, and student performance, including the School's compliance with this Contract and Applicable Law. The District shall monitor and evaluate School performance using various criteria, processes, and procedures set forth generally in Article VI and Exhibit M.

The School agrees that, in the spirit of continuous improvement, the District may monitor and evaluate any indicator of academic, financial, operational, and student performance, including indicators not expressly set forth in this Contract, which shall inform the School's continuous improvement plan.

Section 3.2. <u>Authorizer Fee</u>. The School shall pay the District a fee for the District's execution of its oversight responsibilities. The fee shall be the maximum fee provided by the Charter School Act, except that if Minnesota law is amended to increase this fee, the School will pay the increased fee.

Section 3.3 <u>Conflict of Interest Policy</u>. The District has a specific Conflict of Interest policy for its role as a Charter School authorizer. This policy is available on the District's policy web page (http://northfieldschools.org/about/board/policies).

ARTICLE IV PERMITTED ACTIVITIES OF THE SCHOOL & ASSUMPTION OF LIABILITY

Section 4.1. <u>Limitation on Actions</u>. The School shall act exclusively as a charter school and shall not undertake any action inconsistent with its status as a charter school authorized to receive state and federal school aid funds and shall not undertake any action to jeopardize its 501(c)(3) status including observation of applicable conflict of interest requirements.

Section 4.2. Other Permitted Activities. The School shall have all powers, duties and responsibilities provided by law to a charter school. The School shall not engage in any otherwise lawful activities that are in derogation of the School's status as a public school or that would jeopardize the eligibility of the School for state and federal school aid funds. The School may exercise its powers, enter into agreements with other public schools, governmental units, businesses, community and nonprofit organizations, reasonably necessary to accomplish its obligations as a charter school under this Contract.

Section 4.3. <u>Assumption of Liability</u>. The School and the School Board may sue and be sued. The School and the School Board accept liability for all actions arising out of or are in any manner connected with the School's operations.

ARTICLE V LEGAL STATUS OF THE SCHOOL

Section 5.1. Nonprofit Status. The School shall be organized and operated as a nonprofit corporation under Minnesota Statutes Chapter 317A, as amended. Notwithstanding any provision of Minnesota Statutes Chapter 317A, as amended, the School shall not take any action inconsistent with the Charter School Act or in derogation of the School's status as a public school.

Section 5.2. <u>Articles of Incorporation</u>. The School represents that, as of the date of this Contract, the Articles of Incorporation of the School set forth as Exhibit B are accurate and have not been otherwise altered or amended.

Section 5.3. <u>Bylaws</u>. The School represents that, as of the date of this Contract, the Bylaws of the School set forth as Exhibit C are accurate and have not been otherwise altered or amended. Bylaws shall be amended in accordance with procedures specified in the School's bylaws. Updated bylaws (as amended) must be forwarded to the District within 20 days and upon acceptance shall become an amendment to Exhibit C.

ARTICLE VI OPERATING REQUIREMENTS

Section 6.1. <u>Governance</u>. The School shall be organized and administered under the direction of the School Board elected in accordance with the School's Bylaws and Applicable Law. The School Board shall decide and be responsible for matters related to the operation of the School including, but not limited to, budgeting, curriculum, programming, personnel, and operating procedures. In addition, the Board shall evaluate the student achievement and School's progress towards achieving its charter contract goals and commitments.

Section 6.2. <u>School Board Meetings</u>. Meetings of the School's Board and its committees shall comply with the Minnesota Open Meeting Law, Minnesota Statute Chapter 13D.

Section 6.3. <u>Exhibits</u>. The School agrees to implement and adhere to all the representations and information identified in the Exhibits, including without limitation, the achievement of the academic outcomes/goals identified in Exhibit F.

Section 6.4. <u>Compliance with all Applicable Laws</u>. The School shall comply with all Applicable Laws.

Section 6.5. <u>Programs Offered by the School</u>. All programs which the School provides, operates, is affiliated with, or sponsors shall comply with Applicable Law and be covered by the School's insurance.

The School provides the following programs:

- (a) <u>In-School Time Programs</u>. In-school time programs include all programs operated during school hours. The School provides the in-school time program summarized in Exhibit E. Except as may be otherwise limited by the Department of Education approval of The District affidavit of intent to charter the school or expanded by the Department of Education approval of any supplemental affidavit to expand the grades or programs offered by the School, the School may accept enrollment to students for the following in-school time program(s):
- [] Early Learning
- [] Preschool Instructional
- [] Pre-K
- [] Grades K 5
- [X] Grades 6-12 with a maximum enrollment of 130 students
- (b) <u>Out-of-School-Time Programs</u>. Out-of-school-time programs include any programs operated before or after school hours, or on weekends, or during school calendar breaks, including before/after school care, but does not include School clubs or athletics. The School provides, operates, is affiliated with, or sponsors the out-of-school time programs identified and described in Exhibit E and according to the parameters set-forth therein. The School does not provide, operate, affiliate with, or sponsor out-of-school-time programs not otherwise identified and described in Exhibit E.

- (c) <u>Club and Athletic Programs</u>. The School provides club or athletic programs as it deems appropriate from time to time. The School will provide equal access to all programs and will not permit any program to operate in derogation of Applicable Law or its status as a public school.
- Section 6.6. <u>Academic Curriculum Program</u>. The School will implement and adopt the academic program and curriculum set forth in Exhibit E.
- Section 6.7. <u>Methods of Assessment</u>. The School shall evaluate students' work based on, at a minimum, the assessment strategies identified in this Contract and its annual report.
- (a) <u>Academic Measures</u> The District will monitor student academic performance and school culture, which provides the basis for high academic performance.
 - 1. <u>Regular Assessments</u>. The District will monitor academic achievement by reviewing student testing and assessment.
 - State Required Assessments. School students will take the Minnesota Comprehensive Assessment tests and any other testing required by Applicable Law.
 - 3. Nationally-Normed Referenced Assessments & School-Level Assessments. Except as may be otherwise limited by Exhibit F, School students will take a nationally-normed referenced assessment on at least an annual basis. In addition, School students will also take assessments that are consistent with the educational program articulated in Exhibit E, the statutory purpose articulated in Exhibit D and the School goals articulated in Exhibit F.
 - 4. <u>Assessment and Test Results</u>. The School will provide the District results of Minnesota required assessments. The District will compare testing data to other schools in order to measure performance.
 - 5. Northfield Public Schools and Authorized Charter Schools Meetings. The School agrees to participate in joint meetings of the Northfield Public Schools and its Authorized Charter Schools, that consists of representatives of the District and all District authorized schools, and the District will monitor the School's participation in these meetings. The goal of participation in these meetings is to share information and identify resources, and the School agrees to do so.
 - 6. <u>Professional Development</u>. The school will ensure that each teacher at the School has opportunities to engage in professional development activities that focus in part on developing authentic assessments, measures of student outcomes, and effective teaching strategies. The School will advise the District of its various professional development activities in its Annual Report.

(b) <u>Site-visits</u>. The District shall engage in site-visits in the course of the Contract term. Site-visits will be an opportunity to review academic goals and achievement data to date, evaluate the implementation of the academic program, operations and other matters. The District shall engage in site visits at such frequency as determined necessary or prudent by the District.

(c) Remediation.

- School Initiated. If the School fails to make adequate progress towards achieving
 its academic outcomes/goals, financial targets, or comply with Applicable Law or
 other requirements, the School may at any time prepare and implement an
 improvement plan to overcome such deficiencies. The School may at any time
 submit the plan to the District for review and comment prior to adoption and
 implementation.
- 2. <u>District Initiated</u>. If the District has a concern about the School, or if the School fails to make adequate progress towards achieving its academic outcomes/goals or to meet financial requirements, or to comply with Applicable Law, or other requirements, the District shall provide the following notices, as applicable.
 - (a) <u>Notice to School Leader or Board Chair</u>. The District shall notify the school leader or board chair of area(s) of concern for correction. The District may specify a target date for correction.
 - (b) Formal Notice to School Board. If the situation remains uncorrected without reasonable explanation, or if the situation involves an urgent concern, the District will formally notify the School of the area(s) of concern for correction and may ask the School to adopt a specific performance improvement plan. If the District requires the School to retain a third-party investigation, the School shall retain an investigator within ten (10) days of such requirement; in addition, the third party investigator must be acceptable to the District, and the School shall authorize such investigator to provide status reports to and communicate with the District. The District shall specify a target date for correction that the District may, if circumstances warrant, amend.
 - (c) <u>Notice to School Board of Charter Revocation/Termination</u>. The District initiates notice whereby charter authorization will be withdrawn pursuant to Article X.

Section 6.8. <u>School Calendar and School Day Schedule</u>. The School shall provide instruction for at least the hours of instruction required by Minn. Stat. 120A.41.

Section 6.9. Finance, Reporting and Compliance.

(a) To the District. The School will furnish the District (via the School's website) with monthly financial reports. The reports must contain budget and actual revenue and expenses (both by current month and year-to-date) and contain explanations for all items exceeding budget and the manner in which the excess items will be resolved, as well as cash-flow statements and fiscal year-end fund balance projections. The financial reports will also include the total dollar amount of unpaid accounts payable more than thirty days past due with an explanatory note for the total amount of any such past due amounts disputed by the School, if applicable; and the current average daily membership of the School. Should the School continually exceed its budgeted expenses with no corresponding increase in revenue, not report properly or timely to the Department of Education or the District, evidence any fiscal or legal non-compliance, the School will engage resources to resume budgeted performance and operate in compliance with all Applicable Law and generally accepted standards of fiscal management.

The School allows the District to discuss the School's financial matters with both its external auditor and accounting service provider if any. The School consents to the District conducting reviews of the School's accounts payable, at such times as the District may require, either at the School or at the School's accounting service provider, if any.

The School Board is responsible for establishing, approving, and amending an annual budget in accordance with Applicable Law. The School will provide the District (via the school's website) the adopted budget for the following school year by June 30th.

The budget must detail budgeted expenditures at the object level. In addition, the School Board is responsible for approving all revisions and amendments to the annual budget. The school will make available on its website any revisions or amendments to the School's budget within ten (10) business days after School Board approval.

(b) <u>To Department of Education</u>. The School will comply with all reporting requirements established by the Department of Education.

Section 6.10. <u>Accounting Standards</u>. The School shall at all times comply with generally accepted public sector accounting principles, generally accepted standards of fiscal management, and accounting system requirements that comply with Department of Education requirements.

Section 6.11. <u>Annual Financial Statement Audit</u>. The School shall engage in an annual external audit of all financial and accounting records. The audit will be prepared and reviewed by an

independent certified public accountant. By December 15th of each year, the School shall submit two (2) copies of the annual financial statement audit and auditor's management letters including any required supplemental information, for the school year ending the previous June 30th. By January 1st of each year, the School Board shall provide to the District a copy of any responses to auditor's management letters. The School will comply with the same financial audits, audit procedures, and audit requirements of school districts, including Minnesota Statutes sections 123B.75 to 123B.83, except to the extent deviations are necessary because of the program of the School. Financial, program, or compliance audits may be conducted by the Department of Education, or the State Auditor, and/or the Legislative Auditor.

Section 6.12. <u>UFARS and MARSS</u>. The School will utilize the UFARS financial accounting principles and methods. The School will comply with MARSS requirements with respect to student accounting.

Section 6.13. <u>Contributions and Fund Raising</u>. The School may solicit and receive contributions and donations as permitted by Applicable Law and UFARS. The School shall have an approved policy regarding the acceptance and administration of such gifts. No solicitation shall indicate that a contribution to the School is for the benefit of the District.

Section 6.14. <u>Annual Reports</u>. The School will submit its state-required annual report to the District no later than the date specified by the Minnesota Department of Education. The annual report shall be approved by the School Board prior to the submission to the District and will include such information as the District may require including, at a minimum, information required under Applicable Law and a report on the School's performance as it relates directly to the goals articulated in Exhibit F.

Section 6.15. <u>Employment</u>. An employee hired by the School shall be an employee of the School for all purposes and not an employee of the District for any purpose. With respect to School employees, the School shall have the power and responsibility to: (i) select and engage employees; (ii) pay their wages; (iii) dismiss employees; and (iv) control employees' conduct, including the method by which the employee carries out his or her work. The School shall comply with the Public Employment Relations Act (PELRA), Minnesota Statutes Chapter 179A, as applicable. The School must employ or contract with teachers who hold valid licenses or any allowable waivers to perform the teaching service for which they are employed at the School.

The School Board shall be responsible for carrying workers' compensation insurance for its employees. The School shall employ and contract teachers who hold valid licenses or certifications, as required by Applicable Law. Teachers employed by the School shall be treated by the School as public school teachers for the purposes of Minnesota Statutes Chapters 354 and 354A.

The School will ensure that lesson plans and related materials developed by School employees to implement the School's academic program and curriculum are and remain School, and not individual/employee, property.

Section 6.16. <u>Collective Bargaining Agreements</u>. Collective bargaining agreements, if any, with employees of the School shall be the responsibility of the School.

Section 6.17. <u>Transportation</u>. The School may provide transportation for students enrolled in the School and shall provide transportation for all students who are enrolled in the School and who reside in the District in which the School is located as required by Applicable Law. Otherwise, transportation will be provided by the district in which the School is located. In providing transportation either through the District or itself, the School shall do so in compliance with and provide any notices required by Applicable Law.

Section 6.18. <u>Notification of Claim</u>. The School agrees to provide notice to The District within five (5) days of the School's receipt of any significant claim, including any allegation of illegality or impropriety by the School or its employees, and any adverse notice received from the Department of Education.

Section 6.19. <u>Expenses</u>. The School agrees to pay for all expenses related to its operation as a charter school, including expenses incurred for operational programs and all expenses related to the performance of its obligations under this Contract and Applicable Law.

Section 6.20. <u>Board Data</u>. The School agrees to notify the District of any resignations or additions to its School Board within ten (10) days of such change. All additions to the School Board will execute a statement of assurance, in the form of Exhibit K, within ten (10) days of such addition, and which shall be provided to the District within thirty (30) days of such addition. The School agrees to obtain background checks, at the School's expense or at the individual's expense if allowed by Applicable Law, on all potential board members before such members are added to the School Board.

Section 6.21. Additional Reporting Obligations.

- (a) <u>Teacher Licensure</u>. The School will provide the District by October 1 (via the Annual Report) of each school year of the following for each teaching staff member: full name, Minnesota license number, grade taught, subject(s) taught. The School will advise The District of any changes to its teaching staff via the board meeting minutes on the school website.
- (b) <u>Other Reporting</u>. The School will furnish the District with other critical documents, data or information at the District's request. The District agrees that requests for other reporting will be reasonable and necessary.

Section 6.22 <u>Cooperation and Third Parties</u>. The School agrees to cooperate with and assist the District or its designee in providing the access, information, and data the District requires at the District's sole discretion in executing this Contract. The School understands and agrees that the District may contract with a third party to perform any of the District's oversight functions.

Section 6.23. <u>Conflict of Interest and Assurances</u>. The School agrees to comply with the provisions of Minnesota Statutes Section 124E.14 as well as the requirements of Exhibit K.

ARTICLE VII GENERAL PROHIBITIONS

- Section 7.1. <u>Tuition Prohibited</u>. The School shall not charge tuition. The School may impose fees and require payment of expenses for activities of the School where such fees and payments are not prohibited by Applicable Law, including Minn. Stat 123B.34-123B. 39.
- Section 7.2. <u>Establishment of Religion Prohibited</u>. The School shall be nonsectarian in its programs, admission policies, employment practices, and all other operations.
- Section 7.3. <u>Home School Support Prohibited</u>. The School shall not be used as a method of educating or generating revenue for students who are being homeschooled, except as may be allowed by Applicable Law.
- Section 7.4. <u>Open Admissions</u>. The School shall not limit admissions to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability or any other criteria inconsistent with Applicable Law. A student shall be re-enrolled for the next school year until formally withdrawn from the School.
- Section 7.5. <u>Lottery Admissions</u>. The School shall enroll an eligible student who submits a timely application, unless the number of applicants exceeds the capacity of the programs, class, grade level, or building. In such cases, enrollment shall be by lottery and, when conducting such lottery, the School shall provide enrollment preferences as provided by Applicable Law.

ARTICLE VIII COMPLIANCE WITH STATE AND FEDERAL LAWS

Section 8.1. <u>State Laws</u>. The School shall comply with applicable state laws. Nothing in this Contract shall be deemed to apply any other state law to the School. Except as otherwise provided by the Charter School Act or this Contract, the School shall be exempt from all Minnesota Statutes and rules applicable to a school, school board, and school district unless the statute or rule is made specifically applicable to a charter school.

- (a) Students with Disabilities.
- 1. <u>Compliance</u>. The School shall comply with Minnesota Statute Sections 125A.02, 125A.03 to 125A.24 and 125A.65, concerning the provision of education services to students with a disability at the School.

- 2. <u>Special Education Director</u>. The School shall employ or contract with a special education director who shall be responsible for program development, coordination and evaluation; planning for professional development and general programmatic and fiscal supervision and administration.
- 3. Systems & Services. The School shall implement, at a minimum:
- (a) a child-find system to identify students with disabilities and students who are suspected of having disabilities; such system will include a procedure for receiving referrals from parents, teachers, outside agencies, and physicians.
- (b) a system for conducting comprehensive initial and reevaluations to determine eligibility for special education and related services.
- (c) a full range of special education services to ensure that all students with disabilities are provided with the specially designed instruction and related services based on their disability-related needs.
- (d) a system for monitoring appropriate and proper due process procedures to ensure effective and efficient child study procedures and methods of providing special education services for identified students.
- 4. <u>Financial Parameters</u>. The School is entitled to access state special education funds for salaries, supplies/equipment, contracted services, and student transportation costs. The School is permitted to bill certain special education costs not paid by state special education funds to the student's resident district. The combination of state special education funds and the ability to bill to the district certain special education costs enable the School to adequately provide special education services to such children. The School may also access federal special education funds.

At such time as the School has determined the number of its students who have disabilities as defined in Minnesota Statutes, sections 125A.03-24 and 125A.65, the School shall provide to the Commissioner a further description of the financial parameters within which the School will operate to provide special education instruction and services to such children.

- (b) <u>Health and Safety</u>. The School shall meet the same federal, state, and local health and safety requirements applicable to a school district.
- (c) <u>Immunization</u>. The School shall comply with the Minnesota Statutes section 121A.15, requiring proof of student immunization against measles, rubella, diphtheria, tetanus, pertussis, polio, mumps, and hemophilia influenza type B prior to enrollment.
- (d) <u>Human Rights Act</u>. The School shall comply with the Minnesota Human Rights Act, Chapter 363A, which prohibits unfair discriminatory practices in employment, public accommodations, public services, or education; and comply with Minnesota Statutes section 121A.04, which

governs provisions of equal opportunities for members of both sexes to participate in athletic programs.

- (e) <u>Student Discipline and Dismissal</u>. The School shall comply with the Minnesota Pupil Fair Dismissal Act (MPFDA), Minnesota Statutes sections 121A.40 to 121A.56. The School Board shall provide to the District its approved discipline policy and procedure consistent with the MPFDA within 120 days of the effective date of this Contract. The School shall comply with the continuing truant notifications under Minnesota Statute section 260A.03.
- (f) <u>Fee Law</u>. The School shall comply with the Minnesota Public Schools Fee Law, Minnesota Statutes sections 123B.34 to 123B.39, which governs authorized and prohibited student fees.
- Section 8.2. <u>Federal Laws</u>. The School shall comply with applicable federal laws. Nothing in this Contract shall be deemed to apply any other federal law to the School.
- Section 8.3. <u>Intellectual Property</u>. The School has ascertained that its name and logo do not violate or infringe upon the intellectual property rights of another and has taken appropriate measures to secure the intellectual property rights with respect to its name and logo.
- Section 8.4. <u>Student Records</u>. The School shall comply with Applicable Law regarding the management and transfer of student records.

ARTICLE IX AMENDMENT

Section 9.1. <u>Amendments</u>. The District and the School acknowledge that the operation and administration of a charter school and the improvement of educational outcomes over time may require appropriate amendment of this Contract. In order to ensure a proper balance between the need for independent development of the School and the statutory responsibilities of The District as an authorizing body, all amendments to this contract must be in writing, and signed by the parties.

Section 9.2. <u>Change in Existing Law</u>. If, after the effective date of this Contract, there is a change in Applicable Law which alters or amends the responsibilities and obligations, rights, or remedies of either the School or the District, this Contract shall be altered or amended to reflect the change in existing law as of the effective date of such change. To the extent possible, the responsibilities, obligations, rights or remedies of the School and the District shall conform to and be carried out in accordance with the change in Applicable Law.

ARTICLE X CONTRACT REVOCATION/TERMINATION AND NONRENEWAL

- Section 10.1. <u>Grounds for Revocation/Termination or Nonrenewal</u>. This Contract may be revoked/terminated and need not be renewed by the District upon a determination by the District that one or more of the following has occurred:
- (a) Failure of the School to demonstrate satisfactory achievement for all students including the requirements for student performance set forth in this Contract; or
- (b) Failure of the School to meet generally accepted standards of fiscal management; or
- (c) Failure of the School to comply with all Applicable Law.
- Section 10.2. Other Grounds for Revocation/Termination or Nonrenewal. In addition to the grounds for revocation/termination and nonrenewal set forth in Section 10.1, the District may revoke/terminate or not renew this Contract, upon the District's determination that one or more of the following has occurred:
- (a) The School is unable to pay its bills as they become due, is insolvent, or is bankrupt;
- (b) The School has insufficient enrollment or demonstrated financial resources to successfully operate a charter school, or the School has lost more than fifty percent (50%) of its student enrollment from the previous school year.
- (c) The School defaults in any of the terms, conditions, promises or representations contained in or incorporated into this Contract;
- (d) The School amends its Articles of Incorporation and/or Bylaws at any time without notifying the district.
- (e) The District discovers negligent, fraudulent or criminal conduct by any of the School's applicant(s), directors, officers, employees or agents in relation to the school's performance under this Contract; or
- (f) The School's applicant(s), directors, officers or employees have provided false or misleading information or documentation to the Department of Education or the District in connection with the District's issuance or oversight of this Contract, or in connection with any affidavit that the School requests the District submit to the Department of Education, or in connection with the School's reporting requirements under this Contract or Applicable Law; or
- (g) Other good cause shown.

Section 10.3. <u>Procedures for Revoking/Terminating or Not Renewing Contract</u>. The District's process for revoking/terminating or not renewing the Contract is as follows:

- (a) <u>Notice of Intent to Revoke/Terminate or Not Renew</u>. The District, upon reasonable belief that grounds for revocation/termination or nonrenewal of the Contract exist, shall notify the School Board of such grounds by issuing the School Board a notice of intent to revoke/terminate or not renew. The notice of intent to revoke/terminate or not renew shall be in writing, shall set forth in reasonable detail the alleged grounds for revocation/termination or nonrenewal, and shall state that the School Board may request in writing, within fifteen (15) business days of receiving the notice, an informal hearing before the District.
- (b) <u>School Board's Response</u>. Within fifteen (15) business days of receipt of the notice of intent to revoke/terminate or not renew, the School Board shall respond in writing to the alleged grounds for revocation/termination or nonrenewal. The School Board's response shall either admit or deny the allegations of non-compliance. If the School's response includes admissions of non-compliance with the Contract or Applicable Law, the School Board's response must also contain a description of the School Board's plan and timeline for correcting the non-compliance with the Contract or Applicable Law. If the School's response includes a denial of non-compliance with the Contract or Applicable Law, the School's response shall include sufficient documentation or other evidence to support a denial of non-compliance with the Contract or Applicable Law. A response not in compliance with this Section shall be deemed to be non-responsive. As part of its response, the School Board may request that an informal hearing be scheduled with the District. The School Board's failure to provide to the District a written request for an informal hearing within the fifteen (15) business day period shall be treated as acquiescence to the District's proposed action.
- (c) <u>Informal Hearing</u>. Upon receiving a timely written request for an informal hearing, the District shall give ten (10) business days notice to the School Board of the hearing date and time, and the District shall conduct such hearing.
- (d) <u>Plan of Correction</u>. The District shall review the School Board's response and may, in its sole discretion, determine whether a reasonable plan for correcting the deficiencies may be formulated. If the District determines that a reasonable plan for correcting the deficiencies set forth in the notice of intent to revoke/terminate or not renew can be formulated, the District shall develop a plan for correcting the non-compliance ("Plan of Correction"). In developing a Plan of Correction, the District is permitted to adopt, modify or reject some or all of the School Board's response for correcting the deficiencies outlined in the notice of intent to revoke/terminate or not renew. The District is not obligated to offer a Plan of Correction to the School.
- (e) <u>Withdrawal of Notice of Revocation/Termination or Nonrenewal</u>. The District may withdraw its notice of intent to revoke/terminate or not renew if the District determines any of the following: (i) the School Board's denial of noncompliance is persuasive; (ii) the non-compliance set forth in the notice of intent to revoke/terminate or not renew has been corrected by the School Board; or (iii) the School Board has successfully completed the Plan of Correction.
- (f) <u>Effective Date of Revocation/Termination or Nonrenewal</u>. If the District decides to revoke/terminate or not renew the Contract, the revocation/termination or nonrenewal shall be

effective on the date of the District's act of revocation/termination or nonrenewal, or at a later date as determined by the District, such date specified by the District in its determination of revocation/termination or nonrenewal. The District must take final action regarding revocation/termination or nonrenewal no later than twenty (20) business days: (i) before the specified date for revocation/termination or nonrenewal of the Contract, or (ii) the Contract's termination date.

Section 10.4. <u>Dissolution</u>. If this Contract is revoked/terminated, or if this Contract is not renewed pursuant to this Article, the School will dissolve following the process provided by Minn. Stat. Ch. 317A and Applicable Law relating to dissolutions and Exhibit L.

Section 10.5. <u>Distribution of Property Upon Termination of Contract</u>. In the event of dissolution of the School, all property which it might lease, borrow or contract for use, shall be promptly returned to those organizations or individuals from which the School has leased or borrowed the materials.

Section 10.6. <u>Property Owned by School</u>. All property that has been purchased by the School will remain its own. In the event of subsequent dissolution of the School, such property as may be required or permitted by Applicable Law will first be donated to other charter schools authorized by the District and if no District Charter School wants such property, then to any other Minnesota Charter School. Any remaining property will then will be sold or distributed in accordance with Applicable Law.

Section 10.7. Property Owned by School Employees. All property personally and/or individually owned by the trained and licensed teachers or staff employed by the School, shall be exempt from distribution of property and shall remain the property of the individual teachers and staff. Such property includes, but is not limited to, albums, personal mementos and other materials or apparatus that have been personally financed by teachers or staff. Such property does not include lesson plans and related materials developed and produced by School employees to implement the School's academic plan and curriculum; the School will ensure that its employment agreements document that such property is School property.

ARTICLE XI ADDITIONAL PROVISIONS

Section 11.1. <u>Contract Renewal or Transfer to Different Authorizer</u>. (a) <u>Contract Renewal</u>

1. <u>Considerations Determining Renewal</u>. The School acknowledges that improving all pupil learning and all student achievement is the most important factor the District will consider in determining Contract renewal, which determination shall be based substantially on the School's attainment of its academic outcomes/goals identified in Exhibit F. The District will also consider any compelling evidence of improved pupil learning and student achievement for all students on

Department of Education measures other than the attainment of outcomes/goals specified in Exhibit F.

The District will consider other factors in its renewal determination, which factors are considered secondary to improving all pupil learning and all student achievement. Specifically, the District will consider the achievement of any additional identified purposes specified in Exhibit D, and financial and operational performance obligations and compliance with Applicable Law as set forth in this Contract.

The School will be eligible for renewal only if the School has improved pupil performance and student achievement for all students, notwithstanding superior performance in financial, operations, governance, or legal compliance factors.

If the District offers a renewal contract, a five-year term will be awarded only if warranted by School performance: the School has improved all pupil learning and all student achievement, the School has met or substantially met its academic pupil performance outcomes/goals in Exhibit F, the school has no significant financial, operational, governance, or legal compliance deficiency, or multiple deficiencies in any of the financial, operational, governance, or legal compliance areas, or deficiencies in multiple areas.

- 2. <u>Considerations Warranting Nonrenewal</u>. Nonrenewal is warranted based on the existence of grounds identified in section 10.1 or 10.2 or Applicable Law, notwithstanding the existence of improved pupil learning and student achievement for all students. For example, nonrenewal will result from the School's failure to improve all pupil learning and all student achievement notwithstanding superior performance in financial, operations, governance, or legal compliance factors, and nonrenewal may result from the School's improvement of all pupil learning and all student achievement combined with a significant financial, operational, governance, or legal compliance deficiency, or multiple deficiencies in any of the financial, operational, governance, or legal compliance areas, or deficiencies in multiple areas.
- 3. Corrective Action Renewal. If the School has improved all pupil learning and all student achievement, but School performance also indicates the existence of a significant financial, operational, governance, or legal compliance deficiency, or multiple deficiencies in any of the financial, operational, governance, or legal compliance areas, or deficiencies in multiple areas, The District may, but is not obligated to, renew this Contract. If the District renews the Contract in these circumstances, the renewal is for corrective action with a term not to exceed three years, and the School acknowledges and agrees that the School must continue to improve all pupil learning and all student achievement and must eliminate and resolve the deficiencies causing the Corrective Action Renewal and that no additional deficiencies are created or identified during that renewal term, in order to be eligible for a subsequent renewal.
- 4. <u>Application</u>. By December 15th of the school year in which this Contract terminates, the School will submit an application to the District that shall contain three parts: (1) <u>School Performance</u>. An analysis and evaluation of the School's performance under this Contract, which shall include

a comprehensive evaluation of each contract goal for each year of the contract, as well as an evaluation of fiscal, operational, and governance performance during the term of the contract; (2) <u>Proposed Goals</u>. A proposal for goals for the following contract period; and (3) <u>Other Information</u>. Any other information the School desires the District to consider. The School agrees to provide to the District documentation supporting the School's evaluation if requested by the District.

The District will notify the School at least sixty (60) business days prior to the termination of this contract as to whether the District intends to offer a renewal charter contract.

(b) <u>Transfer to Different Authorizer</u>. The District must consent to the School's transfer to another authorizer. If the District consents to the School's request to transfer to a different authorizer, the School agrees to reimburse the District for any authorizer fees waived or not paid, grants provided by District to the School, and all training and professional development provided to the School by a third party but paid by the District. This provision does not apply if the District requests that the School transfer to another authorizer.

Section 11.2. <u>Insurance</u>. The School Board shall secure and maintain in its own name as the "first named insured" at all times the following insurance coverage:

- (a) workers' compensation insurance to include coverage A;
- (b) insurance covering all of the School's real and personal property, whether owned or leased;
- (c) insurance required by Minn. Stat. 466.04, including a minimum of commercial general liability insurance in comprehensive form, bodily injury and property damage combined of one and a half million dollars (\$1,500,000) per occurrence and personal injury of one and a half million dollars (\$1,500,000) per occurrence; and up to one million dollars (\$1,000,000) per occurrence for the release or threatened release of a hazardous substance; and if not included under its general liability coverage, additional coverage as follows: minimum automobile liability insurance coverage, bodily injury and property damage, of one million dollars (\$1,000,000) per occurrence if the School owns or operates motor vehicles; officer and employee errors and omissions/professional liability of one and a half million dollars (\$1,500,000) per occurrence; and employee theft insurance of five hundred thousand dollars (\$500,000).

The insurance must be obtained from a financially responsible licensed mutual, stock, or other responsible company licensed to do business in the State of Minnesota.

The School may join with other charter schools to obtain insurance if the School Board finds that such an association provides economic advantages to the School, provided that each School maintains its identity as first named insured. The School shall have a provision included in all policies requiring notice to the District, at least thirty (30) days in advance, upon termination or non-renewal of the policy. In addition, the School shall provide the District or its designee copies of all insurance policies required by this Contract, if requested for periodic review by the District.

The above-stated coverage limits shall be issued and maintained as indemnity limits and shall not be reduced by any applicable insurer defense obligations. The Department of Education

may suggest or Applicable Law may determine alternative amounts and terms of any deductible or insurance provisions, which shall supersede the foregoing requirements. The School shall provide the Department of Education with any insurance information, as requested.

The School may expend funds for payment of the cost of participation in an accident or medical insurance program to insure protection for students while attending school or participating in a school program or activity.

Section 11.3. <u>School Lease</u>. The School shall provide to the District a copy of its lease, and any subsequent amendment(s), or deed for the premises in which the School shall operate within fourteen (14) calendar days of execution. The school will provide to The District any notice of lease termination within five (5) calendar days of receipt. The School may lease space from any independent or special school board eligible to be a charter school authorizer, other public organization, private nonprofit institution organization or private property owner, as it deems necessary. The School may lease space from a sectarian organization as allowed by Applicable Law.

Section 11.4. Occupancy and Safety Certificates. The School Board shall: (a) ensure that the School's physical facilities comply with all fire, health and safety standards applicable to schools; and (b) possess the necessary occupancy and safety certificates for the School's physical facilities. The School Board shall not conduct classes until the School has complied with this section. Copies of such certificates shall be provided to the District before the first day of classes, if requested by the District.

Section 11.5. <u>Legal Liabilities</u>. The District does not assume any obligation with respect to any director, employee, agent, parent, guardian, student, or independent contractor of the School. The School acknowledges and agrees that it assumes full liability for its activities and that the Commissioner, the District, officers and members of the Board of the District, and employees of the District, are immune from civil and criminal liability with respect to all activities related to the School, pursuant to Minnesota Statutes Section 124E.09 and nothing in this Contract is intended to affect such immunity.

Section 11.6. <u>Indemnification of the District and Commissioner</u>. Notwithstanding Section 11.5, the School agrees to indemnify and hold harmless the District and its officers, board members, employees, agents or representatives, and to indemnify and hold harmless the Commissioner and Department of Education officers, agents, and employees notwithstanding Minn. Stat. section 3.736, from all suits, claims, demands, or liability, including attorney fees, and related expenses, which arise out of or are in any manner connected with the School's operations or which are incurred as a result of the reliance of The district upon information supplied by the School, or School Board and its agents or employees, or which arise out of the failure of the School to perform its obligations under this Contract or which arise out of the District's exercise of its obligation under Applicable Law or enforcement of this Contract.

ARTICLE XII GENERAL TERMS

Section 12.1. <u>Term of Contract</u>. This Contract shall be effective on July 1, 2022 and shall remain in full force and effect for five (5) academic years through the end of the 2026/2027 school year, and shall terminate on June 30, 2027, unless sooner revoked/terminated according to the terms hereof.

Section 12.2. <u>Notices</u>. Any and all notices permitted or required to be given hereunder shall be deemed duly given: (i) upon actual delivery, if delivery is by hand; or (ii) upon receipt by the transmitting party of confirmation or answer back if delivery is by facsimile or electronic mail; or (iii) upon placing into United States mail if by postage paid first class mail. Each such notice shall be sent to the respective party at the address indicated below or to any other address or person as the respective party may designate by written notice delivered pursuant hereto:

If to the District: Northfield Public Schools 201 Orchard Street South Northfield, MN 55057

If to the School: to the attention of the School Board or School Board President/Chair at: Arcadia Charter School
1719 Cannon Road
Northfield, MN 55057

Section 12.3. <u>Severability</u>. If any provision in this Contract is held to be invalid or unenforceable, it shall be ineffective only to the extent of the invalidity, without affecting or impairing the validity and enforceability of the remainder of the provision or the remaining provisions of this Contract. Subject to Section 9.2, if any provision of this Contract shall be or become in violation of any local, state or federal law, such provision shall be considered null and void, and all other provisions shall remain in full force and effect.

Section 12.4. <u>Successors</u>. The terms and provisions of this Contract are binding on and shall inure to the benefit of the parties and their respective successors.

Section 12.5. <u>Entire Contract</u>. Except as specifically provided in this Contract, this Contract sets forth the entire agreement between the District and the School with respect to the subject matter of this Contract. All prior contracts, representations, statements, negotiations, understandings, and undertakings are superseded by this Contract.

Section 12.6. <u>Assignment</u>. This Contract is not assignable by either the School or the District.

Section 12.7. <u>Non-Waiver</u>. Except as provided herein, no term or provision of this Contract shall be deemed waived and no breach or default shall be deemed excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. No consent by any party to, or waiver of, a breach or default by the other, whether expressed or implied, shall constitute a consent to, waiver of, or excuse for any different or subsequent breach or default.

Section 12.8. <u>Governing Law</u>. This Contract shall be governed and controlled by the laws of the State of Minnesota as to interpretation, enforcement, validity, construction, and effect, and in all other respects.

Section 12.9. <u>Counterparts</u>. This Contract may be executed in any number of counterparts. Each counterpart so executed shall be deemed an original, but all such counterparts shall together constitute one and the same instrument.

Section 12.10. <u>Construction</u>. This Contract shall be construed fairly as to both parties and not in favor of or against either party, regardless of which party prepared the Contract.

Section 12.11. <u>Force Majeure</u>. If any circumstances occur which are beyond the control of the parties, which delay or render impossible the obligations of one or both of the parties, the parties' obligations to perform such services shall be postponed for an equivalent period of time or shall be canceled, if such performance has been rendered impossible by such circumstances.

Section 12.12. <u>No Third Party Rights</u>. This Contract is made for the sole benefit of School and the District. Except as otherwise expressly provided, nothing in this Contract shall create or be deemed to create a relationship between the parties hereto, or either of them, and any third person, including a relationship in the nature of a third party beneficiary or fiduciary.

Section 12.14. <u>Non-agency</u>. School is not an agent of the District and the District is not an agent of the school.

Section 12.14. <u>Termination of Responsibilities</u>. Except as provided in Section 12,15, upon termination or revocation of the Contract, the District or its designee and the School shall have no further obligations or responsibilities under this Contract to the School or any other person or persons in connection with this contract.

Section 12.15. <u>Survival of Provisions</u>. The terms, provisions, and representations contained in Section 11.1 (a)3 Probationary Renewal, Section 11.2 Insurance, Section 11.5 Legal Liabilities, Section 11.6 Indemnification of the District, Section 12.8 Governing Law, Section 12.10 Construction, Section 12.13 Non-Agency, and any other provisions of this Contract that by their sense and context are intended to survive termination of this Contract shall survive.

he date set forth:
DATE:
NORTHFIELD PUBLIC SCHOOLS
Зу:
Claudia Gonzalez-George Its: Board Chair
As the authorized representative of the School, I hereby certify that the School is able to comply with the Contract and all Applicable Law, and that the School, through its governing board, has approved and agreed to comply with and be bound by the terms and conditions of this contract as of the date set forth above.
Arcadia Charter SCHOOL
Ву:
Melanie Cashin
Its: Board Chair

As the designated representative of the District, I hereby issue this Contract to the School on

Exhibit A

Minnesota Department of Education Approval

MINNESOTA DEPARTMENT OF

1500 HIGHWAY 36 WEST ROSEVILLE, MN 55113-4266

T: (651) 582-8200 TTY: (651) 582-8201 http://cfl.state.mn.us

Families Learning

NOV 3 0 2001

November 21, 2001

Dr. Terry Tofte Northfield School District 1400 Division Street South Northfield, MN 55057

Dear Dr. Tofte,

This letter is intended to serve as official notification that Northfield School District's request to sponsor Southeast Minnesota School of Arts and Technology has been approved according to requirements set forth in Minnesota Statute 124D.10, Results-Oriented Charter Schools. Southeast Minnesota School of Arts and Technology is approved to serve students in grades 6-12.

This approval provides the Southeast Minnesota Arts and Technology Charter School developers authority to move forward in the process of implementing the charter school. An attachment details three important next steps. Note that the contract between the school and sponsor needs to be finalized within ninety days of the date of this letter.

Congratulations and continued success for the Southeast Minnesota Arts and Technology Charter School.

Sincerely,

Christine Jax, Ph.D. Commissioner

Cc: Paul Manor

Attachment III

Southeast Minnesota School of Arts and Technology 1176 Millersburg Boulevard Dundas, MN 55019

July 15, 2001

Northfield Public School District #659 1400 South Division Street Northfield, MN 55057

RE: Intent to Locate a Charter School in District #659

Dear Superintendent Tofte and Members of the Northfield School Board:

This letter is to inform you that a group of teachers, parents and community members are working to develop a charter school called the "Southeast Minnesota School of Arts and Technology" (SeMSAT), which will be located within the Northfield School District. It is the intent of this group to submit a proposal for your review in August with a request for the Northfield School District to sponsor this charter school.

As required by the Charter Proposal, this formal letter of intent is to precede the proposal to the Department of Children, Families and Learning (CFL) by at least 30 days. We anticipate opening this charter school in the fall of 2002. With that in mind, the proposal is due the CFL by October 1, 2001. The group anticipates having a site selected and confirmed this fall. We hope to lease this space prior to opening SeMSAT. It is our intent to develop a working relationship with Minnesota New Country School (MNCS) to use this space during the late winter and spring of 2002 to help SeMSAT set up the Northfield school based on the MNCS model.

We look forward to working with the Northfield School District for years to come, hopefully within a sponsor-charter relationship. We will continue to be in close communication about this.

Sincerely,

Paula Manor, on behalf of the SeMSAT planning committee

LETTER OF INTENT TO LEASE

Tenant Name:

Southeast Minnesota School of Arts and Technology

Landlord Name:

Eugene E. Jasnoch

Premises

Location:

Suites B, C, D, E, F, 1403 Heritage Drive, Northfield, MN

Proposed Use:

Charter School

Lease Term:

One (1) Year with renewal options

Initial Lease Rate:

\$5,958 per month

Commencement

Date:

August 15, 2002

Type of Lease:

Triple net

Common Area

Expenses:

Tenant responsible for pro-rata share of common area expenses

Utilities:

Tenant's premises shall be separately metered for utilities and Tenant shall be responsible for cost of utilities related to use of the

premises

Landlord's

Work:

Premises finished "as is". Additional tenant improvements to be

paid for by Tenant

Proposed Dates:

Landlord agrees to not enter into an agreement to lease the premises to another party until June 10, 2002. This period of time is intended to give the parties 60 days to complete the application for conditional use allowing a charter school in the C-I zone, to complete architectural drawings, to obtain cost estimates for tenant

improvements.

wel Date: 4/10/02

This letter is merely a preliminary statement of general intentions. It should be understood that Landlord and Tenant mutually intend that neither shall have any binding contractual obligation to the other regarding this matter unless and until a formal lease agreement has been prepared and executed by the both parties.

U

Exhibit B

Articles of Incorporation of the School

PBC

ARTICLES OF INCORPORATION OF Southeast Minnesota School of Arts and Technology

The undersigned incorporator(s), a natural person 18 years of age or older, in order to form a corporate entity under <u>Minnesota Statutes</u>, <u>Chapter 317A</u>, adopts the following articles of incorporation.

ARTICLE I NAME/REGISTERED OFFICE

The name of this corporation shall be Southeast Minnesota School of Arts and Technology located at 1176 Millersburg Boulevard, Dundas, MN 55019.

ARTICLE II PURPOSE

This corporation is organized exclusively for educational purposes, more specifically to provide educational services to middle and secondary students, grades six through twelve, in the Northfield Minnesota area. To this end, the corporation shall at all times be operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended. All funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.

ARTICLE III EXEMPTION REQUIREMENTS

At all times shall the following operate as conditions restricting the operations and activities of the corporation:

1. No part of the net earnings of the organization shall incur to the benefit of, or be distributable to its members, trustees, officers, or others private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause hereof.

2. No substantial part of the activities of the corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

3. Notwithstanding any other provisions of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal

income tax under section 501(c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE IV DURATION

The duration of the corporate existence shall be perpetual.

ARTICLE V BOARD OF DIRECTORS

The corporation shall have no members. The management of the affairs of the corporation shall be vested in a Board of Directors, as defined in the corporation's bylaws. No Director shall have any right, title, or interest in or to any property of the corporation.

The number of Directors constituting the first Board of Directors is thirteen, their names and addresses being as follows:

Danise Beal	8482 150 th Street East	Nerstrand, MN 55053
Jim Blaha	3325 West 70th Street	Northfield, MN 55057
Mary Rose Block	2672 West 89th Court	Northfield, MN 55057
Janna Carlson-Donohoe	305 Maple Street	Northfield, MN 55057
Paul Carlson-Donohoe	305 Maple Street	Northfield, MN 55057
Brian Dever	606 Fremont	Northfield, MN 55057
Winona Estes	806 South Water Street	Northfield, MN 55057
Leisa Irwin	202 East Seventh St.	Northfield, MN 55057
Keith Johnson	8704 Bagley Avenue	Northfield, MN 55057
Natalee Johnson	8704 Bagley Avenue	Northfield, MN 55057
Paula Manor	1176 Millersburg Blvd.	Dundas, MN 55019
Steve O'Malley	1176 Millersburg Blvd.	Dundas, MN 55019
Kim Zweber	30977 Jamaica Avenue	Northfield, MN 55057

Additional Board Members may be added to the initial founding board as needed to fill areas of expertise needed to fulfill the start up needs of the organization. Members of the first Board of Directors shall serve until the first annual meeting, at which their successors are duly elected and qualified, or removed as provided in the bylaws.

ARTICLE VI PERSONAL LIABILITY

No officer, or Director of this corporation shall be personally liable for the debts or obligations of this corporation of any nature whatsoever, nor shall any of the property of the officer, or Directors be subject to the payment of the debts or obligations of this corporation.

ARTICLE VII DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of by the District Court of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VIII INCORPORATOR(S)

The incorporators of this corporation are the founding Board of Directors as listed in Article V above.

The undersigned incorporators certify that they execute these articles for the purposes herein stated.

Name	Signature	Date
Danise Beal	Duning Bal	10/25/01
Jim Blaha	Sim Blake	10-25-01
Mary Rose Block	Mannorfforde	10-29-01
Janna Carlson-Donohoe	Tairna Callin Bonitive	10-25-01
Paul Carlson-Donohoe	Paul Carlant-Donolive	10/25/01
Brian Dever	Bi a Dr	10/25/01
Winona Estes	Al Emma Cotes	10-25-01
Leisa Irwin	Qual to	10/25/01
Keith Johnson	tall thisan	10/25/01
Natalee Johnson	natalie Johnson	10/25/07
Paula Manor	Harle Mants	10/25/01
Steve O'Malley	Se CHO	10-25-01
Kim Zweber	Fin July	10/25/01

Exhibit C

BYLAWS OF

ARCADIA CHARTER SCHOOL

ARTICLE 1 - NAME, PURPOSE

Section 1: The name of the organization shall be Arcadia Charter School (also Arcadia or ACS).

Section 2: The Arcadia Charter School is organized exclusively for educational purposes, more specifically to provide educational services to middle and secondary students, grades six through twelve, in the Northfield, Minnesota, area.

ARTICLE II - MEMBERSHIP

Section 1: Membership shall consist only of members of the Board of Directors.

ARTICLE III - BOARD MEETINGS

Section 1: Annual meeting: The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place.

Section 2: Regular Meeting: The Board will adopt a schedule of at least 10 regular meetings a year. The schedule shall include dates, time and place and will be kept on file. If the Board decides to change the date, time or place it must give the same notification as required for a special meeting. Agenda will be sent out a minimum of five days before the meeting.

Section 3: Special Meeting: A special meeting is a meeting that is called because of circumstances that require timely consideration but are not of an emergency nature. The Board chair or his/her designate may call a special meeting. A minimum notice of 3 days must be given and will include: the date, time, place, purpose and/or agenda of the meeting.

Section 4: Emergency Meeting: An "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration. The Board chair or his/her designate, may call an emergency meeting. A good faith effort to notify those required as soon as practicable after notification of Board members must be made. Notice must include the purpose of the meeting, date, time and place.

Section 5: Closed Session: Closed sessions are allowed to discuss issues involving confidentiality or as defined by law. State the reason for closing a meeting, or a portion thereof, prior to closure. Ref. Minnesota Open Meeting Law for additional requirements.

Section 6: Quorum: A quorum must be attended by at least 51 percent of the Board members before business can be transacted or motions made or passed.

Section 7: Notice: Notice is valid via any of the following methods: written notice, e-mail or other electronic means, phone or direct contact.

Section 8: Electronic Meeting: Electronic meetings may take place under Board approved policy. This section has been removed from the bylaws.

Section 9: Overriding Board Decisions: Overriding a Board decision is done through a "motion to reconsider." A two-thirds majority is needed to override.

Section 10: Grievance Procedure: The Board will establish a procedure for bringing forth and addressing grievances. This procedure will be included in Board Policy

Section 11: Conflict of Interest: Trustees shall be excluded from discussion and/or voting on issues of self dealing, conflict of interest, and confidentiality issues as defined in Board Policy. This policy shall be in accordance with charter school best practice.

Section 12: Board Policy Document: A document will be on file at ARTech to further define Board-management issues. This section has been removed from the bylaws.

ARTICLE IV - BOARD OF DIRECTORS

Section 1: Board Role, Size, and Composition: The Board is responsible for overall policy and direction of the school and is accountable for its outcomes. The Board shall hire—by a two-thirds majority vote—and delegate responsibility for day-to-day operations to the school's Executive Director. The membership of the school board consists of nine elected directors, and will consist of three licensed teachers employed at the school, three parents or guardians of student(s) currently enrolled at Arcadia, and one interested community member who is not employed by Arcadia and does not have a child enrolled at the school and two at-large positions to be filled by either parents or community members. The Board shall not include more than one member of a family; this includes spouse, partner or children.

Section 2: Board Compensation: The Board receives no compensation other than reasonable expenses.

Section 3: Board Elections: The school will hold an annual election of new directors or re-election of current directors to a second term. Officers will be elected at the annual meeting.

Section 4: Terms: Parent and community member Board members shall serve three-year terms. Board-members who are licensed teachers employed by the school shall serve two-year terms. This section has been removed from the bylaws.

Section 5: Officers and Duties: There shall be four officers of the Board: Chair, Vice-Chair, Secretary, and Treasurer. Their duties are as follows:

The Chair shall convene regularly scheduled Board meetings and shall act as the CGO of the Board between meetings as defined by Board Policy.

The Vice-Chair will chair Board Meetings as designated by the Chair.

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings.

The Treasurer shall be responsible for chairing the finance committee and reviewing the school finances.

Section 6: Vacancies and New Board Members: The Board shall follow Board Policy for bringing on new members or filling Board vacancies.

Section 7: Resignation, Termination and Absences: Resignation from the Board must be received by notice to the chair. A Board member shall be dropped for excess absences from the Board if he/she has three absences from Regular Board Meetings in a year. A Board member may be removed for any other reason by a two-thirds vote of the remaining directors.

Section 8: Staff/Board Meetings: When a Board member is denied employment or is no longer employed by Arcadia, they are automatically removed from the Board. A two-thirds majority of the remaining Board members may override this section if it is in the best interest of the school.

ARTICLE V - COMMITTEES

Section 1: Board Committees: The Board may create committees to fulfill Board needs.

ARTICLE VI - AMENDMENTS

Section 1: These By-Laws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Chair or Secretary for Board consideration in accordance with Board Policy.

These Bylaws were approved at a meeting of the Board of Directors of Northfield School of Arts and Technology on April 15, 2004

Article IV, section 1 amended September 10, 2009

Article IV, Sections 1 and 4 amended August 25, 2011

Article III, Section 8 and 12 amended January 28, 2012

Article IV, Section 5 amended January 28, 2012

Article I, Sections 1 and 2; Article III, Sections 2, 8 and 12; Article IV, Sections 1, 2, 3, and 4: amended August 23, 2012 by the Arcadia Charter School Board of Directors

Exhibit D

IMPLEMENTATION OF PURPOSE/MISSION

Arcadia Charter School

The School's identified statutory purposes and the methods it will use to achieve them are:

- 1. Improve all pupil learning and all student achievement
- 2. Increase learning opportunities for all pupils
- 3. Encourage the use of different and innovative teaching methods
- 4. Require the measurement of learning outcomes and create different and innovative forms of measuring outcomes
- 5. Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site

The School will report its implementation of these purposes in its annual report.

Exhibit E Academic Programming Arcadia Charter School

This section contains the current curriculum guide (below), which describes both the independent project-based learning and teacher-designed academic courses available to Arcadia students. While the school does not provide academic courses during the summer, summer programming funds provided by the State in response to the COVID-19 pandemic will be used to offer experiences that continue to build students' experience-base and social/emotional skills. This will include canoe trips, a student leadership training, and other enrichment experiences during Summer 2022 and Summer 2023. During the summer, students will also be allowed to work on courses they take from outside, State-approved, licensed online providers in Arcadia's building with support from an Arcadia staff member.



2021-22 Curriculum Guide

High School Graduation Requirements

Students are required to take foundational classes in core subject areas in the beginning of their high school careers. The remainder of the credits needed to satisfy Arcadia's requirements and Minnesota Department of Education's Graduation Requirements are completed through projects, classes, or seminars. Credits are granted based on depth, demonstration and mastery of knowledge.

In addition to these core classes, students are encouraged to take electives (e.g. dance, Spanish, and other world languages, physical education) or to initiate group projects. The emergent and interdisciplinary nature of the many seminars and projects allows students and teachers the flexibility to create unique learning plans.

To earn an Arcadia Charter School diploma, students must successfully complete the following requirements:

23.0 Credits are required

Quarter-long courses are worth 0.25 credit; yearlong courses are worth 1.0 credit.

Language Arts	4.0 Credits	(2 Credits in Writing, 2 Credits in Literature)
Social Studies	3.5 Credits	(1.0 Credit in US History, 0.75 Credit in World
		History, 0.25 Geography, 0.5 Credit in
		Economics, 1.0 Credit in US Government &
		Civics)
Math	3.0 Credits	(1.0 Credit in Algebra 2 is required)
Science	3.0 Credits	(1.0 Credit in Physical Science, 1.0 Credit in
		Biology)
Art	2.25 Credits	(2.0 Credits in Art, 0.25 Credit in Arts
		Analysis)
Projects	2.50 Credits	(1.00 Potential Senior Project, 0.50 Potential
		Junior Project, 1.00 Additional Project Credit)
		*Prorated by the number of enrollment years
Electives	7.25 Credits	



Minimum Credit for Enrollment:

To maintain enrollment at Arcadia Charter School a student in the High School must be actively engaged in at least 0.85 credits per quarter. This may include the Senior Project credit.

Required Projects

Senior Project:

In order to graduate from Arcadia, each senior must complete a challenging, interdisciplinary year-long Senior Project. Students choose the topics, complete ten to fifteen pages of writing, and present to the Arcadia and Northfield community during Senior Presentation Nights in the spring.

Junior Project:

In order to graduate from Arcadia, each junior will complete a portfolio that looks at life choices and responsibilities after high school. Through this semester-long guided project, students research and reflect on: career interests, college opportunities, lifestyle choices, and personal finances. Students will earn 0.25 economics and 0.25 elective credit upon completion. The goal of the project is to begin the process of preparing students for their life beyond high school.

High School Literature Courses

Introduction to Literature

Required 9th Grade

Term 1 & 2:

Students will be exposed to a variety of genres (poetry, short stories, novels, non-fiction, and drama) and literature from different times and places. Students will also be exposed to literary terms and concepts (theme, setting, characterization, and plot) for a deeper understanding and appreciation of literature. One semester in length. (0.5 credits)

High School Literature

Elective 10th - 12th Grade

Terms 1-4:

This class will focus on a different literary work each quarter. Novels and plays vary from year to year and include, but are not limited to American Literature, British Literature, and Contemporary Literature. For example: Lord of the Flies, The Crucible, A Midsummer Night's Dream, To Kill a Mockingbird, and The Great Gatsby. (0.25 credits per quarter)

Term 1: TBD



Novel Studies Elective 9th - 12th Grade

Terms 1-4:

High School students not enrolled in the High School Literature elective class are required to complete a Literature project each quarter, proposed to and approved by the Language Arts Specialist. Book Groups of 4-8 students may also be formed after approval. (0.25 possible credits per quarter)

High School Writing Courses

Research Writing Required 10th Grade

Terms 1 & 2:

The goal of this class is to learn the skills needed for writing longer research papers. These skills include developing effective thesis statements, choosing and evaluating resources, note-taking and paraphrasing, citation principles and practices, organizing strategies, thorough revising and editing, peer editing, and formatting. Assignments will include three 5-7 page essays that coincide with the skills taught, short exercises, and grammar work. This class is a semester long class. (0.5 credits per semester)

College Prep Writing: Application & SAT/ACT Essay Writing Elective

Term 1

The goals of this class are to get a jump start on writing that college application essay, to develop strategies for the writing portion of the SAT and ACT, and to practice writing these essays. By providing samples of college application questions and test questions, students will compose their own personal statements and have authentic practice with the college entrance exams. (0.25 credits per quarter)

Advanced Composition Elective

Terms 3 & 4:

During this seminar, students will continue to write non-fiction, expository essays in order to expand their writing abilities. In the smaller seminar setting, students will explore strategies for writing longer and more in-depth pieces with the help of in-class discussions and feedback from classmates. Three to four essays or other short writing exercises will be written per term. This class can be taken in one or both terms. (0.25 credits per quarter)

Basic Composition Required 9th Grade

Term 3 & 4:



Students will be taught the basic principles of writing essays and compositions. This class will cover the following topics: outlines, effective thesis statements and topic sentences, effective introductions and conclusions, supporting details, writing coherence, and organizational strategies. The grammar portion of the class includes review of the parts of speech and sentence building strategies. Assignments will include 3 non-fiction essays (2 - 5 pages long) and regular grammar practice. This is a semester-long class. (0.5 credits per semester)

Creative Writing Elective

Term 1

We'll discuss and practice various ways to jumpstart the creative process and then use these strategies in creating a variety of written projects. We will also explore a range of fiction and nonfiction genres both as models and for inspiration. Students will be required to complete weekly journal prompts and 3 - 4 longer creative projects. (0.25 credits)

Speech & Communication

Elective

Term 2:

Students will learn principles of communication, including nonverbal cues, effective gestures, speech organization, and active listening. The work for this class will include watching and analyzing speeches, preparing and presenting original speeches, and giving feedback to classmates about their speeches. In addition to 3-5 short speeches, students will complete 3-5 mini presentations. (0.25 credits per quarter)

Published Elective

Term 4

During this media literacy class, students will study the basic principles of print and online journalism. They will explore a variety of online publishing platforms, evaluate ease of use and effectiveness of these resources, and choose 2 to use for their 2 projects: a personal project and a marketing project. (0.25 credits per quarter)

High School Mathematics Courses

Geometry Required 9th Grade

Geometry is all about questioning size, angle measurement, relationships of shapes and properties of space. Students will gain perspective on basic computations to topics such as the following: Area, Perimeter, Surface Area, Proofs, Circumference and Volume of two and three-dimensional figures. Students will be required to complete skill practice and projects according to our schedule. (0.25 credits per quarter)



Intermediate Algebra

Optional Grades 10+

This course is based on the Minnesota 9-11 Academic Standards of Algebra. Students will understand the concept of functions, including domain and range. They will focus particularly on linear and quadratic functions. This class will prepare students to be successful in Algebra II. (0.25 credits per quarter)

Algebra II Required Grades 10+

Algebra II will focus on interpreting equations and inequalities involving multiple variables as well as the use of equations and inequalities to represent real-world mathematical problems. This course will also discuss tables, verbal descriptions, symbols and graphs. Students will be required to complete skill practice and projects according to our schedule. This course will also include a unit of data analysis & probability. (0.25 credits per quarter)

Pre-Calculus Optional Grades 10+

Pre-Calculus is a review of advanced Algebra II topics with a strong emphasis on Trigonometry. This course addresses the use of algebraic properties to evaluate expressions, graphical representations of functions explaining the results in relation to original context. Students will be required to complete skill practice and projects according to our schedule. (0.25 credits per quarter)

Calculus Optional Grades 10+

Passing Pre-calculus is a prerequisite for this class.

We will start with a review of functions (polynomial, exponential/ logarithmic, ...) and topics related to them (domain, range, period, composition, and limits) followed by the study of calculus. Topics to be studied will include differential calculus: definition of the derivative, rules for computing derivatives, and integral calculus: antiderivatives, applications of antiderivatives, techniques of integration, definite integrals, and applications of integrals.

(0.25 credits per quarter)



High School Science Courses

Physical Science Required 9th Grade

Students will explore introductory topics in chemistry and physics and apply these concepts to real-life and theoretical situations. Hands-on labs will be an integral component of the class. Major topics will include the nature of science and the scientific process; how science *happens* International system (SI) units and scientific notation; Introduction to chemistry (atoms and their structure, the Periodic Table of the Elements, basic chemical reactions); and an introduction to physics (motion, forces, energy, work, and waves). (0.25 credits per quarter)

Biology Required 10th Grade

Term 1 & 2: The Human Organism

We will focus on everything from the tiniest cell to the largest systems, including microbiology and cell respiration. You will work with artificial blood, and be exposed to real human images and systems. This will culminate in a final project that is based on a personal experiment.

Term 3: Introduction to Genetics

We will explore the world of genetics and focus on DNA, genetics, mutations, and the how natural selection changes the frequency of genes over time.

Term 4: Animal Behavior and Ecology

In this class we will review natural selection and introduce: sexual selection, environmental effects, animal behavior, and how they relate to each other. There will also be a brief introduction to nutrient cycles and biomes.

(0.25 credits per quarter)

Chemistry Not Offered This Year

Terms 1 - 4

Chemistry is the study of the composition and behavior of matter. This course explores the structure and arrangement of atoms to provide an understanding of matter and the changes that matter undergoes. Topics covered in Terms 1 and 2 include: scientific method and measurement, atomic structure, periodic table, nuclear chemistry, bonding, chemical naming & formulas. Topics covered in Terms 3 and 4 include: chemical quantities, chemical reactions, stoichiometry, behavior of gases, solutions, acids and bases. (0.25 credits per quarter)



Advanced Ecology

Not Offered This Year

Term 1: This course will cover material including: availability of resources, habitat types, population (processes, movement, and patterns), competition, pollution and sustainability. This course will conclude in a final project and essay. (0.25 Credits per term)

Human Anatomy

Not Offered This Year

Term 2 &3: This will be an overview of human anatomy and will include depth readings and lectures on the human body and its systems. There will be weekly quizzes on lecture and lab material. The lab will focus on learning and understanding the names of the systems components and will include a cat dissection. It will include cumulative final and lab exams. The class size is limited to 12 students. (0.25 credits per quarter)

Advanced Genetics

Not Offered This Year

Term 1:

This class is to help students understand the complex world of DNA and genetics. The topics include transcription and translation, gamete formation, epigenetics, and statistical analysis of inheritance. (0.25 Credits per term)

Experimental Science

Elective Quarter 1

Term 2:

The focus of this class is to look at experiments and studies through the eye of the scientific method including evaluating data and how it can be presented. We will analyze studies for accuracy and bias, and then conduct a class experiment. The last couple of weeks will be dedicated to students completing their own experiments in any scientific field. Credit will be divided into both the Practice of Science, but also the content area specific to their experiment. (0.25 credits per quarter)

Microbiology Lab Class

Elective Quarter 4

Term 3:

This class will be a continuation of last year's Microbiology class. The class will be focused on microscope usage. You will be introduced to sterile lab procedures and get an overview on protozoans and algae. 0.10 Credit offered

Scientific Ethics and Debate

Elective Quarter 3

Welcome to the intriguing world of questions, opinions, arguments, and debate. We will work to define ethics, human rights, and their role in science. This class is meant to stretch a student's boundaries and cause them to think in ways they will initially resist. It will include a midterm and final debate. (0.25 credits per quarter)



Biochemistry Elective Quarter 2

This class will begin to explore the reason why chemistry is the foundation of biology. It will be an introduction because we will cover only a few important processes such as osmosis and diffusion, biomolecules, transport, glycolysis and the citric acid cycle. We will also review some basic skills necessary to understand chemistry. This class includes a final research paper and a cumulative final exam.

(0.25 credits per quarter)

Physics Elective

Students will explore the fundamental laws of physics that govern matter and energy in our universe. They will apply these concepts and the mathematics behind them to practical and theoretical situations. Hands-on labs will be an integral component of the class. Major topics will include one- and two-dimensional motion (kinematics) and Newton's Three Laws of Motion; forces and free-body diagrams, conservation of energy and matter; introduction to electronics, magnetics, and their connection; energy transfer, structure, and properties of waves; introduction to thermodynamics and its fundamental laws. (0.25 credits per quarter)

Advanced Ecology

Not Offered This Year

Term 4: This course will cover material including: availability of resources, habitat types, population (processes, movement, and patterns), competition, pollution and sustainability. This course will conclude in a final whole class field study project and lab report. (0.25 credits per quarter)

High School Social Studies Courses

US History Required 9th Grade

The United States History course approaches a comprehensive examination of US History from post Civil War to the modern era. We will use a variety of perspectives and sources, including the text *History Alive: Pursuing American Ideals*, primary source analysis from the Stanford History Education Group, and more. Major topics that students will learn about include:

- Industrial Revolution, Age of Invention
- Labor Movement, Progressive Reform
- Immigration, Women's Movement
- World War I, the Great Depression
- World War II, The Cold War,
- Civil Right Movements, Vietnam War
- Reagan Revolution, The 80's



- Post Cold War World, War on Terror
- · Current Events

We will continue to develop our Historians' Craft by reading, writing, evaluating sources, using evidence and growing our critical thinking skills. We will use a wide variety of primary and secondary sources: informational text, images, maps, eyewitness accounts, podcasts, film and more. Year Long Course, 4 classes per week (1 US History Credit)

World History Required 10th Grade

World History is an exploration of major themes, developments, and events in human history that have led to the society in which we live today. From the development of agriculture to the rise of the Internet. The World History course is based upon the curriculum of *History Alive! World Connections*. *World Connections* examines world history through themes. The Units are:

Unit 1 Study of World History

(Five key themes in WH, Early Humanity, Development of World Religions)

Unit 2 The World Before 1750

(Feudalism, Imperial China, Byzantine Empire, West Africa, Cultures of Central and South America)

Unit 3 The First Global Age

(Gunpowder Empires, Eurasian Expansion, Europe Transformation, Global Economy and the Columbian Exchange)

Unit 4 Age of Revolutions

(Political Revolutions, Industrial Revolution, Impact of Revolutions and Industrialization, Imperialism)

Unit 5 A World in Crisis

(Alliances and WWI, Russian Revolution, Political Revolutions in Africa and Latin America, The Great Depression, Rise of Facism, and WWII)

Unit 6 The Cold War

(Post WWII Cooperation, Cold War Conflicts, Vietnam, Cold War Ends, Conflict in the Middle East)

Unit 7 The Modern Era

(Spread of Democracy, Globalization, Changing Climate, Rights, Religion and Identity) Year long course, 4 classes per week (1 World History credit)

US Government & Civics: On the Media

Elective Q1 2021-22

Why is the media such an important part of a democracy? Students will learn about the role of the media in the United States, why the founders believed so strongly in protecting it, and examine current issues in journalism and media today. For example, how has new technology and social media impacted our society? What role should the media play in protecting democracy, if any? What is 'fake news' and why is it a problem?



One term course, 2-3 classes per week (.25 Civics)

US Government & Civics: Sovereignty & Tribal Rights

One quarter course, 2-3 classes per week (.25 US History Credits)

Elective Q2 2021-22

This quarter we will explore the history of the battle for Native American rights and understand how tribes are sovereign nations. What rights are guaranteed to them by treaty? Are they citizens of the United States? Are those rights protected today? We will listen to "This Land" podcast and explore how a string of custody battles over native children has become a federal lawsuit that threatens everything from tribal sovereignty to indigenous civil rights.

Geography: Immigration & Family History

Elective Q3 2021-22

We are a nation of immigrants. Students will learn the history of waves of immigration to the U.S. beginning with the Pilgrims to the present. Why did people come? Where did they come from? What were their lives like when they arrived? How were they greeted when they arrived? What are some controversies over immmigration today? And, using census records, oral history and Ancestry.com, we will explore the path their own families took to settle in the United States. One term course, 2-3 classes per week (.25 Geography)

Economics: Housing & Wealth in America

Elective Q4 2021-22

Why is owning a home such an important path to prosperity in America? Students will learn about how home ownership is part of the "American Dream" historically, how it has been more attainable for some groups than others, how one buys a home, and examine whether owning a home is still a path to prosperity today. Are there policy changes we can suggest to help solve the problem of affordable housing in America today?

One term course, 2-3 classes per week (.25 Civics)

Government & Civics: Elections 101

Offered in Election Years

Term 1: This US Government course is focused on the upcoming elections. Students will learn about the steps in the election process, basics of the political spectrum, political parties and their differing opinions on key political issues, the electoral college, and how students can be active in the political process. Students will also learn about current events impacting voting and representation in the United States, including gerrymandering, demographic trends, voter suppression, and more. The class will culminate with students helping coordinate a school-wide mock election.

One quarter course, 2 or 3 classes per week (.25 US Gov/Civics Credits)

Government & Civics: "White Lies" & the Fight for

Not Offered This Year

African American Civil Rights

Students will examine social movements undertaken by various minority groups throughout American



history. The class will especially analyze the causes, major events and people, and effects of the movements for the right to vote in America through the "White Lies" Podcast.

One quarter course, 2-3 classes per week (.25 US History Credits)

Government & Civics: The Fight for Women's Suffrage

Not Offered This Year

Varies year to year. Students will examine social movements undertaken by various minority groups throughout American history. The class will especially analyze the causes, major events and people, and effects of the movements for the right to vote in America: Possible Topics

Voting Rights & The Struggle for Women's Suffrage

One quarter course, 2-3 classes per week (.25 US History Credits)

Government & Civics: the Supreme Court

Not Offered This Year

Throughout US History, major decisions by the Supreme Court have had profound effects on American society. From *Marbury vs Madison* to *Plessy vs Ferguson* to *Obergefell vs Hodges*, this class will examine key cases that have changed US History.

One term course, 2-3 classes per week (.25 US History or Gov Credits)

Government & Civics: Current Events

Not Offered This Year

Students will analyze current events topics, discuss and debate different perspectives on these events, learn to evaluate news sources and information, and find connections between what they've learned in government and history classes with what is happening today, now, in their world.

One term course, 2-3 classes per week (.25 US History or Gov Credits)

Economics: "We the Economy"

Not Offered This Year

Students will learn about many important concepts about micro and macroeconomics by watching and analyzing the documentary series "We the Economy". Students will complete in-class activities, discussions, and homework assignments as they find the connections between everyday people and the forces that shape our worldwide economy.

One term course, 2-3 classes per week (.25 Economics Credits)

US History: US History through Film

Not Offered This Year

Students will explore major events, movements, and cultural trends in US History through film in this elective course. Students will watch a selection of US History-related movies in class and then participate in online discussion forums and write reflection papers about each film. The films that students will watch is TBD, but think *Selma*, *Saving Private Ryan*, *Lincoln*, *Milk*, movies like that. The plan is to watch 5 to 7 different films to analyze. Students will need a permission slip from their parents to attend this course, as some of the featured movies for this course may be rated R.

One term course, 2-3 classes per week, offered fourth quarter (.25 US History Credits)



US History: The Vietnam War

Not Offered This Year

Students will examine the causes, major events and people, gender and how it shaped people's experiences, and effects of the Vietnam War through the eyes of Tim O'Brien in *The Things They Carried* and Lynda Van Devanter in *Home Before Morning*. We will watch film, read, discuss and enjoy a guest speaker in this class.

One quarter course, 2-3 classes per week (.25 US History Credits)

US History: World at War

Not Offered This Year

The famous documentary series, "The World at War" presents a detailed, uncompromising chronology of the major players, events, and outcomes of World War 2. In this class, students will spend most of their in-class time watching selected episodes from the series and then participate in an online discussion forum with their classmates.

One term course, 2-3 classes per week, offered later this year (.25 US History)

High School Arts Courses

Introduction to Art

Required 9th Grade

Term 1:

This course is required for 9th grade students and students without high school art experience. Open to all high school students with an interest in improving drawing skills. Intro to art is designed to give a foundation in the creation and production of two dimensional art works, art history, aesthetics, and the language of the artist. Students will learn about the elements of art and principles of design. They will create artwork based on direct observation and learn skills to render images with accuracy and realism. Students will present and reflect upon their work. (0.25 credits per quarter)

2D Art Elective

Term 2:

Open to all high school students. In this class students will learn basic color theory and some additional skills and methods of creating two-dimensional artworks. We will create acrylic and watercolor paintings, mixed media artworks and monoprints. Students will work to develop concepts. Students will reflect and revise their own work.

Students will be encouraged to provide input on the art forms they hope to explore and will have the opportunity to work with guest artists. (0.25 credits per quarter)

3D Art Elective

Term 3:



Open to all high school students. In this course students will learn various ways of constructing sculptural art forms. We will use media including: wire, fabric, paper, wood, foam, and clay. Students will create work that stands on its own, hangs from the ceiling, is worn on the body and mounted on a wall. Students will participate in the critique process as well as reflect upon and revise their own work.

Students will be encouraged to provide input on the art forms they hope to explore and will have the opportunity to work with guest artists. (0.25 credits per quarter)

Digital and Investigative Art

TBD

Term 4:

Open to all high school students. In this class, students will explore art creation through digital processes; from Open Processing coding to stop motion videos and photography. Students will participate in the critique process as well as reflect upon and revise their own work.

Students will be encouraged to provide input on the art forms they hope to explore and will have the opportunity to work with guest artists. (0.25 Credits)

African Drumming Elective

Term 1:

The world is full of rhythm, full of drums. How did drumming in Africa begin? When? And how has its influence spread throughout the world and become a part of our music today? We'll explore those questions in this course and we'll do a lot of drumming, learning songs from Ghana, West Africa. We learn this music in the non-Western tradition: by watching and listening, not by reading music. This class is for both beginning and advanced drummers.

(.25 credits)

Acting: How do they do that?!

Elective

Term 2:

Who are some of your favorite actors? What do they do on stage or screen that you like? How do they do it? And how can you do it? In this course we'll examine those actors but, more importantly, we'll also work on some of the same things they did when they were learning how to be actors themselves: improvisation, script analysis, character development and physical expression. This will be an active class- a "doing" class.

(.25 credits)

Shakespeare for the Actor

Elective

Term 3:



In this class we'll explore Shakespeare from the actor's perspective rather than a literary perspective. How do actors prepare and perform Shakespeare for the stage? How do they speak, move, develop character, memorize? Working texts will be taken from *The Tempest, Macbeth, The Taming of the Shrew, As You Like It, A Midsummer Night's Dream* and possibly other of Shakespeare's plays. We'll even have some fun with *The Complete Works of William Shakespeare, abridged!* The culminating event will be a trip to the Guthrie to see their production of *The Tempest.*

Monologues for the Actor

Elective

Term 4:

(.25 credits)

Monologues are solo scenes. Actors, whether beginning or advanced, can learn a lot by relying solely on themselves to develop a monologue. Actors will also work closely with the teacher, focusing on monologue selection, text analysis, character development, physicalization and memorization. (.10 credits per monologue prepared to the teacher's satisfaction)

Other High School Elective Courses

ACT Prep Elective

This course explores strategies and review tactics in preparation for taking the ACT. Students will work individually and in small groups to not only review content matter but to also practice critical test-taking skills. (0.25 credits)

Spanish Elective

Spanish I, II, and III will guide students through thematic units with a grammatical progression to foster a familiarity with different cultures, social norms and interactions; practice both oral and written materials; and develop an understanding of verbs and language structure. Students will participate in class discussions, hands-on projects, and develop skills in reading and writing. Students in Advanced/Heritage Spanish will use literature from the AP Spanish program and University of Minnesota 1000-level course materials to explore culture, historical connections, meaning, structure, grammar, and vocabulary. In addition, students will read and present about current events, view documentary and film, and participate in discussions. (1 credit; year long)

Japanese Elective

Japanese 2 and 4 is a year-long course offered for students who are interested in Japanese culture, language and society. Students will learn reading, writing, speaking and listening skills along with cultural lessons on all aspects of Japanese society. Japanese 4 will learn from authentic Japanese materials, including readers designed for Japanese children, Japanese-language movies and TV



shows. Japanese 2 students will continue working on ready and writing, along with basic sentence structure and increasing vocabulary. A placement test for Japanese 2 is available for those who did not take Japanese 1 last year. Japanese 1 and 3 will be offered next year. (1 credit; year long)

Health Elective

Students will be offered at least one health elective per academic year. Student interests drive course content. Speakers and experts from the community are frequently utilized in class time. Topics that will be covered include sexual behavior, gender, relationships, queer healthcare, drugs, and alcohol. Other topics and projects to be added according to student interest. This elective will be offered in quarter 1 of the 2021-22 academic year.

Physical Education Elective

Physical Education 2020-2021 will be offered virtual and in person. We will look at alternative ways to stay in shape - physically, mentally and spiritually. Students will keep an online journal and be able to try a variety of techniques to cope and manage stress, optimal nutrition, better sleep habits, etc...



Middle School Curriculum Guide

Advisory Structure

Arcadia's middle school is structured to serve approximately 18 students in each grade with a total of 54 students. Each advisory serves approximately 27 students in a multi-age setting of grades 6-8. Advisors oversee the social curriculum and project process.

Middle School Advisory Curriculum Overview

This document is a summary and overview of the Arcadia middle school advisory curriculum, meant to give parents, staff, and other interested parties an explanation of what is taught during middle school time in advisories.

Much of what is learned or taught during time in advisories is a response to what comes up in conversations or interactions with students. In other words, in keeping with an emerging environment, advisors use shifting dynamics, important conversations, and promising ideas as opportunities to teach many things. But Arcadia also has a purposeful agenda for students, and a specific role for middle school advisors.

As staff at a small school, the advisors all wear many hats. Each is a content area teacher and has been charged with guiding all students in the school towards success in that subject matter. But a middle school advisor's primary charge is to teach and track his or her middle school students. This means that, while they are often pulled in many directions, they are primarily responsible for the students in their middle school advisories.

Social Curriculum

The social curriculum at Arcadia is at the core of what we do: we are a small, community school, and how we interact with and respond to each other will determine the success of our community. In light of this, we have adopted Developmental Designs. This is a social curriculum designed to teach social skills and good citizenship, and to promote academic success.

Project Work

Students have both core classes and electives (which are classes that they can opt to take or not take), but part of their academic learning comes through projects. Students do one guided project each quarter, encouraged by the theme for that quarter. Themes may be emergent, or they may be taken from the book that the middle school Language Arts classes are reading for the quarter. The themes and the books are on a three-year rotation; this means that the students who come in the



first quarter of 6th grade finish with the rotation the 4th quarter of their 8th grade year. The books read in middle school Language Arts are subject to change based on teacher discretion and other opportunities that often present themselves during the year.

Deadlines for the completion of each stage of this project process (finding a topic; finding resources; taking notes; organizing notes; demonstrating learning) are established by teachers and followed by everyone at the same time. This helps to teach a rhythm to the process, and gives them a sense of time management.

Arcadia also uses more conventional means for achieving academic growth. In addition to learning through guided projects, middle school students also take classes, some required and some elected. The required classes (dubbed "core classes") are content area classes: Language Arts, Social Studies, Science, Math. These classes last for the whole school year. We also offer elective classes; these classes are options for students, but we strongly encourage students to sign up for at least one elective. In the past we have offered such elective experiences as dance, theater, creative writing, Spanish, technology lab, drumming, and the Arcadia greenhouse. Art, Physical Education, and Choir have been—at different times—either required classes or electives.

Arcadia's middle school curriculum is very successful in helping students succeed both academically and socially. Our morning and afternoon circle, student contract, purposeful project process, and offering of classes and field trips work together to produce well-rounded, thoughtful young people, prepared for success in high school and beyond. We firmly believe that our system fosters students to become fine citizens and excellent learners.

Middle School Language Arts Courses

Language Arts: Literature

Required 6th, 7th, 8th Grades

Students will develop and strengthen their ELA skills in reading and writing while studying a variety of texts from different genres and complexity levels in a three year cycle. Lessons focus on the elements of literature, vocabulary acquisition, comprehension strategies, and writing opportunities.. The Writing Process developed through the Project Process is reinforced.

2021-22 Selections

Term 1: The Graveyard Book Term 2: A Christmas Carol

Term 3: Anne Frank: The Diary of a Young Girl



Term 4: Percy Jackson: The Lightning Thief

2022-23 Selections

Term 1: Crispin: The Cross of Lead/Romeo and Juliet

Term 2: Uglies

Term 3: Walk Two Moons

Term 4: A Wrinkle in Time/Akata Witch

2023-24 Selections

Term 1: The Giver

Term 2: Code Talker

Term 3: I am Malala/Enrique's Journey Term 4: The Watsons go to Birmingham

Middle School Mathematics Courses

6th Grade Math Required 6th Grade

Term 1: Number Sense, Computation, and Operation

During the term students will order and compare integers including fractions, decimals and percents. Students will use rounding and estimation to solve real-world problems. Students will also demonstrate skills to compute fluently; they will demonstrate understanding of arithmetic operations and factorization; and they will be able to use calculators and other technologies to solve problems.

Term 2: Patterns, Functions, and Algebra

During the term, students will demonstrate understanding of the rectangular coordinate system. Students will also apply arithmetic operations in the correct order to simplify and evaluate numeric expressions in real-world and mathematical problems.

Term 3: Data Analysis, Statistics, and Probability

During the term, students will learn to represent data and use various measures associated with data to draw conclusions. Student will also calculate and express probabilities numerically, and apply probability concepts to solve real-world and mathematical problems.

Term 4: Spatial Sense, Geometry, and Measurement

During the term, students will identify a variety of simple geometric figures by name and calculate various quantities associated with them. Students will also demonstrate understanding of time and units of measurement and be able to apply these in solving real-world and mathematical problems.



Pre-Algebra Required 7th Grade

Term 1: Pre-Algebra: Preparing for Algebra - Equations and Inequalities

Description: We will prepare ourselves to be Pre-Algebra Mathematicians, building our skills by solving equations and inequalities using integers, exponents, fractions, and decimals. Our goal is to gain a firm understanding of algebraic concepts and the order of operations so we can build on these ideas later in the year.

Term 2: Pre-Algebra: Fractions, Decimals and Percents

Description: We will look at the relationships between fractions, decimals, and percents. We will use proportions and equations to find rates, similarity, and percents. We will learn practical skills like calculating a tip, finding sale prices and unit rates, as well as calculating simple and compound interest.

Term 3: Pre-Algebra: Geometry and Measurement

Description: We will start the quarter looking at plane geometry: points, lines, angles, and polygons, as well as looking at patterns in geometry. We will calculate perimeter and area, as well as use the Pythagorean Theorem. Then we will move on the three-dimensional geometry, looking at prisms, cylinders, pyramids, and cones. We will learn to find the volume and surface area of these polyhedra and the real-world applications of these calculations.

Term 4: Pre-Algebra: Data Exploration and Probability

Description: We will take a look at experimental and theoretical probability, designing experiments using a variety of sampling methods and populations. We will organize our gathered data using frequency tables and stem-and-leaf plots, as well as finding the variability in our data by calculating mean, median, mode, and finding the outliers to analyze in box-and-whisker plots. We will also display our data using bar graphs and line graphs, as well as analyze misleading graphs and statistics.

Algebra Required 8th Grade

Term 1: Algebra: Data Exploration and Probability

Description: We will take a look at experimental and theoretical probability, designing experiments using a variety of sampling methods and populations. We will organize our gathered data using frequency tables and stem-and-leaf plots, as well as finding the variability in our data by calculating mean, median, mode, and finding the outliers to analyze in box-and-whisker plots. We will also display our data using bar graphs and line graphs, as well as analyze misleading graphs and statistics.

Term 2 & 3: Algebra: Equations and Inequalities



Description: We will be building our skills by solving equations and inequalities using integers, exponents, fractions, and decimals. Our goal is to gain a firm understanding of algebraic concepts and the order of operations so we can build on these ideas later in the year.

Term 4: Algebra: Geometry and Measurement

Description: We will start the quarter looking at plane geometry: points, lines, angles, and polygons, as well as looking at patterns in geometry. We will calculate perimeter and area, as well as use the Pythagorean Theorem. Then we will move on the three-dimensional geometry, looking at prisms, cylinders, pyramids, and cones. We will learn to find the volume and surface area of these polyhedra and the real-world applications of these calculations.

Middle School Science Courses

Physical Science Required 6th Grade

Physical science in sixth grade explores the concepts of matter, energy, forces and motion. Students will be designing and conducting scientific investigations and constructing scientific explanations based on evidence. Students will make measurements using metric units and will organize their data using graphs. Topics of study include: the nature of science, the particle model of matter, basic atomic structure, forms and sources of energy, energy transfer and transformations, the conservation of matter and energy, force, and motion.

Life Science Required 7th Grade

Term 1: Scientific Method and Classification

This class begins with a review of the scientific method, then we discuss how we classify organisms, and we will connect that with what we discover in our worm and frog dissections.

Term 2: Understanding Ourselves

We will begin to explore the human organism, starting small by looking at cells and moving broader as we discuss the systems of the human body and how we interact with our environment.

Term 3: Genetics and Evolution

This is an introduction to DNA and how we inherit traits from our parents. Students will also understand how changes in genetics can lead to change over time, and we discuss natural selection.

Term 4: Energy and Ecology

This quarter the focus will be on how nutrients and energy move through ecosystems, and how humans impact those processes.



Earth Science Required 8th Grade

Term 1: Our focus will be understanding the practice of science and inquiry. We will practice skeptical review of information, and understanding ethical issues in science. We will also review basic chemistry principles including: physical and chemical properties, metals and nonmetals, conservation of mass, and acids and bases.

Term 2: We will transition into understanding our planet this quarter and focus on tectonic plates, layers of the earth, volcanoes, classifying and the properties of rocks and minerals, and the rock cycle.

Term 3: This quarter students will be learning about the causes of seasons and climate including weather fronts and the composition of the atmosphere. We will also take the opportunity to review the water cycle.

Term 4: We will wrap up the year learning about the solar system including: the sun, planets, moons, gravity and orbits, Earth's motions. We will also focus on preserving our natural resources.

Middle School Social Studies Courses

Minnesota History 6

Required 6th Grade

In Minnesota History 6 students will study all things Minnesota! We will explore Minnesota peoples, culture, land and history from starting in ancient times, Importance of Stories & the Historian's Craft.then Before the Settlers Came, the Fur Trade & Settlement, The Civil War and The Dakota War of 1862 Farming, Industrialization & The Common Good. We will continue to develop our Historians' Craft by reading, writing, evaluating sources, using evidence and growing our critical thinking skills. We will use a wide variety of primary and secondary sources: informational text, images, maps, eyewitness accounts, field trips, film and more.

United States History 7

Required 7th Grade

In United States History 7 students will learn about the American Revolution & creation of the United States government (civics), European-American settlement, indigenous peoples & westward expansion, the Civil War, Reconstruction and African American history, and World War I & the Spanish Flu. We will continue to develop our Historians' Craft by reading, writing, evaluating sources, using evidence and growing our critical thinking skills. We will use a wide variety of primary and secondary sources: informational text, images, maps, eyewitness accounts, field trips, film and more.

World Geography 8

Required 8th Grade



In World Geography 8 students will apply spatial and chronological perspectives as they study the land, people, culture, and history of the world's regions and contemporary world events. We will explore the physical and human geography of our earth through the examination of each of our continents and regions. The Units to be covered are:

- o Unit 1 Tools of Geography
- Unit 2 North America
- o Unit 3 Latin America
- Unit 4 Europe and Russia
- o Unit 5 Africa
- o Unit 6 Southwest and Central Asia
- Unit 7 Monsoon Asia
- Unit 8 Oceania and Antarctica

Students will learn about human culture around the world through the lens of the Five Themes of Geography. This is based on the idea that a person cannot truly understand geography content without considering the relevant economic, political and historical factors.

Middle School Art Courses

6th Grade Art Required

Art 6 "Color"

Students will practice color mixing and learn basic color theory. We will look at how artists use color to create visual effects and apply our knowledge to the creation of optical illusions, creative color wheels and tree paintings based upon the work of artist Wolf Kahn.

Art 6 "Personal Patterns"

Students will use different forms of pattern to create personal narratives. We will study the artwork of Native Australians and create our own narratives based on the form they invented. Students will design their own symbols to create a self-portrait based on the use of positive and negative space. We will explore narrative in 3D through the creation of large papier mache letters.

7th Grade Art Required

Art 7- "Values"

Students will explore methods of art creation from a global perspective. We will look at artwork from a variety of cultures and the values that inspired it. Students will create masks, sugar skulls and koi prints.

Art 7- "Realism and Perspective"



Students will practice the skills necessary to draw with realism. Students will learn to draw shapes in 3 dimensional space and practice the application of those skills when they create their own sculptural town. We will practice taking and using observation to create realistic drawings in real time.

8th Grade Art Required

Art 8- "U.S"

During this quarter, students will explore systems of personal and cultural identity in the United States. They will create their own currency, textile art based on the work of Robert Rauschenberg and Jasper Johns, and horse mobiles inspired by the art of Plains Indian artists. We will explore how artists use and re-interpret existing systems to create new ideas.

Art 8- "Figure"

Students will explore the many ways artists represent the human figure. We will explore proportion, create portrait and figure drawings, and make sculptures based upon our drawings. We will look at artwork by old masters and modern artists. Students will explore ways to represent figures with realism and expression.

Middle School Health Courses

6th Grade Health Required

Students will be offered at least one health class per academic year. Student interests drive course content. Speakers and experts from the community are frequently utilized in class time. Topics that will be covered include puberty, gender, relationships, boundary-setting, and digital literacy. Other topics and projects to be added according to student interest. This class will be offered for specific grades in quarters 2, 3, and 4 of the 2021-22 academic year.

7th & 8th Grade Health Required

Students will be offered at least one health class per academic year. Student interests drive course content. Speakers and experts from the community are frequently utilized in class time. Topics that will be covered include sexual behavior, gender, relationships, and queer healthcare.. Other topics and projects to be added according to student interest. This class will be offered for specific grades in quarters 2, 3, and 4 of the 2021-22 academic year.

Middle School Elective Courses

Theater Elective

Terms 1, 2 and 3

The middle school theater class is about exploration and fun.



(0.25 credits)

African Drumming Elective

Term 4: African Drumming

Students will learn, aurally, two and three part drum songs from Ghana, West Africa.

(0.25 Credits)

Physical Education Elective

(0.25 Credits)

Not Study Hall Elective

Students in this class will meet at the picnic pavilion behind the school to take attendance and then leave on our walk. Most days, we will head to the Cannon River through Campostella Park and either play in the woods or walk along the river path. (0.25 Credits)

Math Study Hall Elective

(0.25 Credits)

Creative Writing Elective

The focus of this class will be writing from short prompts and working on longer, independent projects. Students will not only share their work with one another, but they will also have the opportunity to work collaboratively on writing projects.

(0.25 Credits)

Exhibit F

ACADEMIC GOALS

The academic goals listed here are the World's Best Workforce Goals typically reported in Arcadia's annual report. They were multi-year goals, set to last the length of the current contract. Arcadia achieved 100% of its goals in FY19 and FY20, but the impact of the COVID-19 pandemic did prevent the school from meeting all of its goals in FY21, and the same will be true when Arcadia reports on FY22, either because data is unavailable, like for the school's Achievement Gap goal, or because students' plans changed after the pandemic, as shown in our graduation rate.

Close the Achievement Gap(s) Between Student Groups

By the conclusion of FY22, for each reading and math, the Academic Achievement Rate for the Special Education Subgroup will be: [One-third of (100 - 2016 Special Education subgroup proficiency index)] + 2016 Special Education Subgroup Achievement Rate Goal

Rationale:

2016 Math Special Education Achievement Rate = 24.14 2016 Reading Special Education Achievement Rate = 48.28 Math 1/3 (100 - 24.14) + 24.14 = 49.43 Reading 1/3 (100 - 48.28) + 48.28 = 65.52

2018: Met 2019: Met 2020: Met 2021: No Data

Narrative from FY21: "It is unclear if we are on track or not on track. The data that we would typically use to determine whether or not we met this goal is not available in the Academic Roster due to the pandemic. Additionally, we were in hybrid learning when the MCAs took place, and the majority of students opted out of the test. Only 41.9% of eligible students took the test (26 out of 62 eligible), and only 7 of those 26 students qualified for special education services.

We would typically use data from the Academic Roster to determine our progress toward this goal, looking specifically at the special education subgroup. This data was not available this year.

We have purchased a new math curriculum for special education. Teachers are receiving instruction to use it as effectively as possible with special education students. We also have special education teachers co-teaching with general education math teachers to support students who are able to participate in general education math with some additional support."

All Students Career- and College-Ready by Graduation

Every year from 2017-2022, each student graduating from Arcadia will complete a proscribed Senior Project. Each student writes their own project-related smart goals with their project advisor. Each approved senior project includes a research paper with full references and a minimum of 15 pages, and a presentation of the project to the Arcadia community.

100% of students who graduated from Arcadia completed this requirement in 2017-2021.

2018: Met 2019: Met 2020: Met 2021: Met

Narrative from FY21: "We believe strongly in preparing our graduates for the future with critical thinking and communication skills. Project-based learning readily lends itself to career and college readiness, and the senior project demands that students demonstrate the skills they have developed over the course of their time at Arcadia. Seniors set SMART goals, ask and answer essential questions they determine in conjunction with their advisors, create a plan to manage their time, and then meet regularly with their advisors for guidance on the project and for feedback on their writing. Projects are measured against a rubric that includes content, time management, presentation and oral communication, writing and resources, and a student-created section directly relevant to the student's project. The teachers worked together to develop the rubric and continue to adjust it over time. Feedback from graduates indicates that this process effectively prepares them for college and career situations."

All Students Graduate

100% of students who are on track to graduate in 2021 will graduate.

2018: 100% (Met) 2019: 100% (Met)

2020: 94.5% (Not Met according to MDE Report Card–later that summer, we did get to 100%) 2021: 90% (small sample size, so it's not reported on the MDE Report Card; 100% of students in this group will have graduated by the end of 2022)

Narrative from FY21: "The personal attention each student receives from their advisors in completing their senior year ensures that all students stay on track throughout the year and graduate. This strategy appears to be very effective, since we have consistently achieved a 100% graduation rate. However, distance learning and social isolation due to the pandemic had an impact on students' academic progress and mental health, even with regular contact and individualized feedback from advisors."

Exhibit G

Arcadia Charter School Admissions Policy

105 ADMISSIONS POLICY

I. PURPOSE

The objective of this policy is to allow the school to operate at a full capacity of 126 students with an average of 18 students per grade. The director and board of directors may increase one or more grades' capacity by resolution and without changing this policy.

II. GENERAL STATEMENT OF POLICY

- A. In accordance with MN State law MS124d.10 Subd. 9 (Admission Requirements) all students who submit timely applications to Arcadia Charter School will be awarded places unless the number of applications exceeds the capacity of the program, class or grade level. In this case, all available places will be filled by lottery. Siblings of a currently enrolled student, or foster children of that student's family and children of staff members will have preference in admissions before accepting other students by lottery.
- B. Arcadia shall not discriminate against any student based on "race," color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.

III. PROCEDURES

- A. Each year, the director, with staff input, will determine the advisory (classroom) number and enrollment sizes, keeping in mind age mix, facility space, and staffing.
- B. On the first business Monday of April, the director will oversee the completion of the lottery (if necessary). Each student will be assigned a lottery number in the order that they are drawn. Students from the list will then be admitted per grade until that grade is full (18) or there are no additional students on the waiting list for that grade.
- C. If a grade is not full by June 1st, additional students in any other grades may be admitted (above 18 but not exceeding 21) in order to maintain advisory enrollment as set by the director in keeping with the objective of maintaining full enrollment for the school (126).
- D. For purposes of student counts, returning 5th year seniors will count toward the 12th grade class total enrollment, but not count toward the school's total enrollment of 126 students.
- E. Students in full time PSEO will not count toward student enrollment.

- F. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from Arcadia, they shall lose their place, with the exception of students entering a residential treatment and care facility, who have a right to return to the prior school of enrollment upon completing treatment. If they later re-apply, they shall be treated as a new student.
- G. All Applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.

Legal References: Minn. Stat. § 124e.11 (Admission Requirements)

Exhibit H

GOVERNANCE AND MANAGEMENT PLAN Arcadia Charter School

The School is operated by a Board of Directors, elected in accordance with its bylaws.

The Board of Directors delegates the day-to-day management of the school to an administrator who is hired and supervised by the Board of Directors.

The Board of Directors employs and contracts with necessary teachers, as defined by Minn. Stat. 122A.15, Subd. 1, who hold valid licenses to perform the particular service for which they are employed at the School.

Teachers employed at the School are treated by the School as public school teachers for the purposes of Minn. Stat. chapters 354 and 354A.

The Board of Directors employs necessary employees who are not required to hold teaching licenses to perform duties other than teaching and may contract for other services.

The Board of Directors may discharge teachers and non-licensed employees.

The Board of Directors decides matters relating to operations of the School including, but not limited to, budgeting, curriculum, and operating procedures. The Board of Directors delegates to the school administrator the operational decisions made by the Board of Directors.

The Board of Directors shall implement a governance plan whereby it regularly, but no less than annually, evaluates: academics – whether the school is improving student achievement; finances – whether the school is fiscally sound; and operations – whether the school is well-managed and legally compliant; and shall include summaries of it's evaluations in board minutes.

The Board of Directors shall adopt a policy, plan, budget and process consistent with Minn. Stat. 120B.11 to review curriculum, instruction, student achievement, and strive for the world's best workforce.

The Board of Directors shall review its strategic plan annually. As part of its strategic plan: (1) the Board of Directors will adopt and implement the World's Best Workforce Plan for the School, (2) the Board of Directors will implement a financial plan to maintain a \$400,000 fund balance.

Exhibit I

ADMINISTRATION AND OPERATIONS PLAN Arcadia Charter School

Administrator:

The Board hires an administrator who manages the day-to-day operations of the School. Responsibilities include: (1) implementing the mission and philosophy of the School; (2) maintaining the academic integrity of the school; (3) oversight of the operations of the School, faculty, and staff; (4) ensuring the curriculum furthers the mission of the School; (5) oversight of instruction, accountability and student management.

The administrator ensures that the culture and mission of the School are clear to all stakeholders.

The administrator also facilitates development of the School's culture. The administrator reports to the Board.

Faculty:

The faculty implements the progressive education mission of the school. They ensure that the project-based curriculum is designed to meet Minnesota State Standards.

Business Manager

The Business Manager is responsible for all financial matters at the School. The Business Manager has a strong background in school finance and reporting and oversees the budget and preparation of necessary reports. The Business Manager reports to the administrator and the Finance Committee of the Board of Directors.

Exhibit J

FINANCIAL MANAGEMENT PLAN Arcadia Charter School

The Board is trained in financial oversight. The Board treasurer and finance committee members receive additional training from the school's Business Manager to ensure comprehensive understanding of charter school finance and oversight.

The Board monitors and evaluates the School's recordkeeping, controls, and financial position.

Specifically: (1) the Treasurer reports at all Board meetings regarding the School's financial position, including current and forecast positions, and brings related recommendations from the Business Manager; (2) the Board Treasurer reports at all Board meetings regarding all disbursements made, cash flow, balance, additional relevant financial data, and its monitoring of the School's recordkeeping and control processes; and (3) the Board Treasurer and School Leader meet regularly with the Business Manager to monitor school finances on a regular and ongoing basis. Significant developments that adversely impact the School are immediately brought before the Board.

The Board retains an external auditor on an annual basis to review the School's internal controls and processes. The Board initiates and monitors corrective action to ensure that noted deficiencies, if any, are addressed and will not result in repeat findings in subsequent audits.

Exhibit K

Board Member Assurance Statements

Signed agreements from Charter School Board members to comply with all federal and state laws governing organizational, programmatic, and financial requirements applicable to charter schools per Minnesota Statutes, section 124E.10, Subdivision 1(a)(6). See the following pages.

Arcadia Charter School 1719 Cannon Road Northfield MN 55057 507-663-8806

Authorizer: Northfield Public Schools

This signed agreement affirms my commitment as a member of the Arcadia Charter School board that I will comply with all federal and state rules and laws governing organizational, programmatic and financial requirements applicable to charter schools even if that means actively researching current state and/or federal rules, laws and other requirements. I understand that I may be held liable if your school does not comply.

DocuSigned by:	
Melanie Cashin	
Signature	
Melanie Cashin	
Printed Name	
Chair	
Citali	
Board Position	
4/29/2022	
47.237.2022	
Date	
08/2022	
Date term expires	

Authorizer: Northfield Public Schools

DocuSigned by:
Barb Wornson
Signature
Barb Wornson
D IN
Printed Name
Vice-Chair
Board Position
Bodi d i Osition
5/3/2022
Date
08/2023
Date term expires

Authorizer: Northfield Public Schools

DocuSigned by:	
SISTAR TOPE BAD3	
Kathleen Schmidt	
Printed Name	7 - 4
Secretary	
Board Position	
4/29/2022	
Date	
08/2024	
Date term expires	

Authorizer: Northfield Public Schools

DocuSigned by: Tammy Prichard 524(SEB9F0E6476	
Signature	
Tammy Prichard	
Printed Name	
Treasurer	
Board Position	
4/29/2022	
Date	_
08/2023	
Date term expires	

Authorizer: Northfield Public Schools

DocuSigned by:	
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Rachel Matney	
Drinted Name	
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Member	
Board Position	
300.0.100.000.	
4/29/2022	
Date	
08/2022	
Date term expires	

Authorizer: Northfield Public Schools

DocuSigned by:
KEZON
Signature 24DD
Kirsten Zillmer
Printed Name
Member
Board Position
5/3/2022
Date
08/2022
Date term expires

Authorizer: Northfield Public Schools

DocuSigned by:	
George Cusack	
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George Cusack	
Printed Name	
Member	
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Date term expires	
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Authorizer: Northfield Public Schools

Docusigned by: Tampa Paulson Signature 11024E8	
Signature	
Tamra Paulson	
Printed Name	
Member	
Board Position	
4/29/2022	
Date	
08/2024	
Date term expires	

Authorizer: Northfield Public Schools

— DocuSigned by:
Tami kasclı-Flugum
A280C7EC1DA54E6 Signature
Tami Kasch-Flugum
Printed Name
Member
Board Position
4/29/2022
Date
08/2024
Date term expires

Exhibit L

(Name of School) (Date of Report)

Charter School Closing Checklist & Plan

IMPORTANT: THIS DOCUMENT IS NOT AN EXCLUSIVE LIST OF ALL ACTIONS NECESSARY TO CLOSE A SCHOOL AND IS NOT A SUBSTITUTE FOR LEGAL ADVICE.

CHARTER SCHOOLS SHOULD CONSULT WITH LEGAL COUNSEL.

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	Involuntary Closure: Frequently Asked Questions. Create Q & A including summary of closure process, summary of transition steps, etc. Notice of Final Determination. Provide notice to school and Minnesota Department of Education. Press Release. Issue press release which includes brief history of school closure process, reason(s) for closure, and identifies press point person. Closure Checklist. Provide additional copies of closure checklist and plan to school, highlight family transition and student records transfer. Offer assistance as appropriate to school board. Updates. Request periodic updates of closure progress. Request file log (identifying file name, date transferred, school transferred).				
	Voluntary Closure: Closure Checklist. Provide additional copies of closure checklist and plan to school, highlight family transition and student records transfer. Offer assistance as appropriate to school board. Updates. Request periodic updates of closure progress.				

Request file log (identifying file name, date transferred,		
school transferred).		

Action Items	Person(s) Responsible	Target Completion Date	Completio n Date	Status
CHARTER SCHOOL RESI	PONSIBILITII	ES		
Establish School Board Committee for				
wind-up/transition				
Designate School contact person(s) to send and				
receive communications.				
Assign tasks/action items to employees or School				
Board members.				
Provide contact information and list of				
employees/School Board members and correspondent				
responsibilities to the District.				
Terminate Contracts/Cancel Programs Beyond				
Termination Date				
Take appropriate action to terminate any contracts or				
cancel any programs extending beyond the charter				
termination.				
Reserve Funds				
	Establish School Board Committee for wind-up/transition Designate School contact person(s) to send and receive communications. Assign tasks/action items to employees or School Board members. Provide contact information and list of employees/School Board members and correspondent responsibilities to the District. Terminate Contracts/Cancel Programs Beyond Termination Date Take appropriate action to terminate any contracts or cancel any programs extending beyond the charter termination.	Establish School Board Committee for wind-up/transition Designate School contact person(s) to send and receive communications. Assign tasks/action items to employees or School Board members. Provide contact information and list of employees/School Board members and correspondent responsibilities to the District. Terminate Contracts/Cancel Programs Beyond Termination Date Take appropriate action to terminate any contracts or cancel any programs extending beyond the charter termination.	wind-up/transition Designate School contact person(s) to send and receive communications. Assign tasks/action items to employees or School Board members. Provide contact information and list of employees/School Board members and correspondent responsibilities to the District. Terminate Contracts/Cancel Programs Beyond Termination Date Take appropriate action to terminate any contracts or cancel any programs extending beyond the charter termination.	Establish School Board Committee for wind-up/transition Designate School contact person(s) to send and receive communications. Assign tasks/action items to employees or School Board members. Provide contact information and list of employees/School Board members and correspondent responsibilities to the District. Terminate Contracts/Cancel Programs Beyond Termination Date Take appropriate action to terminate any contracts or cancel any programs extending beyond the charter termination.

	Segregate by School Board resolution in a separate		
	checking account up to \$50,000 in funds to be used for		
	legal, accounting and other expenses to dissolve the school.		
4	Maintain Communications and Identifiable Location		
	Notify the landlord that during the wind-up of the School's		
	affairs, it is anticipated that the School Board will use the		
	School Facility, and access thereto should be maintained,		
	even if only by advance notice in order to access assets, etc.		
	In the event the landlord sells or rents the School Facility		
	before the winding up of the School's affairs, the School		
	must relocate its business records and remaining assets to a		
	location with operational telephone service with voice message		
	capability, and maintain custody of business records until all business		
	and transactions are completed, and the School corporation dissolved.		

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
5	Designation of Records Custodian				
	The school must designate a contact person for student and financial records for two years after closure Provide the District with a copy of the notice.				
Notification					
s and					
Further					
Actions					
6	Notification to Parents/Guardians				
	Notify parents/guardians and employees of school				
	regarding the closure of the School, if such notification has				

	not been made. Such notification shall include, but not be		
	limited to, the following:		
	Date of the last day of regular instruction.		
	Information and offer assistance sufficient to enable		
	the student to re-enroll in another school.		
	List of and contact information for the charter, public		
	and private schools in the area.		
	Date of optional school fair, coordinated by the		
	School with representatives of area schools.		
	Provide the District with a copy of the notice.		
7	Final Report Cards and Student Records Notice		
	Within 7 days after end of classes, provide parents /		
	guardians with copies of final report cards and notice of		
	where student records will be sent and specific contact		
	information.		
	The notice must advise the parent/guardian to		
	contact the school where the student intends to enroll and		
	to have the student's new school contact the School's		
	district of location to have the student's educational records		
	transferred to the new school.		
1			

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
7	Student records sent to the student's new school upon				
	the new school's request.				
	After the school closes, and unless the student's				
	records are requested by another school, the remaining				
	student records will be sent to each student's school district				
	of residence.				
	Provide the District with a copy of the notice.				

8	Transfer of Student Records and Testing Material		
	If the parents do not request transfer of records to a specific school, student records must be sent to the student's resident district.		
	All end of school year grades and evaluations must be completed and made part of the student records, including any IEP/Committee on Special Education meetings/progress reports.		
	Testing material, including scores, test booklets, etc. required to be maintained by the School and must also be forwarded to the new school.		
	No later than 10 business days after the School closes, send student records to the new school, including:		
	Individualized Education Programs (IEPs) and all records regarding special education and supplemental services, where applicable, student health/immunization records attendance records		
	grades assessments/testing information credits earned MARSS numbers, and		
	MARSS numbers, and all other student records If a student's record contains formal disciplinary records, provide notice to the student and student's		
	parent/guardian that the records will be transferred as part of the student's educational record. NOTE: THIS REQUIRES AN INDIVIDUAL/FILE BY FILE		
	REVIEW.		

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status	
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	To the extent that scores, etc. will come into existence		
	after the end of classes, arrangements should be made with		
	the testing agent to forward such material to the new		
	school.		
9	Notification to School Districts/Area Schools		
	Notify resident school district and area schools that:		
	The school is closing on (date).		
	They will be getting students.		
	Provide a phone number/contact person to call for		
	records.		
	If applicable, notification regarding cessation and		
	transportation services should be provided.		
	Provide the District with a copy of the notice.		
10	Notification of Funding Sources / Charitable Partners		
	All courses of the Sahool's operational funding must be		
	All sources of the School's operational funding must be notified in writing of the closure of the School, including		
	any charitable partners.		
	any chantable partiters.		
	The School should not incur additional liability;		
	however, it may continue to accept gifts from charitable		
	partners as long as the charity is aware of the School's		
	closure.		
	Charities with property on the premises of the School		
	should be notified to remove same as soon as possible or		
	after end of classes, whichever is appropriate.		
11	Notification of Contractors and Termination of		
	Contracts		
	Within 30 days, formulate a list of all contractors with		
	contracts in effect; the list should briefly describe the		
	service and whether any property is related to the contract		
	(e.g., photocopier lease).		
	(0/1 1 /		
	Notify the contractors regarding cessation of school		
	operations.		
	If applicable, instruct contractors to make		
	arrangements to remove any contractor property from the		

School facility by a date certain e.g., copying machines,		
water coolers, other rented property.		

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	Provide the District with a copy of such notice.				
	Retain records of past contracts with proof that they				
	were fully paid. (See Records Retention below.)				
	Telephone, gas, electric, water, insurance (premises				
	and D&O insurance should remain operative through the				
	end of classes and to the extent necessary to wind up the				
	School's affairs beyond that time.				
	As appropriate, and to the extent possible, terminate				
	contracts for goods and services as of the last date such				
	goods or services will be needed.				
12	Notify MDE/Schedule State Audit				
	Notify Minnesota Department of Education and schedule				
	MDE audit, as applicable.				
13	Notification of Employees and Benefit Providers				
	After an employee termination date is established, notify all				
	employees of termination of employment and/or contracts,				
	and notify benefit providers of pending termination of all				
	employees.				
	Notify employees and providers of termination of all				
	benefit programs, and, if allowable, terminate all programs				
	as of the last date of service in accordance with applicable				
	law and regulations (i.e., COBRA), including:				
	health care / health insurance;				
	life insurance;				
	dental plans;				
	eyeglass plans;				
	cafeteria plans;				
	teacher retirement plans; and				
	other.				

Specific rules and regulations may apply to such programs		
– Consult legal counsel.		
Employees should be notified of eligibility for Minnesota		
Unemployment Insurance pursuant to any applicable laws		
and		

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	Regulations. (In the event the School has not paid into the unemployment program on an ongoing basis, the School				
	may have significant financial liability on an ongoing basis after the end of classes, and additional reserve funds should be set aside.				
14	Notification re: Transportation Services				
	As required by the contractual notice requirements, cancel school district or private transportation services				
15	Notification Regarding Lawsuits				
	Within 5 days after receiving notice and/or service of process regarding litigation against, or initiated by, the School, School Board of School employees, notify the District and provide copies of legal papers received.				
	The School has an ongoing obligation to keep the District informed regarding such litigation, including bankruptcy, whether voluntary or involuntary, and to provide copies of all filings.				
Assets, Insurance,					

Liquidation			
16	Withholding		
	Pay Federal withholding tax. Pay State withholding tax.		
17	Payroll		
	Pay Staff through last day of employment.		

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
18	List of Creditors and Debtors: UCC Search				
	Formulate list of creditors and debtors and any amounts accrued and unpaid with respect to such creditor or debtor. This list is not the same as the contractor list, above, but may include contractors, which should be listed Perform a UCC search to determine if there are any secured creditors and to what assets security interests are attached Provide a copy of the list of creditors to the District with the amount owed to each creditor thereon and the amount owed by each debtor.				
19	Notification to Creditors				
	Notify all creditors of its closure.				
	The School should solicit from each creditor a final				
	accounting of the School's accrued and unpaid debt owed				
	to such creditor. This figure should be compared to the				

	School's calculation of the debt and be reconciled between the parties.		
	To the extent possible, the School should also begin to negotiate a settlement of debts, which is ultimately consummated by a settlement agreement reflecting satisfaction and release of the existing obligations, if possible. Consult Legal Counsel.		
20	Notification to Debtors		
	Within thirty (30) days the School must contact all debtors		
	and demand payment. Debtors include persons who owe the school fees or credits, lessees or sub-lessees of the		
	School, and any person holding property of the School.		
21	Reconciliation with District(s)		
	The School must reconcile its billings and payments with		
	the districts, including special education payments.		

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
22	School Wind-Up Plan and Action				
	The School shall collect debts, dispose of assets and negotiate				
	with and pay creditors in an orderly fashion in accordance				
	with a timetable and plan adopted by the School's board of				
	trustees. Priority should be given to continuing the School's				
	educational program through the end of the charter				
	termination and retaining funds to complete the wind-up				
	process.				
	The initial plan should be adopted within 20 days of and				
	be updated at least twice per month.				
	Termination of non-essential personnel and cancellation				
	of non-essential services prior to end of classes.				
	Make final federal, state and local tax payments (every				
	employer, including the School, which pays wages to				
	employees is responsible for withholding, depositing, paying,				

	and reporting federal, state and local income tax, social		
	security taxes, and federal unemployment tax for such wage		
	payments).		
	Auction / sale of assets in a manner that avoids conflicts		
	of interest and maximizes net revenue to the extent permitted		
	by ongoing agreements with existing creditors.		
	Liquidation or closing of bank accounts according to a		
	schedule that minimizes fees but leaves the School enough		
	flexibility to pay creditors, attorneys, accountants, etc. during		
	the course of the wind-up, including funds for a final audit,		
	and for dissolution in accordance with Minnesota Statutes,		
	sections 124E.10, subdivision 1(b) and		
	124E.25, subdivision 1a (a) and (b)).		
	Cancellation of corporate credit cards and lines of credit.		
	Change authorized signatures on accounts as needed to		
	reflect changes in persons authorized to implement the		
	winding down operations of the School Corporation, and		
	employment, contract and School Board status of those		
	authorized to sign for the School.		
	Status reports on the implementation of the School		
	Wind-Up Plan to be submitted to the District through Interim		
	Statements and a Final Statement (below).		
23	Protection of Assets; Insurance		
	The School's assets and any assets in the School that		
	belong to others must be protected against theft,		
	misappropriation and deterioration.		
	Existing insurance coverage should be maintained on		
	the assets until the disposal of such assets.		

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	Continue existing insurance for School Facility, and other assets until (1) disposal or transfer of real estate or termination of lease, and				

	(2) disposal, transfer or sale of other assets are sold, respectively. Negotiate School Facility insurance with entities that may take possession of School Facility – landlord, mortgagors: bond holders, etc., if possible. Appropriate security services should be obtained or maintained. Action may include moving assets to secure storage after closure or loss of the School Facility.		
24	D&O Insurance Maintain existing directors and officers liability (D&O) insurance, if any, until final dissolution of the School.		
25	Inventory No later than 30 days prior to end of classes, all of the School's assets must be inventoried and/or its inventory updated. — All assets of the School, (not just assets over a certain dollar value) must be inventoried. — Separately identify assets purchased with federal grant funds. — Provide the District with a copy of the inventory. — Identify assets belongs to other entities (school district, county, municipality, health department, sponsoring foundation, vendors, PTA, etc.), including those borrowed or loaned. — Identify assets encumbered by the terms of a contingent gift, grant or donation, or a security interest. — Return assets not belonging to School and document same.		
26	Liquidation of Assets — Federally purchased property may not be sold to pay creditors and, according to specific program guidance, must either be returned to the awarding agency or distributed for similar use to another eligible entity. Assets		

purchased with federal grant funds may be given to other		
charter schools.		

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	Assets not purchased with federal grant funds must				
	be liquidated in a commercially reasonable manner				
	including, but not limited to, sale by way of auction, sealed				
	bidding or other commercially reasonable sales methods to				
	the extent permitted under agreements with existing				
	creditors and to the extent such assets are free and clear of				
	any liens or encumbrances. If an asset is subject to a lien,				
	encumbrance or security interest, the secured party should				
	be contacted.				
	Assets valued at \$100,000 must be advertised and				
	disposed via sealed bid.				
	Assets valued between \$25,000 - \$100,000 must				
	obtain at least two bids before disposition.				
	School Board members and their relatives as well as				
	employees and students of the School may participate in				
	any auction/sealed bidding process provided the party has				
	disclosed his/her relationship to the School Board and the				
	disclosure is made a matter of record in the School Board's				
	minutes and approved by a majority of the non-interested				
	members of the School Board.				
	School Board members, their relatives, employees and students of the				
	school may not purchase school assets other than through auction or				
	sealed bid.				
27	Interim / Final Statements				
	No later than 10 days after end of classes, prepare, and				
	submit to the District an interim statement of the final				
	status of all contracts and other obligations of the School				
	and all funds, including principal and accrued interest,				
	owed to, and by, the School Corporation, with supporting				
	evidence showing:				

all creditors or former creditors, any amounts paid to		
creditors (or in-kind exchanges of assets), and any amounts		
of debt of the School outstanding, including principal and		
accrued interest, as of the date of the interim report; and		
all amounts owed to the School by debtors, any		
amounts paid by debtors, and whether any debtors have		
paid in full, and any amounts outstanding; and		
all income generated through sale or auction of assets		
and any other change in status of assets.		
The School will prepare and submit such statements at 30		
day intervals until the final statement (below) is prepared		
and submitted.		

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
28	Final Statement				
	No later than 10 days prior to the filing of a dissolution proceeding, the School shall prepare a final statement of the status of all contracts and other obligations of the School, and all funds owed to the School, audited (or confirmed) by an independent accountant, with supporting evidence showing:				
	all assets and the value and location thereof, whether such asset has been distributed to creditors in satisfaction or payment of any existing debt obligation; and each remaining creditor and any and all amounts owed to each creditor, including principal and accrued interest through the date of such statement; and statement that (a) all debts have been collected, or (b) that good faith efforts have been made to collect same, and				

	each remaining debtor of the School and the amounts		
	owed by each debtor, including principal and accrued		
	interest.		
	This statement is in addition to the final Financial		
	Statement Audit (below).		
Corporate			
Records /			
Accounting			
29	Final Financial External Audit		
	The School must have an external audit performed in		
	accordance with applicable law.		
	File as requested by Minn. Statute 124E.16		
30	Charter Reports; Final Annual Report		
	During the course of the wind-up process, the School must		
	comply with its reporting or notice obligations under the		
	charter (including, but not limited to, resignations of Board		
	members, etc.), and its reporting and notice obligations.		

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
31	Closeout of State and Federal Grants State, federal and other grants must be closed out, including:				
	Notification to the grant entity of the School closure; and Filing of any required expenditure reports or receipts and any required program reports.				
32	IRS Status; Reports				

	Notification to IRS regarding any address change of		
	the School; and		
	Filing of required tax returns or reports (e.g., IRS		
	form 990 and Schedule A) for school year in which school		
	ceases operation.		
	Notify the IRS of dissolution of the education		
	corporation and its 501 (c) (3) status.		
	File final tax returns or reports.		
33	Minnesota Charitable Organization Report		
	Notification re: Any change of address.		
	Filing of return for school year in which school ceases		
	operation.		
	File final report.		
34	Corporate Records		
	In all cases, the School Board shall maintain all corporate		
	In all cases, the School Board shall maintain all corporate records related to:		
	-		
	records related to:		
	records related to: Loans, bonds, mortgages and other financing;		
	records related to: Loans, bonds, mortgages and other financing; Contracts; Leases; Assets and asset sales;		
	records related to: Loans, bonds, mortgages and other financing; Contracts; Leases; Assets and asset sales; Grants – records relating to federal grants must be		
	records related to: Loans, bonds, mortgages and other financing; Contracts; Leases; Assets and asset sales; Grants – records relating to federal grants must be kept in accordance with 34 CFR 8042.		
	records related to: Loans, bonds, mortgages and other financing; Contracts; Leases; Assets and asset sales; Grants – records relating to federal grants must be kept in accordance with 34 CFR 8042 Governance (Minutes, by-laws, policies);		
	records related to: Loans, bonds, mortgages and other financing; Contracts; Leases; Assets and asset sales; Grants – records relating to federal grants must be kept in accordance with 34 CFR 8042 Governance (Minutes, by-laws, policies); Employees (background checks, personnel files);		
	records related to: Loans, bonds, mortgages and other financing; Contracts; Leases; Assets and asset sales; Grants – records relating to federal grants must be kept in accordance with 34 CFR 8042 Governance (Minutes, by-laws, policies); Employees (background checks, personnel files); Accounting/audit, taxes and tax status, etc;		
	records related to: Loans, bonds, mortgages and other financing; Contracts; Leases; Assets and asset sales; Grants – records relating to federal grants must be kept in accordance with 34 CFR 8042 Governance (Minutes, by-laws, policies); Employees (background checks, personnel files);		

Item	Action Items	Person(s) Responsibl e	Target Completi on Date	Actual Completi on Date	Status
	Employee benefit programs and benefits; andAny items listed in this Closure Plan.				

	Any and all records not previously sent to the school		
	district must be retained by a designated school		
	representative.		
	Notify the District of name and address where all		
	records not sent to the school district are retained.		
Dissolution			
/			
/ Final			
Distribution			
of			
Assets			
35	Dissolution		
	The School Board must follow the dissolution provisions		
	provided by Applicable Law.		
	provided by Applicable Law.		
	Decord of our distance of the second of the blish		
	Board adopts intent to dissolve resolution, which		
	includes a plan of dissolution.		
	Secure any required affirmation/approvals.		
	±		
	Secure any required affirmation/approvals.		
	Secure any required affirmation/approvals File notice of intent to dissolve with Minnesota Secretary of State.		
	 Secure any required affirmation/approvals. File notice of intent to dissolve with Minnesota Secretary of State. File notice with Minnesota Attorney General's office. 		
	Secure any required affirmation/approvals File notice of intent to dissolve with Minnesota Secretary of State File notice with Minnesota Attorney General's office Publish notice for unknown creditors and provide		
	 Secure any required affirmation/approvals. File notice of intent to dissolve with Minnesota Secretary of State. File notice with Minnesota Attorney General's office. Publish notice for unknown creditors and provide written notice to known creditors or provide written 		
	Secure any required affirmation/approvals File notice of intent to dissolve with Minnesota Secretary of State File notice with Minnesota Attorney General's office Publish notice for unknown creditors and provide		
	 Secure any required affirmation/approvals. File notice of intent to dissolve with Minnesota Secretary of State. File notice with Minnesota Attorney General's office. Publish notice for unknown creditors and provide written notice to known creditors or provide written notice. 		
	Secure any required affirmation/approvals File notice of intent to dissolve with Minnesota Secretary of State File notice with Minnesota Attorney General's office Publish notice for unknown creditors and provide written notice to known creditors or provide written notice Distribute Assets		
	 Secure any required affirmation/approvals. File notice of intent to dissolve with Minnesota Secretary of State. File notice with Minnesota Attorney General's office. Publish notice for unknown creditors and provide written notice to known creditors or provide written notice. 		
	Secure any required affirmation/approvals File notice of intent to dissolve with Minnesota Secretary of State File notice with Minnesota Attorney General's office Publish notice for unknown creditors and provide written notice to known creditors or provide written notice Distribute Assets		

Item	Action Items	Person(s) Responsibl e	Target Completi on Date	Actual Completi on Date	Status
36	Final Distribution of Assets All liabilities and obligations of the School must be paid and discharged (or adequate provision must be made therefore) to the extent of the School's assets. Any assets held subject to lien, encumbrance, security interest or other written conditions or limitations must be disposed of in accordance with and subject to those conditions or limitations. Assets received and held by the School subject to limitations permitting their use only for charitable, benevolent, educational, or similar purposes, but not held upon condition requiring return or with specific disposition instructions, shall be held until dissolution and transferred or conveyed to one or more charter schools. An itemized receipt must be obtained from each recipient of an asset containing the name, address and telephone number of the recipient. In closing out any federal grant and accounting for any federal grant funds, property owned by the federal government or property acquired under a federal grant must be distributed in accordance with federal regulations. See 34 CFR, Part 80, subparts C and D.		Date	Date	

[SCHOOL NAME] STUDENT RECORD TRANSFER LOG

LAST, FIRST 1 2 3 4 5 6 7 8 9	#	District	Name of Individual	mm/dd/yy
3 4 5 6 7 8 9				
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Exhibit M

Continuing Oversight - Accountability

The District evaluates its charter schools in three primary areas:

- 1. Academic Performance
- Fiscal Performance
- 3. Operations and Legal Compliance

Academic Performance: Is the School improving all student achievement?

Academic Performance is evaluated based on six criteria: Absolute Proficiency, Comparative Proficiency, Growth, Achievement Gap, World's Best Workforce Plan and Governance.

Absolute Proficiency: Expecting proficiency for each student, the District evaluates the percentage of students meeting or exceeding state standards on the state assessment tests.

Comparative Proficiency: Expecting each charter school to fulfill its statutory obligation to improve student performance, the District evaluates how well the charter school performs compared to state average performance, a charter school of similar size and mission, and to the District.

Growth: Expecting growth for each student, the District evaluates the growth each student achieved on the state and other assessments.

Achievement Gap: Expecting all students to achieve academic success, the District evaluates the degree to which students receiving Special Education services achieve the same proficiency rates as students not qualifying for Special Education services on the state assessments.

World's Best Workforce Plan: The District evaluates how well the School performs on annual goals set in the World's Best Workforce Plan.

Academic Governance: The District evaluates the school board's demonstration that it critically evaluates and strategically leads academic performance.

Fiscal Management: Is the School fiscally sound?

Fiscal Performance is evaluated based on multiple criteria: External Audit, Fund Balance, State Finance Award, and Governance.

External Audit: The District evaluates external audits and expects its schools to work towards elimination of deficiencies.

Fund Balance: The District evaluates a school's fiscal health based on its ability to pay unforeseen expenses.

State Finance Award: The District considers whether a charter school has received the Minnesota Department of Education Finance Award, which recognizes sound fiscal health and management policies and procedures.

Governance: The District evaluates the school board's demonstration that it pre-approves and maintains a balanced budget; reviews monthly and annual budget reports and requires explanation for out-of-budget spending; receives required board training; and has adequate time to review board materials.

3. Operations and Legal Compliance: Is the School well-managed and legally compliant?

Operations and Legal Compliance is evaluated based on four criteria: Compliance with Applicable Law, Minnesota Department of Education Audit results, Charter Contract Reporting Obligations, and Leadership.

Charter schools must comply with applicable laws, such as admissions, teacher licensing, and special education requirements. The District evaluates the degree to which the school complies with these requirements.

Effective operations and governance are fundamental to a quality charter school. Consequently, the District evaluates effective operations through annual site visits, reviews board minutes, discussions with staff and stakeholders, MDE audit results, and adherence to charter requirements.

The District regularly monitors and evaluates other measures of school performance, such as near-term and long-term fiscal health indicators. These measures inform the District oversight but generally are not used in determining charter renewal unless the measures impact charter school obligations contained in the charter contract.



Area Learning Center

Student Handbook 2022-2023

201 Orchard Street South Northfield, MN 55057

Main Office: 507.645.1201 (ALC Office)

Attendance Line: 612.695.2139 (call or text)

Fax: 507.645.1250

Director: Daryl Kehler dkehler@northfieldschools.org

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























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 Northfields 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.

WELCOME TO THE AREA LEARNING CENTER

This handbook has been designed to be helpful in answering questions about the Area Learning Center'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 AREA LEARNING CENTER STAFF/ADMINISTRATION

Visit this link to the ALC directory to contact staff.

Northfield Public Schools 2022-2023 School Calendar

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

			July 20	22			July				Jar	uary 2	2023			Janua	rv
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		mosponednos da,	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
		Αu	gust 2	2022			Augu	st			Feb	ruary	2023			Febru	ary
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa	le .	
	1	2	3	4	5	6						1	2	3	4		
7	8	9	10	11	12	13	22	New SpEd/Elem Inservice	5	6	7	8	9	10	11		
14	15	16	17	18	19	20	23-24 25-30	New teacher Inservice Staff Development Days	12	13	14	15	16	17	18		
21	22	23	24	25	26	27		no ten con di	19	20	21	22	23	24	25	20	No School; Staff Development Day
28	29	30	38/	1			31	Family Conferences	26	27	28	-	-		\vdash		President's Day
		Seni	embe	2022			Septe	mher			M	arch 2	123			March	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	w	Th	F	Sa	-	
				1/8/	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
		Oc	tober :	2022			Octob	er			А	pril 20	23			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;
16	17	18	19	20	21	22	20-21	No School; Fall Break (MEA)	16	17	18	19	20	21	22		Beginning of Fourth Quarter
23 30	24 31	25	26	27	28	29			30	24	25	26	27	28	29		
00	01	Nov	ember	2022			Nover	nber	CO			/lay 20	23			May	
Su	M	Tu	W	Th	F	Sa	11.010		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
			- 00				25-25	No denosi, mankagimi g block			- 00	0.					no censor, memorial bay
		Dec	ember	2022			Decen	nber			J	une 20	23			June	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa	1	
				1	2	3							1	2	3	9	Last Day of School (2-hr early dismissal
4	5	6	7	8	9	10			4	5	6	7	8	9	10		End of fourth quarter
11	12	13	14	15	16	17			11	12	13	14	15	16	17	11	Graduation
18	19	20	21	22	23	24	Dec 23	Jan 2 No School; Winter Break	18	19	20	21	22	23	24		
25	26	27	28	29	30	31			25	26	27	28	29	30			
On the will be	secono implen	d and s nented eldscho	The la	uent full test dis v/oarent	trict e-L s/scho	_eaming ol-closi	g day gui ngs/ Holida	aming day procedures delines can be found online at: ys	Stude Term: Term: Term: Term: Term:	1: 41 i 2: 43 i 3: 42 i 4: 47 i	days days days days			14 non	udent ci n-studer L: 187	ontact day nt contact contract of t semeste	days
	No S	ichool,	Teach	er Prep	aration	or Staf	f Develo	pment Days									

Calendar Templates by Vertex42.com

http://www.vertex42.com/calendars/

NORTHFIELD PUBLIC SCHOOLS 2022 - 2023 Calendar

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

New Teacher Inservice

Aug. 22 New SpEd & New/Returning from Leave Elementary Teachers Aug. 23 - 24 All New Teacher Inservice

Teachers Back-to-School Workshop Week

Aug. 25 - Aug. 30 Aug. 31 - Sept. 1	Staff Development Days No School. Kickoff Family Conferences
Sept. 2	Teacher Preparation Day
Sept. 5 Sept. 6	No School. Labor Day First Day of School. Beginning of 1* Quarter
Oct. 20 - 21 Oct. 24	No School. Fall Break (MEA) School Resumes
Nov. 3 Nov. 4, 7 Nov. 8 Nov. 23 - 25	End of 1 st Quarter (41 days) No School. Teacher Preparation Day School Resumes. Beginning of 2 nd Quarter No School. Thanksgiving Break
Dec. 23 - Jan. 2	No School. Winter Break
Jan. 3 Jan. 16 Jan. 20 Jan. 23 - 24 Jan. 25	School Resumes No School. Dr. Martin Luther King Jr. Birthday End of 2nd Quarter (43 days); End of First Semester (84 days) No School. Teacher Preparation Day School Resumes. Beginning of 3rd Quarter and Second Semester
Feb. 20	No School. Presidents Day. Staff Development Day
March 24 March 27 - 31	End of 3 rd Quarter (42 days) No School. Spring Break
April 3 - 4 April 5	No School. Teacher Preparation Day School Resumes. Beginning of 4th Quarter
May 29	No School. Memorial Day
June 9 June 11	Last Day of School. 2-hour early dismissal End of 4 th Quarter (47 days); End of Semester (89 days) Graduation

School Cancellation Procedures for 2022-2023

- If one (1) day is canceled, no make-up days for students or teachers.
- On the second and subsequent full 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.

ALC CALENDAR 2022-2023

The ALC calendar coincides with the district calendar above, but please note these exceptions:

- There is no school Feb. 9 and Feb. 10, 2023
- Conferences will be held Oct. 18, Oct. 19, Feb. 17 and April 14.

2022-2023 DAILY SCHEDULE

Monday, Tuesday, Thursday, Friday A Schedule	Monday, Tuesday, Thursday, Friday B Schedule
Block 1 8:10 - 8:53	
Block 2 8:58 - 10:23	Block 2 8:58 - 10:23
Block 3 10:28 - 11:53	Block 3 10:28 - 11:53
Lunch 11:53 - 12:23	Lunch 11:53 - 12:23
Block 4 12:23 - 1:05	Block 4 12:23 - 1:05
Block 5 1:10 - 1:53	Block 5 1:10 - 1:53
Block 6 1:58 - 2:40	Block 6 1:58 - 2:40
	Block 7 2:45 - 3:28
	In the event of a districtwide 2-hour late
Wednesday late start schedule	start the schedule will be as follows
Wednesday late start schedule Block 1 9:10 - 10:35	
<u> </u>	start the schedule will be as follows
Block 1 9:10 - 10:35	start the schedule will be as follows Block 1 10:10 - 10:42
Block 1 9:10 - 10:35 Block 2 10:40 - 12:05	Start the schedule will be as follows Block 1 10:10 - 10:42 Block 2 10:47 - 11:34
Block 1 9:10 - 10:35 Block 2 10:40 - 12:05 Lunch 12:05 - 12:35	start the schedule will be as follows Block 1 10:10 - 10:42 Block 2 10:47 - 11:34 Block 3 11:39 - 12:25
Block 1 9:10 - 10:35 Block 2 10:40 - 12:05 Lunch 12:05 - 12:35 Block 3 12:35 - 1:35	start the schedule will be as follows Block 1 10:10 - 10:42 Block 2 10:47 - 11:34 Block 3 11:39 - 12:25 Lunch 12:25 - 12:55
Block 1 9:10 - 10:35 Block 2 10:40 - 12:05 Lunch 12:05 - 12:35 Block 3 12:35 - 1:35	start the schedule will be as follows Block 1 10:10 - 10:42 Block 2 10:47 - 11:34 Block 3 11:39 - 12:25 Lunch 12:25 - 12:55 Block 4 12:55 - 1:26

GRADUATION REQUIREMENTS

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

IMPORTANT SCHOOL NUMBERS

24 HOUR ATTENDANCE LINE. 612.695.2139 (talk and text available)

Director's office to contact teachers 507.645.1201

HONOR ROLL

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

A Honor Roll = 3.6 - 4.00 GPA

B Honor Roll = 2.6 - 3.59 GPA

HONOR STUDENT DESIGNATION

Those students graduating with a cumulative grade point average of 3.70 or higher will be designated as "Highest Honor Students". Students with a cumulative GPA 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.

ELIGIBILITY

GRADUATION INCENTIVES PROGRAM (Minnesota Statute 124D.68)

- Subd. 2. **Eligible pupils.** A pupil under the age of 21 or who meets the requirements of section 120A.20, subdivision 1, paragraph (c), is eligible to participate in the graduation incentives program, if the pupil:
- (1) performs substantially below the performance level for pupils of the same age in a locally determined achievement test;
- (2) is behind in satisfactorily completing coursework or obtaining credits for graduation;
- (3) is pregnant or is a parent;
- (4) has been assessed as chemically dependent;
- (5) has been excluded or expelled according to sections 121A.40 to 121A.56;
- (6) has been referred by a school district for enrollment in an eligible program or a program pursuant to section 124D.69;
- (7) is a victim of physical or sexual abuse;
- (8) has experienced mental health problems;
- (9) has experienced homelessness sometime within six months before requesting a transfer to an eligible program;
- (10) speaks English as a second language or is an English learner; or
- (11) has withdrawn from school or has been chronically truant; or
- (12) is being treated in a hospital in the seven-county metropolitan area for cancer or other life threatening illness or is the sibling of an eligible pupil who is being currently treated, and resides with the pupil's family at least 60 miles beyond the outside boundary of the seven-county metropolitan area.

REGISTRATION

Once a student meets the eligibility requirements, s/he must meet with the director for registration. The following will be completed: transcript or credit report, a Continual Learning Plan, and a discussion of the Center's philosophy and policies. Parent/guardian permission is necessary for a student who is enrolled in high school and under eighteen years of age. A mandatory intake meeting must be held with the student, parent/guardian and director. A team meeting is required if a student is receiving Special Education services. The team must agree that the ALC will best meet the student's educational needs. Individuals involved should include but may not be limited to: principal and/or counselor, ALC director, case manager, regular education teachers, parents/guardians and student. Parents/guardians are encouraged to be present at the meeting.

TRIAL PERIOD

Students initially entering the Area Learning Center will be admitted for a 30-day trial period. If, during the 30 days, it is determined by Program staff that the Area Learning Center does not meet the educational needs of the

student. A meeting can be scheduled at the end of the thirty (30) days to review continuance in the program.

CONTINUAL LEARNING PLAN REVIEW

Students may meet periodically with staff to review their Continual Learning Plan (i.e., grades earned, goals attained, changes in individual needs, etc.) A teacher will be assigned to each student when entering the ALC. The teacher will meet with the student throughout the year to discuss credit completion, attendance, and other concerns/issues. Parents/guardians may review the CLP at Parent/Teacher Conferences.

PROGRAMS AVAILABLE

Full-time days; Independent Study (night program and day program); Concurrent (part time ALC and part time regular High School or PSEO); Dual (Learners from any school who attend after 2:30pm)

Program	Overview	Days	Time
Seat Based Program	Provides a positive, safe and structured learning environment with modified block-scheduling	Monday - Friday	8:10am - 2:40pm or 8:58am-3:28pm
Independent Study	For students who are unable to attend regularly and are self motivated learners who can complete work with minimal direction.	Flexible schedule	Flexible schedule
Credit Recovery Program	For students who are in need of credit recovery and can complete coursework with minimal teacher direction. Completed through an online program.	1 session per quarter	Flexible schedule
Teen Parenting Program	Provides support, information and skill-building opportunities to expectant teens and teenage parents.	To Be Determined	To Be Determined
Dual Enrollment	Students are enrolled in the ALC and another school at the same time.	Varies	Varies

INDEPENDENT STUDY EXPECTATIONS

Independent Study is designed for students who are serious about making-up missed credits needed for high school graduation. The expectations set are designed to help support the student with achieving their goal(s).

INDEPENDENT CREDITS/POINTS

One semester credit (.50) is achieved by: 92 hours. (18 hours of classroom and 74 hours of homework). You will be graded on the quality of your work and the ability to work to your grade level. If the teacher assesses the work as unacceptable, it will be returned to you with notes for improvement. Points are awarded for "C" quality and above.

FREQUENTLY ASKED QUESTIONS - INDEPENDENT STUDY PROGRAM

What is Independent Study?

Independent Study is designed for students who are self-motivated and able to stay on task. You need to be able to work well on your own, both in class and at home. You will need the ability to conduct research, read, write papers, and complete assignments in a timely manner.

Licensed teachers will be available to guide your learning process, help you find resources, discuss topics related to your course work, and answer your questions as needed. However, the bulk of work will be done on your own.

What Independent Study Isn't

Independent Study is not a tutoring program. Teachers are available to assist you, but will not be teaching a class. It is not a place to hang out and visit with your friends. This program is for those students who are serious about learning.

How long will it take me to complete a credit?

The length of time it will take you to complete a credit will depend on the student's abilities and work habits.

- * One quarter credit (.25) is equivalent to 46 hours: 9 hours classroom/37 hours homework.
- * One semester credit (.50) is equivalent to 92 hours: 18 hours classroom/74 hours homework.

Do I have to attend class?

Attendance involves checking in with a teacher. This may occur in person or virtually.

How do I know the credits I need to work on?

Before starting Independent Study, you will need to meet with your high school guidance counselor and discuss the credits needed. Finding out the courses and credits you need will be your responsibility.

How and where do I turn in my homework?

Homework will be done online and the teacher will monitor your progress throughout the class.

ATTENDANCE INFORMATION

Attendance at school is a shared responsibility between the individual student, and his/her parents/guardians, and the school. State law stipulates that it is the parent's/guardian's responsibility to ensure that their son/daughter attends school. The parent/guardian provides a 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 612.695.2139 (talk and text available) the day of the absence or earlier. If the student arrives after 8:10am and before 2:40pm, they should check in/out with the attendance office located in the computer lab. The attendance line is available 24 hours a day for your convenience. Absences must be excused within 24 hours or the absence may remain unexcused. If the school and parent/guardian do not connect on the day of the absence, a note from a parent/guardian will be accepted the next morning. Absences may no longer be excused after the day the student returns. Parents/Guardians are encouraged to apply for an online access number to view their student attendance. See website for more information 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 will cause the student to be unexcused.

ANY STUDENT WHO LEAVES THE BUILDING FOR ANY REASON WITHOUT CHECKING OUT IS CONSIDERED UNEXCUSED. IF A STUDENT LEAVES THE SCHOOL AND RETURNS, THEY WILL BE SEARCHED AND/OR MAY BE SENT HOME. Checking out means contact between parent/guardian and the school official before the student leaves the building.

ABSENCES/EXCESSIVE TARDIES

Students who miss a class period 4 times in a grading period will be given NO CREDIT (NC) for that class. This is on a class by class basis. This may mean they will be moved into Independent Study to try and earn some credit, or they may be removed from the absented out class(s) for the rest of the grading period.

Four (4) tardies will be equivalent to one (1) class absence. This will also be on a class by class basis.

At 15 consecutive absences, a student is dropped and must re-enroll at the beginning of next grading period. A student may attend the credit recovery program/Independent Study, if they choose to do so.

GRADING PERIODS

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Grading Period #1: SEPT. 6, 2022 - OCT. 4, 2022 (21 Days)
Grading Period #2: OCT. 5, 2022 - NOV. 3, 2022 (20 Days)
Grading Period #3: NOV. 8, 2022 - DEC. 9, 2022 (21 Days)
Grading Period #4: DEC. 12, 2022 - JAN. 20, 2023 (22 Days)
Grading Period #5: JAN. 25, 2023 - FEB. 24, 2023 (20 Days)
Grading Period #6: FEB. 27, 2023 - MARCH 24, 2023 (20 Days)
Grading Period #7: APRIL 5, 2023 - MAY 5, 2023 (23 Days)
Grading Period #8: MAY 8, 2023 - JUNE 9, 2023 (24 Days; 18 Days for Graduating Seniors)
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ABSENCE APPEAL

If a student, the parent/guardian, or the school feels that extenuating circumstances caused the absence limit to be exceeded; an appeal may be filed with the Director. The student/parents/guardians are responsible for filing an appeal by contacting the Director at 645-1201. The Director will hear the facts of the situation before deciding whether to waive a certain number of the fifteen (15) absences or to enforce no credit earned.

ATTENDANCE AND CO-CURRICULAR ACTIVITIES

Students at the Area Learning Center are eligible to participate in all co-curricular activities offered at Northfield High School. However, ALC students must meet the same eligibility standards that Northfield High School students must meet in order to participate in an activity: In order to practice, rehearse, compete or perform in an NHS co-curricular activity, the student must be in attendance that day for a minimum of 3 consecutive hours. Pre-arranged excused absences (at least 24 hour advance) will be considered an exception to this policy.

ABSENCES THAT DON'T COUNT TOWARDS NCs

- School sponsored activities or events
- Medical/Therapy appointment that cannot be made outside of the school day (note required)
- College visits (limit 2)
- Death of immediate family member (Parent/Guardian, Grandparent, Sibling)
- Court dates (note required)
- Administrator discretion

Unexcused tardiness for more than fifteen minutes is considered an unexcused absence. Unexcused absences include, but are not limited to, oversleeping and car trouble.

WITHDRAWAL FROM SCHOOL

A student who wishes to withdraw from school who is under the age of 18 will be required to have a meeting with the Director and parents/guardian to review the student's educational options.

GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

ACCESSIBILITY

The main doors located on the west side of the building have been designated as our main entrance for handicapped accessibility. An elevator is available for use within the building. The ALC is located on the second level. Students are not allowed on the first level, unless approved by the Director.

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

Cell phones are not allowed to be used or seen during instructional time, and must be turned off. Cell phones are allowed during passing time and lunch.

Teachers may use participation points to deduct grades for cell phone use and other off task behavior. If a student continues to have issues with cell phone use, the parent/guardian and student will have a meeting with ALC staff to determine a plan of action. In case of an emergency and someone needs to reach the student at school, they can call 507.645.1201.

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 over KYMN AM-1080 radio, FOX 9, KARE 11, KSTP, WCCO, Northfield News and Skylert.

CONTACTING STUDENTS DURING THE DAY

Parents/Guardians are asked to refrain from calling students during school hours. Please confirm after school appointments before your student leaves home for the school day. *Only urgent phone messages from family members will be delivered to students.* No work related messages from employers will be delivered. No student-to-student messages will be delivered.

If it is absolutely necessary to contact students during the school day, please phone the office at 507.645.1201. Please do not call students on their cell phones during the school day.

COURSE INCOMPLETES

Students who receive an "Incomplete" grade at the end of quarters one, two or three must make up the work within 2 weeks *unless additional time has been granted by the teacher and Director.* Work not completed at the end of the fourth quarter will automatically receive an "F".

COURSE STRUCTURE

Courses at Northfield ALC are one quarter in length. For the classes that are 43 minutes in length, they are worth .125 each grading period. For classes that are 85 minutes in length, they are worth .25 credit each grading period. A total of 1 credit per grading period, 8 credits per school year may be achieved.

DAYCARE

The ALC understands the difficulty for students to attend school regularly when child care is needed. In order to assist with this, the ALC staff will work with the student/family in trying to obtain child care (and financial assistance) whenever necessary.

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.

E-LEARNING DAYS

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

ELECTRONICS

Speakers (such as Bluetooth speakers) are not allowed in school or on field trips. This includes speakers that connect to phones, etc, but also includes using a phone's speaker to broadcast music, videos, etc. Students should plan on using headphones instead of speakers of any kind.

FAMILY ACCESS

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 the website at www.northfieldschools.org click on

family access to request a pin number.

GRADUATION/COMMENCEMENT

Students who have or will have successfully completed graduation requirements by the last day of the school year may participate in the ALC commencement program and receive a diploma. Students who are two credits short of the total credits required may also participate in ALC commencement but will not receive a diploma until all graduation requirements are completed.

Students that who have never attended the Northfield High School, are not eligible to walk with the High School graduation ceremony. Students need to meet the additional requirements in order to walk with the Northfield High School. 1) The student has attended at least one year at the Northfield High School. Only students who have attended part of their senior year at the Northfield High School graduation ceremony. Any student who is more than 1/2 credit short of the graduation requirement is not allowed to participate in the Northfield High School commencement.

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.

LAW ENFORCEMENT AGENCIES

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

The administration shall give law enforcement officers permission to interview students on issues outside of the school's jurisdiction (only when parents/guardians have granted permission), if the student is below the age of majority. The interview will take place in a closed room away from the view of students and adults. An administrator may be in attendance. Where a local welfare agency or law enforcement agency asks to conduct an interview on school property in connection with an investigation into alleged child abuse, the district will allow the interview.

OPEN CAMPUS LUNCH

An open-campus lunch period is allowed to students who attend the ALC, in grades 9-12. in grades 11-12 during the school year. All 9th and 10th grade students will have a closed campus lunch. If a student does not abide by the

open lunch policy, parents/guardians will be notified and the student may be sent home. If the student continues to leave, they may be removed from the program until the next grading period. If the student cannot follow the policy upon returning, they may be removed from the program. If a student returns late from lunch, the attendance policies are in effect.

NURSE

The ALC does not have a nurse on site. Any and all medications that students take at school must be distributed and stored in the ALC's main office.

PARKING LOT / VEHICLE POLICY

Students are allowed to park in the designated "Student Parking" locations only. If insufficient space is available, students should park on the street but avoid the front of the building as this serves as a drop off area.

PERSONAL POSSESSIONS

The Area Learning Center is not responsible for lost or damaged personal articles. Students are responsible for all belongings brought to school.

POST-SECONDARY OPTIONS

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 (see note below). 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, she/he may continue to participate in PSEO on a term by term basis. To assist the district in planning, a student must inform the district by May 30 of each year of their intent to enroll in postsecondary courses during the following school year." More information can be found on the MN Department of Education Website.

PROM

Area Learning Center 11th and 12th graders are eligible to attend the Northfield High School Prom. Any junior or senior student wishing to attend the prom with a person who is not a Northfield Student, must receive prior approval from the NHS principal. No one age 21 or older will be allowed to attend the prom.

REPORT CARDS

End of the year report cards will be mailed home after the end of the school year. If you would like additional updates, please call the ALC office and/or utilize the Family Access option.

REMOVAL FROM PROGRAM

If a student receives two out of school suspensions or at least four days of suspension, whichever happens first, the student will be removed from the ALC day program until the end of the grading period. If this happens in the final week of the grading period, the student may be removed for the following grading period as well.

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.

USE OF TECHNOLOGY AND TELECOMMUNICATION SYSTEMS BY STUDENTS

Student use of technology and the Internet is governed by <u>district policy 524-2</u>. See the <u>Student iPad Loan Agreement</u> for additional details about iPad implementation.

VISITOR POLICY

All visitors, upon entering the building, are to report first to the Main Office and sign in. After confirming your visit/appointment the office personnel will give you access to the building. Please report to the ALC office - #205 on the second floor. Students wishing to bring friends or relatives from other schools must get permission in advance from the Director. Previous students are welcome to visit, but please schedule these after school so that there is minimal disruption to the school day.

VOLUNTEERS

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 depending on the public health situation.

WEBSITE

Area Learning Center website can be accessed at www.northfieldschools.org.

WELLNESS

The district's child nutrition webpage hosts wellness policy information and resources for parents/guardians.



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 S	School:
School:		District:
Parent/Guardian Name (print):		
Parent/Guardian Signature:		Date:
Reason for Refusal:		
Please indicate the statewide assessmen	nt(s) you are opting	g the student out of this school year:
MCA/MTAS Reading	M	MCA/MTAS Science
MCA/MTAS Mathematic	cs A	ACCESS/Alternate ACCESS
Contact your school or district for more	information on how	w to opt out of local assessments.

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Northfield Middle School

Student Handbook 2022-2023

2200 Division Street South Northfield, MN 55057 Main Office: 507.663.0650

Attendance Line: 507.663.0655

Fax: 507.663.0660

Principal: Greg Gelineau

Assistant Principal: Michael O'Keefe

District Website: www.northfieldschools.org

Reaching Out, Reaching Up:

THE 2027 STRATEGIC PLAN



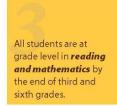
VISION

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

BENCHMARKS













All students exhibit

physical, social and

emotional well-being.









Note: The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community or ganizations committed to helping Northfield's youth thirve from cadle 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.

WELCOME TO NORTHFIELD MIDDLE SCHOOL

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

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

Our best wishes are for a productive positive school year.

MISSION STATEMENT

Middle School students are a unique population - intense, energetic, playful and open. We are dedicated to a caring and challenging environment that inspires self-directed learning, fuels curiosity, and encourages academic excellence.

2022-23 NORTHFIELD MIDDLE SCHOOL STAFF/ADMINISTRATION

Visit the Middle School Directory to contact staff.

Northfield Public Schools 2022-2023 School Calendar

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

Su		ل	uly 20	22			July				Jar	nuary 2	2023			Janua	ry
	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa	1	
					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	1		22	23	24	25	26	27	28	20	End of Second Quarter
24	25	26	27	28	29	30	1		29	30	31					23-24	No School, Teacher Preparation Da
31							1									25	Beginning of Third Quarter
		Au	gust 2	2022			Augu	st			Feb	ruary	2023			Febru	ary
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 15	9	10 17	11	12 19	13	22 23-24	New SpEd/Elem Inservice New teacher Inservice	5 12	6 13	7	8 15	9	10	11		
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	1/35/	2.0	20	21	31	Family Conferences	26	27	28		2.0	24	20	20	President's Day
20	25	30	(m)	1			31	railiny conferences	20	21	20						Plesident's Day
		Sept	embe	2022			Septe	mber			M	arch 2	023			March	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
				1/8/	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	LaborDay	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
		Oct	ober :	2022			Octob	er			А	pril 20	23			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 D
9	10	11	12	13	14	15			9	10	11	12	13	14	15	5	School Resumes;
16	17	18	19	20	21	22	20-21	No School; Fall Break (MEA)	16	17	18	19	20	21	22		Beginning of Fourth Quarter
30	24	25	26	27	28	29			30	24	25	26	27	28	29		
30	November 2022 November		30			1 m 20	22			May							
Su	M	Tu	W	Th	F	Sa	NOVE	liber .	May 2023 Su M Tu W Th F Sa		ividy						
		1	2	3	4	5	3	End of First Quarter	Cu	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	244	20	20	23-25	No School, Thanksgiving Break	28	29	30	31	2.5	20	21	29	No School, Memorial Day
21	20	2.5	30				23-25	NO School, Manksgiving Bleak	20	20	30	31				29	No School, Memorial Day
		Dec	ember	2022			Decen	nber	June 2023				June				
Su	M	Tu	W	Th	F	Sa		_	Su	M	Tu	W	Th	F	Sa		
				1	2	3							1	2	3	9	Last Day of School (2-hr early dismiss
4	5	6	7	8	9	10			4	5	6	7	8	9	10		End of fourth quarter
11	12	13	14	15	16	17			11	12	13	14	15	16	17	11	Graduation
18	19	20	21	22	23	24	Dec 23	Jan 2 No School; Winter Break	18	19	20	21	22	23	24		
25	26	27	28	29	30	31			25	26	27	28	29	30			
							1										
chool	Cance	ellation	Proces	dures:					Stude	nt Day	ys:			Sumn	nary:		
n the	secon	d and s	ubsequ	uent full	l day cl	osures,	the e-Le	aming day procedures	Term	1: 41	days			173 stu	udent c	ontact da	ys
ill be	If be implemented. The latest district e-Learning day guidelines can be found online at:		Term :	2: 43	days			14 non	-studer	nt contact	days						
ton. II	northfie	eldschr	ols.or	/parent	s/scho	ol-closi	nas/		Term :	3: 42	days						
108:76									Term 4	4: 47	days			TOTA	L: 187	contract	days
ios:#	Holid	lays, N	o Scho	ool			Holida	ys	TOTA	.: 173	days			84 day	s - firs	semeste	er; 89 days - second semester
108:11																	
ios:#	No Sc	chool				////	Kickof	Family Conferences									

Calendar Templates by Vertex42.com

http://www.vertex42.com/calendars/

NORTHFIELD PUBLIC SCHOOLS 2022 - 2023 Calendar

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

New Teacher Inservice

Aug. 22 New SpEd & New/Returning from Leave Elementary Teachers Aug. 23 - 24 All New Teacher Inservice

Teachers Back-to-School Workshop Week

Aug. 25 - Aug. 30 Aug. 31 - Sept. 1	Staff Development Days No School. Kickoff Family Conferences
Sept. 2	Teacher Preparation Day
Sept. 5 Sept. 6	No School. Labor Day First Day of School. Beginning of 1st Quarter
Oct. 20 - 21 Oct. 24	No School. Fall Break (MEA) School Resumes
Nov. 3 Nov. 4, 7 Nov. 8 Nov. 23 - 25	End of 1st Quarter (41 days) No School. Teacher Preparation Day School Resumes. Beginning of 2nd Quarter No School. Thanksgiving Break
Dec. 23 - Jan. 2	No School. Winter Break
Jan. 3 Jan. 16 Jan. 20 Jan. 23 - 24 Jan. 25	School Resumes No School. Dr. Martin Luther King Jr. Birthday End of 2 nd Quarter (43 days); End of First Semester (84 days) No School. Teacher Preparation Day School Resumes. Beginning of 3rd Quarter and Second Semester
Feb. 20	No School. Presidents Day. Staff Development Day
March 24 March 27 - 31	End of 3 rd Quarter (42 days) No School. Spring Break
April 3 - 4 April 5	No School. Teacher Preparation Day School Resumes. Beginning of 4th Quarter
May 29	No School. Memorial Day
June 9 June 11	Last Day of School. 2-hour early dismissal End of 4th Quarter (47 days); End of Semester (89 days) Graduation

School Cancellation Procedures for 2022-2023

- If one (1) day is canceled, no make-up days for students or teachers.
- On the second and subsequent full 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.

ATTENDANCE INFORMATION

Compulsory Attendance Law

Minnesota State Law provides that children enrolled in school after 1988 shall attend a public school or a private school, for a period of not less than nine months during any school year until age 18 or until they graduate. Both parents/guardians and students have responsibility for school attendance. This section outlines the procedures for attendance and consequences for unexcused absences. **PLEASE REVIEW WITH YOUR CHILD.**

Rules, Policies, and Guidelines

1. Reporting

Teachers record and report each student absence and tardy in every class period.

2. Verification

All student absences are verified by the Attendance Office. Verification occurs in several ways. Parents/Guardians call in, send a note, or the Attendance Office calls home.

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 507.663.0655 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. School personnel will make every effort to contact the parent/guardian of absent students if the school has not received a telephone call from the parent/guardian on the day the student is absent. If the school and parent/guardian do not connect on the day of the absence, a note from a parent/guardian will be accepted the morning the student returns an automated email and/or text will be sent to the primary phone number and/or email in the student's account. A call or email from a parent/guardian will also be accepted the morning the student returns.

3. Definition of Excused/Verified Absences

- *School activities
- *Illness
- *Non-illness absences requested by parent/guardian
- *Out-of-school suspension
- *In-school suspension

4. <u>Definition of Unexcused Absences</u>

- *Leaving school without permission
- *Any absence that does not meet the criteria specified in excused/verified absences

5. Consequences of Tardies

Students may receive a detention or a lunch detention for a set of 3 tardies in any class. If the detention is served within five school days, the student's tardies are erased for that class. If the detention is not served, detention will double or a full day of in-school detention may be assigned.

6. Consequences of Abuse of Attendance Policy

When students have accumulated an excessive amount of *excused* absences, the following steps are followed to attempt to have the student improve attendance:

- a. Guidance counselors are made aware of the concern about absences.
- b. Guidance counselors meet with the student and contact parents/guardians about the concern.
- c. The student and his/her family receive a notification letter of the attendance concern.

d. The student and his/her family receive a notification letter noting that school officials will no longer accept excuses from the parent/guardian. A doctor's written verification for each absence will then be required.

7. Consequences of Unexcused Absence

Truancy. When a student has accumulated 7 unexcused absences during the school year, school officials can file truancy with the student's resident county.

8. Possible Loss of Credit

In general, students who are absent 12 or more times (excused or unexcused) or have 5 unexcused absences during a semester may have credit withheld for that semester. The Student Support Team will monitor this by sending a notification before students reach this level so students and parents/guardians have time to correct the problem. If the problem is not resolved, students may receive a grade of "F" in those classes that the attendance requirement was not met. If the student/parent/guardian disagrees with the decision they may request a review. The review committee will consist of the Principal, Assistant Principal, a Counselor and a teacher of the student/parents/guardians choice. Family vacations, extended illnesses, absences approved by a doctor and other long absences may be approved by the Administration and these absences will not count as part of the 12 absence limit.

9. Special Attendance Procedures

Appointments. If a student has an appointment during the school day, the parent/guardian should send a note with the student who must bring it to the attendance secretary. The secretary will give the student a pass to leave class at the appropriate time. Students must sign out before they leave the building and upon their return to school. If a student does not know the appointment or has forgotten a note, the parent/guardian may call the Attendance Office to excuse the student from school.

Illness while at school. If a student becomes ill during the day, he/she should get a pass from a teacher to go to the nurse. The nurse will determine whether a call home is warranted.

Leaving the building during the school day. Students cannot leave the school building during the school day without permission to leave or having a parent/guardian sign them out. Failure to do the above will result in an unexcused absence.

10. Appeal

Parents/Guardians may appeal the loss of credit due to unexcused absences under the following circumstances:

- *If a good faith effort has been made to delete unexcused absences using the detention option.
- *If a request for an appeal hearing has been made within one week of notification of the loss of credit.
- *If good cause is demonstrated for the failure to abide by the attendance rules.

Any appeal will be decided by a Review Committee consisting of one (1) counselor, two (2) teachers and an administrator. The administrator will convene the meeting and provide any available information about the situation but will not have a vote in the final disposition. If parents/guardians are not satisfied with the decision of the Appeal Committee, the decision may be appealed to the administrator.

11. Exceptional Attendance

Guidelines to qualify for perfect attendance:

- 1. No tardies excused or unexcused for the full academic year.
- 2. No more than two periods of excused absence for the full academic year. This does not include school

related activities.

GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

ANNOUNCEMENTS

Morning announcements are shown on classroom monitors daily and are posted on the Northfield Middle School website: www.northfieldschools.org. Students are encouraged to check announcements daily for important information.

ATTIRE

Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's health and safety, is sexually suggestive by words, picture or appearance, exhibits profanity, or interferes with the educational environment of the school or the classroom. Clothing with lewd or vulgar expressions, with expressions which are sexually or racially offensive, or which advertises products that are illegal for minors or prohibited on school property will not be allowed during school hours or at school events. State law dictates that students wear shoes on school property at all times. Any student who feels offended by an individual's dress may report that concern to an adult in the building or to school administration. Students who dress inappropriately will be subject to student discipline procedures. Hats, hoods, and head coverings are not permitted inside the school except for designated events and/or permission from administration. Head coverings may be worn for religious or cultural reasons.

Individuals are prohibited from wearing or carrying backpacks, caps, headwear, hats, hoods, jackets, coats, choppers/gloves in school except when they are arriving or departing from the building. Individuals are further prohibited from wearing any attire, including jewelry, symbols or "colors" which signify or are likely to be interpreted as signifying membership in gangs, or offensive clubs to school or to school sponsored activities (i.e., dances, athletic events, field trips, evening events, etc.).

Individuals are further prohibited from any manner of dress or personal grooming which presents a danger to health or safety, causes an interference with work, or creates classroom or school disorder. Such attire includes, but is not limited to: clothing with drug, alcohol or tobacco advertising: print or graphics which are sexually explicit or suggestive; representations which are inappropriate, offensive or demeaning to any group; clothing which is suggestive or inadequate in its covering, including visible undergarments; and pants worn below the waist.

Dress and Grooming Guidelines

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.

Students in violation will be given an opportunity to correct their attire. Students in question can be sent to the office where a counselor and/or administrator will determine acceptability. If there are repeat offenses by a student, parents/guardians will be contacted. Continued violations will result in detention and/or suspension. If you have questions, please contact Greg Gelineau (principal) or Michael O'Keefe (assistant principal) at 507-663-0650 or a Counselor at 507-663-0664.

ATHLETIC & ACADEMIC ACTIVITIES

All students are encouraged to participate in the athletic/academic programs. Seventh and eighth grade athletic students compete against other schools. Sixth grade students are involved in intramural competition. In individual competitions (i.e. track, tennis, etc.), opportunities may be given to sixth grade students to compete with other students of similar size, strength, ability, and age level.

In order for students to be allowed to participate in the Middle School Athletic/Academic Programs, parent/guardian consent along with the proper fee must be submitted. No other forms (physicals, etc.) are necessary to be able to compete in the Middle School Athletic/Academic Programs. Registration is done online at SmartSchool-K12.

District #659 Activities Fee Information 2021-2022

- 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's 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. Waiver Forms can be found on the School District Website or can be obtained by contacting the Middle School Activities Office.
- 2. Fees must be paid **BEFORE** the student/athlete will be allowed to practice or play.
- 3. Fees help cover costs of equipment, apparel, transportation, and officials. Fees are as follows.

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

Academic and Fine Arts Activities - Middle School						
Full Fee - 100%	Reduced Meal - 40%					
\$60	\$24	\$12	Chess Club-Math League-Speech-Play/Musical-Knowledge Bowl			

Family Limit - Includes High School and Middle School						
Full Fee - 100%	Reduced Meal - 40%					
\$605	\$242	\$121	Athletics, Academic & Fine Arts Combined			

Refunds

Refunds are available if an athlete discontinues participation in the athletic program. The deadline for refunds is two weeks after the first practice session.

Activity Attendance Policy

Any middle school student missing two practices or contests because of an unexcused absence can be dismissed from the team. Any participant who is late for practice, or misses practice entirely, must give the coach a signed note from a parent/guardian or teacher prior to the absence, if possible, or upon return the next day.

Travel Release

All students are expected to ride to and from all events with the team. The only exceptions to this will be in special situations where the student rides with their parent(s)/guardian(s) or another parent/guardian. This will only be allowed with the written permission from the parent(s)/guardian(s) and activities director.

Co-Curricular Eligibility Requirements

The same behavioral expectations, which students have in the classroom, will also be in effect while participating in any activity. Behavior problems during the school day can result in losing the privilege of participating in co-curricular activities. Minnesota State High School League rules will be followed regarding training and violations; e.g., academic probation, the use of alcohol and drugs is prohibited. Possession or use of tobacco in any form on school property, in district buses or vehicles, or at district events is prohibited. Students who congregate in an area where smoking/vaping has recently occurred (bathroom stall, etc.) will each be considered smoking. This includes the use of e-cigarettes, vaping, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products.

Northfield Middle School Athletic Activities Offered

Fall Sports	Winter Sports	Spring Sports
Football	Wrestling	Boys Tennis
Boys Soccer	Fitness Center	Boys Track
Girls Soccer		Girls Track
Girls Tennis		Fitness Center
Volleyball		Boys Golf
		Girls Golf

Game/contest & practice schedules will be handed out by coaches after practices begin. All activities will utilize Schoology to communicate with participants and parents/guardians.

Northfield Middle School Academic Activities Offered

Chess Club (September-November) (February – March)	Speech Club (December – February)
Math League (September – January)	Spelling Bee (December – February)
Chamber Orchestra (auditions in September, runs	Student Council (September – May)

October - May)

Honors Choir (auditions in Spring)

Yearbook (September – May)

Geography Bee (December) Knowledge Bowl (September – January)

BICYCLES AND SKATEBOARDS/LONGBOARDS

Bicycles and skateboards/longboards are not to be ridden on school property. This rule is in effect to prevent injuries. Northfield Middle School is not responsible for lost or damaged bicycles and skateboards. Students should walk their bikes or carry their skateboards until they are on the asphalt trails going away from the building.

BOOKS, MATERIALS AND EQUIPMENT

Students are responsible for all lost or damaged books, materials or equipment that has been issued to them. This includes one-to-one devices. Students can be fined for any lost or damaged items assigned to them. Any outstanding fines will need to be taken care of before a student may participate in any non-academic activities (i.e. Valleyfair).

BULLYING

Bullying is defined as behavior that:

- Is intimidating, threatening, abusive or hurtful
- Is 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

Cell phones are not permitted in classrooms, during transition times, or in the lunchroom between 7:45 am and 2:51 pm. If there is a need for a student to have a cell phone at school, staff should not hear it or see it. It should be put in a locker during the day. If any staff membersees a phone out in classrooms, during transition times, or in the lunchroom, it will be labeled and taken to the office. The phone can be picked up after 2:51 pm. Additionally, video recording students or staff without their consent is prohibited at Northfield Middle School.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Students/parents/guardians should provide change of address information and new telephone numbers to the Guidance Office.

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.

DANCES

The Northfield Middle School Student Council sponsors all dances. Middle school dances are planned for Northfield middle school students and normally run from 3:00 - 5:00. Any guests must have written permission from an administrator at least one day prior to the dance. Students are responsible for finding their own rides home.

DETENTION

Detention is an after-school service or study hall time assigned to students as a consequence. Detention may be assigned by teachers or administration and may be held in the teachers' classroom or student office. Office detentions are from 3:00-3:45, Monday through Thursday, or during lunch periods, Monday through Friday.

One of the following could happen if a student fails to complete a detention:

- 1. The detention time can double.
- 2. A full day of in-school detention can be assigned.
- 3. Loss of privileges (i.e. lunch seating, non-academic activities, etc.)

DISCIPLINE

See district's "Student Citizenship Handbook".

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 <u>district e-Learning day guidelines</u> can be found online.

FRAGRANCES

Many people are sensitive or allergic to fragrances. Students who choose to wear a personal fragrance should do so sparingly. All fragrance containers should be left at home and may be confiscated. Antiperspirant should be a stick, cream or roll-on type with minimal fragrance, and stored in physical education lockers.

GRADES

Mid-quarter reports will be sent home with students if receiving a grade lower than a "C-". Report cards are distributed to the students to take home one week after the last day of the quarter.

Access to Grades Online

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.

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.

HEARING AND VISION SCREENING

Hearing and vision screening for all 7th grade students are held every October.

HONOR ROLL

The Middle School generates an "A" and "B" honor roll after each quarter. The criteria for attaining honor roll status are listed below:

Students with a grade point average of 3.6 or above are eligible for the "A" honor roll. Students with a grade point average of 2.6 to 3.59 are eligible for the "B" honor roll.

IMMUNIZATIONS

Immunizations must be current according to Minnesota State Law. Those who are not in compliance will be notified by the nurse, and will not have an iPad checked out to them (Grade 6) or locked digitally (Grades 7-8), and will not be allowed to attend school.

INTERNET

Student use of technology and the Internet is governed by <u>District Policy 524-2</u> regarding the use of technology and telecommunications systems. See the Student iPad Loan Agreement for additional details about iPad implementation.

LASER PENS

Laser pens are prohibited at the middle school and will be confiscated immediately. Students will not be given these items back, but a parent/guardian can come in to collect them.

LOCKERS

All locks and lockers are the property of the Northfield Middle School, not the students. Students are assigned to a locker. Students are responsible for their lockers and will be charged a replacement fee if they are damaged. Food is not to be stored in lockers overnight or for long periods of time.

- 1. Northfield Middle School is not responsible for any items stolen from a student's locker.
- 2. Students are assigned Physical Education locks and lockers on a yearly basis. Fees may be charged for lost or damaged locks.

Sharing lockers is not allowed and students are strongly urged to not tell anyone their combination.

LOST AND FOUND

Any lost and found items will be kept in the cafeteria unless they are found in the Physical Education area. Items found in the physical education area will be kept in the Physical Education Office. Any item that is not claimed by the end of each quarter, will be donated to charity or discarded.

MAKE-UP WORK

If a parent/guardian knows of a student's absence in advance, the absence should be called in to the attendance line. Students should also connect with their teachers to assure any missed work will be posted to Schoology. Students are responsible for completing all work posted to Schoology. Students returning from an absence will need to schedule arrangements with the teacher for completing any work that could not be completed during the absence. Homework will not be collected in the office for a student prior to absence:

- Parents/Guardians call attendance line 507.663.0655 to report the absence.
- Students contact the teacher to assure that any missed work will be posted to Schoology and schedule arrangements to make up the work.

MEDIA CENTER

The Media Center is open from 7:45 a. m. until 3:15 p.m., daily. Students may use the media center after 3:15 p.m., with staff supervision.

Respect for others requires that you take proper care of materials and return checked out materials on time. Failure to follow Media Center rules will result in disciplinary action with possible loss of non-curriculum Media Center privileges. Replacement cost will be charged for Media Center materials that are lost or damaged. Students with unpaid fines may lose non-academic privileges.

NURSE -- Call 507.663.0656

The nurse is on duty each day from 8:00 a.m. until 3:15 p.m. Students should 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.

All medication (prescription and over-the-counter) should be brought, by an adult, to the nurse's office. Any medications that students take at school must be distributed and stored in the nurse's office. A note stating the name of the medication, dosage, and the time it should be given must accompany the medicine. This note must be dated and signed by the parent/guardian and physician. A doctor's note must accompany any dose changes for daily medications such as Ritalin, Dexedrine, etc. Prescription medication must be in a prescription bottle from the pharmacy with the student's name on it. Students are not allowed to carry medication with them during the school day. Inhalers used for asthma are the only exception. Students may carry them after reporting to the nurse and filling out the necessary paperwork.

Emergency Forms are updated annually and returned to the nurse's office. Individual health care plans are written when appropriate.

OFFENSIVE BEHAVIOR

Offensive behavior, such as teasing, name-calling, putdowns, inappropriate language, coercive behavior or other mean-spirited behavior is prohibited. This includes the displacement of another student's clothing. Depending upon the circumstance, these behaviors could constitute harassment (see also Bullying).

PLEDGE OF ALLEGIANCE

Students are invited to join in the Pledge of Allegiance during announcement time on Monday mornings. Students and staff will respect an individual's right to choose not to participate.

RETENTION

Any student who fails to earn credit for two or more core courses will be considered for retention. The Student

Support Team will review each case individually and develop a contract to earn promotion to the next grade.

RIGHT TO KNOW

The Northfield Public School recognizes the importance of our students' and employees' health and well-being. Therefore, we are examining and reducing our use of pesticides and utilizing Integrated Pest Management techniques in our school buildings and on school grounds to minimize the possible long-term unknown health effects of pesticides.

The Northfield Public Schools will make available, in the school offices, for parents/guardians and employees, the estimated schedule of application of pesticides classified by the United States Environmental Protection Agency as designated under the Federal Insecticide, Fungicide and Rondenticide Act. Parents/Guardians may also request that the school notify them prior to the application of such pesticides on a day different from the days specified in the notice.

SAFETY EXERCISES

Emergency safety exercises will be conducted so that every person in the building knows the procedure to be followed in the event of an emergency. Fire and severe weather procedures are posted in each room.

SCOLIOSIS SCREENING

Scoliosis screening for all 7th & 8th graders is held every February.

SEARCHES/CANINES

The district believes strongly in implementing and utilizing policies and procedures that work toward keeping its schools safe, and drug & tobacco free. To this end, 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 two school district staff and when possible, the school resource officer. In the event of a positive identification by the canines, 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.

SPECIAL EDUCATION

Northfield Middle School has a full range of Special Education Services. Contact Student Support Services for further information about assessment and eligibility.

STUDENT RIGHTS

- The district will accord students the following rights:
- The right to a free and full education.
- The right to equal educational opportunity and non-discriminatory treatment.
- The right to participate in student activities.
- The right to due process of law.
- The right to freedom of inquiry and expression.
- The right to privacy.
- The right to personal property.
- The right to be informed of district and school rules.

STUDENT SUPPORT SERVICES

The Student Support Office offers students an opportunity to receive assistance with academic and/or personal problems. Parents/Guardians are also encouraged to call or set up an appointment with one of the counselors if they

have academic or other concerns/questions about their student. Students are assigned to a counselor by alphabet. Please call our Student Support Office at 507-663-0664. Our Student Support Office Secretary will assist you in connecting with the appropriate staff member.

- Students whose last name begins with A through He Jenny Streefland
- Students whose last name begins with Hi through Pa Jenny Streefland
- Students whose last name begins with Pe through Z Cori Yamry
- Social Worker Heather Stanton-Ims
- School Psychologist Marcy Korynta

STUDENT SUPPORT GROUPS

The Middle School offers a number of support groups for students. If students or parents/guardians would like more information about these or any other groups, please contact Student Support Services.

TEXTBOOKS

Textbooks are furnished by the school district. Students are expected to take care of books and they will be expected to pay for any lost or damaged books.

VISITORS

Parents/Guardians are always welcome to visit Northfield Middle School. Classroom visits require administrative approval.

Visitor Requirements:

- 1. Only one visitor per student.
- 2. A written request must be given to administration 48 hours in advance and permission will be granted or denied based on the educational value of the visit.
- 3. All visitors must have a visitor's pass from the Administration.
- 4. No visitors within the last two weeks of any quarter.
- 5. No visitors within a week of any breaks.

VOLUNTEERS

Parents/Guardians and community members are always encouraged to 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 that parents/guardians and community members who volunteer on a regular basis complete a background check before serving students affiliated with Northfield Public Schools. This is subject to change dependent on the public health situation.

WELLNESS

The district's child nutrition webpage hosts wellness policy information and resources for parents/guardians.



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.

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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.

First Name: _____ Middle Initial: ____ Last Name: ______ Date of Birth: _____ / ___ / ____ Current Grade in School: _______

School: _____ District: _____

Reason for Refusal:

Student Information

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

MCA/MTAS Reading MCA/MTAS Science

MCA/MTAS Mathematics ACCESS/Alternate ACCESS

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

Updated April 21, 2022 - Page 2 of 2



Targeted Services

Middle School Youth Center (MSYC) &

BLAST Handbook 2022-2023

201 Orchard Street South, Northfield, MN 55057 Phone: 507.645.1201 (ALC Office)

www.northfieldschools.org

Director: Daryl Kehler dkehler@northfieldschools.org

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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

















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.



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



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

All students *graduate*

from high school with

The district maintains 16% of its annual

expenditures in its

unassigned fund

balance to ensure

financial stability

full potential.



All employees report satisfaction in the workplace.



MSYC/BLAST PHILOSOPHY

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

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

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 District Office and Area Learning Center

201 Orchard St S, Northfield, MN 55057507.645.1201 (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 MSYC/BLAST 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.<u>120A.20</u>, subdivision 1, paragraph (c), is eligible to participate in the graduation incentives program, if the pupil:

Northfield BLAST/MSYC Program

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

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 MSYC/BLAST program:

- able to follow verbal instructions and directions provided by MSYC/BLAST 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 Blast dates for 2022 are as follows:

July 11 - Aug. 11 (Mondays through Thursdays), 9:45 a.m. - 2:45 p.m.

Typical Summer Blast schedule Times: 9:45 a.m. - 2:45 p.m.

9:30 - 9:45 a.m.	Buses arrive
9:45 - 12:30 p.m.	Time w TS teachers - Literacy and math focus
12:30 - 1:15 p.m.	Lunch and recess
1:15 - 1:40 p.m.	Club or STEAM activity
1:45 - 2:45 p.m.	Club or STEAM activity
2:45 p.m.	Busses depart

MSYC in the fall, starts late September and ends early May, Mondays through Thursdays, 3:00 p.m. - 4:45 p.m.

Typical schedule:

3:00 - 3:40 p.m.	Homework and time with TS teacher	
3:40 - 4:40 p.m.	Club session	
4:45 p.m.	Busses depart	

BEHAVIORAL/DISCIPLINE CHALLENGES

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

1. Talk with student

This usually involves a "Fix-It" plan. There also needs to be a parent/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 MSYC/BLAST program is a Targeted Services program where students must meet "at-risk" criteria, all students attending are in need of additional support. The MSYC/BLAST 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. 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 MSYC/BLAST 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 <u>this resource</u> to help with general questions.

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

Rice County Child Welfare & Family Protection: 507-645-9576 (Northfield)

507-332-6115 (Faribault)

PERSONAL POSSESSIONS

The MSYC/BLAST 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 MSYC/BLAST) to programming.

NURSE

The MSYC/BLAST program does not have a nurse on duty. A MSYC/BLAST 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 parent/guardian administer medications before or after programming. All students who become ill during programming are required to check in with the front desk/greeter station so parent/guardian can be notified and the student can go home.

WEBSITE

Northfield Area Learning Center and the MSYC/BLAST program website can be accessed at <u>northfield</u> <u>schools.org</u>.

CHILD NUTRITION

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

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 BLAST 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.

TRANSPORTATION

Where a student is picked up is dependent on the program and site they are at. The program staff will communicate with families on the pick up procedure that is specific to their site.

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 the 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 Site Lead/Daryl.

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



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

dkehler@northfieldschools.org

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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

















All students graduate

from high school with

a plan to reach their

full potential.



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 cadle 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.

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Subd. 2. **Eligible pupils.** A pupil under the age of 21 or who meets the requirements of Sec. <u>120A.20</u>, 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
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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.

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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

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MANDATED REPORTING

Due to the Targeted Services being a public school function, all staff are mandated reporters. Please refer to <u>this resource</u> 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.

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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

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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

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

CHILD NUTRITION

It is the practice of the Child Nutrition Department, which is supported by the Independent School District 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 <u>northfieldschools.org</u>. 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.

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In case of staff injury, call 911 first (if an emergency). If not immediate danger, talk with staff on what they would like to do (call parent/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



STUDENT CITIZENSHIP HANDBOOK

2022 - 2023

RIGHTS RESPONSIBILITIES DISTRICT POLICIES

A Policy Guide for Student Management in Instructional and Co-Curricular Activities in Northfield Public Schools

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STUDENT DISCIPLINE PHILOSOPHY

It is the responsibility of the school board to make reasonable policies and rules for maintaining a safe and supportive school environment. These policies and rules apply at any time a student is present on a school location, at a school-sponsored activity, participating in school activities through a digital platform, and while traveling on school buses. Students are expected to behave in accordance with federal, state and local laws and rules and in a way that respects the rights and safety of others.

While this policy pertains to all schools in District 659, the school board recognizes the uniqueness of each building and classroom in which the policy must be implemented. This policy may be supplemented by additional policies, rules and procedures that recognize those unique needs.

PHILOSOPHY REGARDING LEARNING AND DISCIPLINE

Optimum learning occurs in a positive, safe and secure environment. Students, parents/guardians, teachers, administrators and other school staff all share in the responsibility to ensure a positive climate for learning.

The school setting enables students to develop responsible behaviors and habits that will serve them now and later in life. Proper training in discipline should lead towards self-control and respect for law, authority, property and the rights of others.

Restorative Practices will be used to address negative situations while restoring the school climate to a respectful one. The approach of restorative practice builds community and strengthens relationships to create safe and supportive environments.

While student self-discipline is the ideal, it is understood that fair and appropriate corrective measures may be required at times. When it becomes necessary to enforce the consequences of discipline violations as outlined in this policy, it should be done in a manner that respects the dignity of the student and promotes healthy and responsible behavior.

Discipline is a learning experience, not just a consequence. Discipline...

- helps the student learn a lesson that will positively affect his or her present and future behavior.
- is designed to help the student control and change his or her behavior, thereby guiding the student into adulthood.
- helps the student to grow intellectually and emotionally.
- enhances the student's self-confidence, self-worth and self-image.

ROLES AND RESPONSIBILITIES

School Board

The school board holds all school personnel responsible for maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

Superintendent

The superintendent shall establish guidelines and directives to carry out this policy; hold all school personnel, students and parents responsible for conforming to this policy; and support all school personnel performing their duties within the framework of this policy. The superintendent also shall establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines of directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

Principal and Assistants

The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal and assistants shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.

Teachers

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the discipline guidelines.

Other School District Personnel

All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to students' behavior shall be authorized and directed by the superintendent.

All school district personnel shall be responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Parents or Legal Guardians

Parents and legal guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Students

All students shall be held individually responsible for their behavior and for knowing and obeying this policy.

Community Members

Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students who attend District 659 have numerous rights and opportunities. Students also have responsibilities to teachers, other staff and fellow students. The following list lays out student rights and opportunities as well as student responsibilities.

Applicable district policies are identified where appropriate and can be found in their entirety on the district's website.

ACCESS TO RECORDS

Rights/Opportunities	Responsibilities
Students' parents and students eligible under state	Students have the responsibility to follow established
law generally have the right to view their school	building and district procedures regarding access to
records according to state and federal laws.	their school records.
Students have the right to privacy regarding school	
records. Disclosure of information from student	
records will be consistent with legal requirements	
and the guidelines established by the school district.	

DRESS CODE

Rights/Opportunities	Responsibilities
Students have the opportunity to wear clothing of	Students are responsible to dress in such a manner
their choosing and to engage in personal grooming	that is not disruptive nor likely to disrupt the learning
which is not potentially disruptive to the education	environment, is not a health and safety hazard, is not
process, which does not pose a threat to the health or	obscene, is not sexually explicit, discriminatory or
safety of other students and which is not lewd,	associated with threat/hate groups, including gang
vulgar, obscene, sexually explicit or discriminatory.	and/or hate symbols. Clothing which displays
	references to weapons, alcohol, chemicals, tobacco or
	other products that are illegal for use by minors is
	not permitted.

EQUAL OPPORTUNITY

Rights/Opportunities	Responsibilities
Students have the right to equal opportunity to	Students are responsible to follow the rules and
participate in all school activities and school	regulations of the school-sponsored activity in which
education programs for which they are eligible within	they participate or others participate. Students are not
legal limits. (Policy 102 Educational & Employment	to discourage the participation of other students.
Opportunity)	

FAIR TREATMENT

Rights/Opportunities	Responsibilities
Students have the right to due process when involved	Students are responsible to treat all people
in a violation of district rules. Included is the	respectfully and to follow rules and regulations that
opportunity to hear the nature of the violation and to	apply to them.
give their account of the situation.	
Students have the right to be informed of current	Students are responsible to be knowledgeable about
school policies, rules and regulations that apply to	and to follow school policies, rules and regulations
them.	that apply to them.
Students have the right to be informed of classroom	Students are responsible to be knowledgeable about
expectations.	and to meet classroom expectations and evaluation
	procedures that apply to them.

Students have the right to be treated respectfully by	Students are responsible to treat others, including
staff and other students.	other students and staff in a respectful manner.
	Students are also expected to treat the property of
	others and the district responsibly.
Students have a right to be free from corporal	Students have the responsibility to refrain from using
punishment by staff.	force or physical contact for the purposes of
	inflicting physical and emotional harm on another.
Students have a right to be free from unreasonable	Students have the responsibility to respect the space
physical contact from teachers and other staff except	and freedom of those around them. Students also
as physical restraint is necessary to prevent the	have the responsibility to not engage in conduct that
student from injuring self, other persons or property.	threatens to injure themselves, other persons and
	property.

FREE SPEECH

Rights/Opportunities	Responsibilities
Students have the right to free speech so long as such	Students are responsible to express opinions, publish
speech does not violate the rights of others.	written materials, distribute literature in such a
	manner that is not libelous, obscene or
	discriminatory, including but not limited to symbols
	of hate or gang-related symbols, that does not
	interfere with the rights of others or disrupt the
	atmosphere of learning in the school and follows
	school regulations regarding time, place and manner.

HARASSMENT

Rights/Opportunities	Responsibilities
Students have the right to be free from any form of	The Northfield School District takes Human Rights
harassment, arising out of the physical or verbal	complaints (including Title IX complaints) seriously.
conduct of other students, school staff or others.	Students are responsible for maintaining an
(Policy 514 Bullying Prohibition; Policy 413	environment free from harassment, intimidation and
Harassment and Violence; Policy 526 Hazing	abuse. Students are also responsible to report
Prohibition, Policy 522 Student Sex	incidents of physical, sexual and verbal harassment,
Nondiscrimination)	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.

LEARNING

Rights/Opportunities	Responsibilities
Mgms/Opportumues	Kesponsiomites

Students should have the appointments to marine	Students are reasonable for deily attendance for
Students should have the opportunity to receive a	Students are responsible for daily attendance, for
comprehensive appropriate education. (Policy 102	completing class assignments on time and for
Educational & Employment Opportunity)	bringing appropriate materials required for class use.
Students should have the opportunity to attend	Students are responsible to behave in such a manner
school in a safe environment that is free from	that does not pose a potential or actual danger to
disruptive behavior by others.	themselves or others and that is not disruptive to the
	learning process of others.
Students have the opportunity to make up	Students are responsible to obtain and complete
schoolwork missed during an excused absence.	make-up work assigned for periods of absence.
Students have the right to necessary homebound	Students are responsible to complete work assigned
instruction as regulated by state guidelines when	as part of the homebound instructional process.
absent for an extended period.	

NONDISCRIMINATION

Rights/Opportunities	Responsibilities	
Students have the right to be free from	Students are responsible to treat other students and	
discrimination based upon race, color, creed, sex,	district employees in a nondiscriminatory manner.	
religion, national origin, marital status, sexual	Violations should be reported to building principals.	
orientation, and status with regard to public		
assistance or disability. (Policy 522 Student Sex		
Nondiscrimination)		

PLEDGE OF ALLEGIANCE

Rights/Opportunities	Responsibilities
Students have the right to participate in the reciting	Students are responsible to either participate in
of the Pledge of Allegiance. Students have the right	reciting the Pledge of Allegiance or respect the rights
to express themselves by not participating in the	of those who wish not to participate.
pledge including the right to remain seated.	

PRIVACY

Rights/Opportunities	Responsibilities
Students generally have the right to privacy in their	Students are responsible to refrain from bringing
persons and personal property when engaging,	onto school property or to school-sponsored events
participating or pursuing curricular activities on a	any item or material that would cause, or tend to
school location.	cause, a disruptive activity or endanger the health and
	safety of students or other people.
Students have the opportunity to utilize school	Students are responsible for keeping their lockers free
lockers, desks and other designated area for storing	of any items that are illegal or that are prohibited
appropriate items of personal property subject to the	under school rules and district policies.
understanding that such areas are within the exclusive	
control of the school district and that such areas may	
be searched for any reason, at any time without	
permission, consent or requirement for a search	
warrant. If conditions warrant technology (including	
drug sniffing dogs, cameras, metal detectors, etc.)	
may be used to ensure the safety of students, staff,	
buildings and grounds. (Policy 502 Search of Student	
Lockers, Desks, Personal Possessions and Student's	
Person)	
Students have the right to confidentiality regarding	Students have the responsibility to inform school
personal matters in discussion with school personnel.	personnel when a discussion of personal matters is to

Matters of child or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities. be confidential. Matters of abuse or illegal activity should be reported to school personnel.

STUDENT GOVERNMENT

Rights/Opportunities	Responsibilities		
Students have the opportunity to participate in	Student government representatives have the		
student government. The purpose of the existence of	responsibility to communicate and work with student		
student government is to represent and to be	body, faculty and administration and to be aware of		
responsive of the needs of all students.	and comply with any policies of the school district		
	that may affect the formation of procedural aspects		
	of the student government.		

STUDENT SAFETY

Rights/Opportunities	Responsibilities
Students have the right to a safe, inviting school	Students are responsible for cooperating with school
environment, free of violence, racism, homophobia,	authorities to keep our schools free of violence,
xenophobia, transphobia, religious intolerance, and	racism, homophobia, religious intolerance, and
chemicals, (drugs, tobacco, e-cigarettes, and alcohol).	chemicals. drugs, tobacco and alcohol. Students
Students should expect the schools to utilize a variety	should report any safety concerns, including violence
of prevention techniques to prioritize their safety	racism, homophobia, religious intolerance, and
ensure chemical-free school grounds.	chemicals (drugs, tobacco, e-cigarettes, and alcohol)
	presence of chemicals on school grounds. Students
	should also understand the use of prevention
	techniques (e.g. drug dogs) as a partnership between
	students, staff, the community, and law enforcement
	designed to keep our schools safe for everyone.

DISCIPLINE GUIDELINES & DISCLAIMER

Every student and employee of District 659 is entitled to learn and work in a safe school environment. To ensure this, the district and each school has established clear student discipline policies, consequences appropriate with the behavior and a practice to do so with fairness and consistency. (Policy 506 Student Discipline)

Students are expected to respect the rights and safety of others. This includes behaving in accordance with federal, state and local laws; district, athletic and activity policies; and school regulations. Corrective action will be taken by staff when a student's behavior does not fall within the guidelines.

The following are district-wide discipline guidelines. These guidelines and the potential consequences apply at any time a student is present at a district school location or participating in a school-sponsored activities. Listed are the violations and the **recommended** consequences. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g. a student with a disability whose misbehavior is related to his or her disability). When appropriate, restitution may be substituted for recommended consequences. These guidelines are based upon school board policies. District 659 school board policies are located on the district's website.

Any infractions based on racist,

ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating or that degrades other people is prohibited. Verbal abuse that is also sexual, religious or racial harassment shall be addressed under the guidelines for harassment.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	2-3 day suspension	3-5 day suspension

^(*) Principal discretion.

ALCOHOL OR CHEMICALS, POSSESSION OR USE

Possession or use of any alcohol, narcotic, controlled substance or drug paraphernalia is prohibited by Minnesota or federal law. Any student in possession of or under the influence of alcohol, a narcotic, a controlled substance or drug paraphernalia at a school location will be reported to the police. Further recommendations such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense prior to readmission to school.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	 3-5 day suspension Referral for chemical evaluation Police referral 	 Social worker intervention 5-10 day suspension Chemical assessment Police referral Possible recommendation for expulsion 	 10 day suspension Recommendation for expulsion Police referral Chemical assessment

ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic or controlled substance is prohibited.

Grades	First Offense			
Grades K-12	• 10 day suspension			
	Recommendation for expulsion			
	Police referral			

ARSON

Intentional destruction or damage to school property or other property by means of fire is prohibited.

Grades	1 1 ,	First Offense						
Grades K-12		• 10 day suspension						
		Recommendation for expulsion						
		Police referral						
		• Rest	ituti	on				

ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon, or an assault that inflicts great bodily harm upon another

person is prohibited.

Grades	First Offense		
Grades K-5	• 5-10 day suspension		
	Possible recommendation for expulsion		
Grades 6-12	• 10 day suspension		
	Recommendation for expulsion		
	Police referral		

ASSAULT, PHYSICAL

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or

attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	• 3-5 day suspension	• 5-10 day suspension	• 10 day suspension
	• Police referral	Police referral	• Possible
			recommendation for
			expulsion
			Police referral

BODILY HARM, INFLICTING

Committing a reckless or negligent act that inflicts bodily harm upon another person.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	1 day suspension	3 day suspension

^(*) Principal discretion.

BULLYING

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.

Grades	First Offense	Second Offense	Third Offense
K-5	*	*	*
Grades 6-8	*	*	• 1-3 day OSS Possible
			expulsion
Grades 9-12	*	 Detention 	• 1-3 day OSS
		 Possible suspension 	 Possible expulsion

^(*) Principal discretion.

BURGLARY

Entering any school location without consent and with the intent to commit a crime is prohibited.

Grades	First Offense	Second Offense
Grades K-12	• 5 day suspension	• 10 day suspension
	Police referral	 Recommendation for
		expulsion
		Police referral

CELL PHONES & PERSONAL DEVICES-SECONDARY

Causing a disruption with personal electronic devices, cell phones, universal remote controls, laser pointers, speakers, headphones, Bluetooth, or similar devices is not permitted. This includes, but is not limited to, causing a nuisance through the non-curricular use of cameras, cell phones or other devices for photographic, audio, video, or digital recording and/or sharing of those recordings without staff permission. Students who violate this provision may be prohibited from possessing their device in school for up to 30 days in addition to the disciplinary responses listed below. While school-issued devices will not be confiscated in most circumstances, they may have various apps or features disabled as a result of misuse.

Grades	First Offense	Second Offense	Third Offense
Grades 6 - 8	Confiscated and	Confiscated	Confiscated
	returned at end of day	parent pick up Confiscated	parent pick up
		and returned at end of day	
Grades 9 - 12	Confiscated and	Confiscate and hold for	Confiscate and hold for
	returned at end of day.	two days	three days
Involving Staff (6 - 12)	1-3 day suspension	3-5 day suspension	5-10 day suspension

CELL PHONES & PERSONAL DEVICES-ELEMENTARY

Elementary Student Cell Phone/Hand-Held Electronics Guidelines & Procedures:

We recognize that cell phones/hand-held electronic devices (i.e. iPod Touch) are common tools for communication with many families. Our goal is to help students maintain a focus on learning. Please know that most elementary students have no need to carry a cell phone or hand-held electronic device to school and these devices are vulnerable to theft. We are committed to using technology as an accelerant for student learning and provide the appropriate tools for our students in their classrooms.

Students who need to carry a cell phone or hand-held electronic device to school must have them turned off and stored out of sight during school hours. These devices may not be used to talk, take pictures, play games, record or text during school hours, including recess.

Consequences for not following the rules are as follows:

- 1st infraction-student will have the device taken away and can pick it up in the office at the end of the day.
- 2nd infraction-student will have their device taken away and placed in the office until a parent can come to school to retrieve it.
- 3rd infraction-student will no longer be allowed to bring a device to school until a parent conference with the Principal is held.

Please note: Bridgewater, Greenvale Park and Spring Creek Elementary Schools are not responsible for lost, damaged or stolen phones or other electronic devices brought from home.

DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned. Incidents of academic dishonesty will be

cumulative for the duration of attendance at each building. The procedures whereby a student will be held accountable for infractions are as follows:

Grades	First Offense	Second Offense	Third Offense or More
Grades K-5	*	*	*
Grades 6-12	 The teacher will address the student with evidence when the infraction occurs and notify parents 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 	 All of the disciplinary action of the first offense will occur 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 The teacher will file an incident referral form with the Assistant Principal, who will conference with the student and notify parents 	 All of the disciplinary action of the first offense will occur Assistant Principal will initiate a parent/student/counselor conference The student will receive 1 day of ISS

^(*) Principal discretion.

DISRESPECTFUL BEHAVIOR

All individuals and groups, whether members of our school community or guests, deserve to be treated with respect. Disrespectful behavior includes engaging in abusive language or in conduct intending to cause alarm or resentment in others. The videoing of staff members or students without permission is prohibited

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	Same/next day dismissal
Grades 9-12	*	*	1-3 day suspension

^(*) Principal discretion.

DISRUPTIVE BEHAVIOR

Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	Same/next day dismissal
Grades 9-12	*	*	1-3 day suspension

^(*) Principal discretion.

DRIVING, CARELESS OR RECKLESS

Driving any motorized or nonmotorized vehicle on school locations in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	*	• Revocation of parking	• 3 day suspension
		permit to identified	Permanent revocation
		time period	of parking permit
		Police referral	Police referral

^(*) Principal discretion.

FALSE REPORTING/MISREPRESENTING THE TRUTH

Deliberately reporting false information is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	*
Grades 9-12	*	1-3 day suspension	3-5 day suspension

^(*) Principal discretion.

FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	 10 day suspension Possible recommendation for expulsion

^(*) Principal discretion.

FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	 Suspension 	• 2-3 day suspension
		Restitution	Police referral
			• Restitution
Grades 6-12	• 3-5 day suspension	• 5-10 day suspension	• 10 day suspension
	Police referral	Police referral	• Possible
	Restitution	 Restitution 	recommendation for
			expulsion
			Police referral
			• Restitution

^(*) Principal discretion.

FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are unacceptable.

Gra	ades	First Offense	Second Offense	Third Offense
Grades K-5		*	1 day suspension	• 2 day suspension
				 Restitution
Grades 6-12		*	• 3-5 day suspension	• 10 day suspension
			 Police referral 	• Police referral
			 Restitution 	 Restitution

^(*) Principal discretion.

FIREARMS

Firearms are prohibited in all school district locations. A "firearm" is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive charge or element, such as gunpowder. A firearm as herein defined may cause serious injury or death. All offenses will be reported to the Minnesota Department of Education.

Grades	First Offense	
Grades K-12	• 10 day suspension	

Recommendation for expulsion
Police referral

FIREWORKS OR AMMUNITION

(Snaps, sparklers, firecrackers, smoke bombs, stink bombs, etc.)

Possession, distribution or use of any type of fireworks or ammunition is prohibited. Police referral will be made when state law has been violated.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	1 day suspension	2 day suspension	5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	5-10 day suspension

FREEDOM OF EXPRESSION

Freedom of expression is necessary to promote creativity, teach appreciation of others' cultures and ideas, and to prepare students to participate in our democratic society. However, verbal, written or symbolic speech promoting illegal substances, intolerance and/or causes disruption will not be tolerated, regardless of learning modality (in-person or digital).

Dress and grooming on a school location in the following manner is prohibited.

- Grades K-8 hats or bandanas are not permitted.
- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which
 promote or advertise weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by
 minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups (including but not limited to gang and/or hate symbols).
- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that
 may reasonably be construed as sexual.
- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to
 the health and safety of others.

The above criteria also apply to school-sponsored forums/events in physical or digital format and the use of school issued devices, and will be used to judge whether a student is in violation of verbal or symbolic speech guidelines.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	*	*

^(*) Principal discretion.

GAMBLING

Gambling, including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	Same/next day dismissal
Grades 6-12	*	1-3 day suspension	3-5 day suspension

^(*) Principal discretion.

GANG/THREAT GROUP ACTIVITY

Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, wearing colors, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	1-5 day suspensionPolice referral	 5-10 day suspension Possible recommendation for expulsion

Police referral

(*) Principal discretion.

HARASSMENT AND VIOLENCE

Racial, gender, religious, age, disability, sexual orientation, marital status, and public assistance harassment and violence as defined by District Policy 413 is prohibited. Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. "Harassment" includes all forms of racial, religious and sexual harassment. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct is used as a factor in decisions affecting the student's education or the conduct has the purpose of effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcoming pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, physical contact, or taking photos/video in locker rooms or bathrooms or soliciting or distributing sexually inappropriate photos. Parents and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522. 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

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/Next Day	• 3-5 day suspension
		Dismissal	Police referral
			• Possible
			recommendation for
			expulsion
Grades 6-12	• 1-3 day suspension	• 3-5 day suspension	• 5-10 day suspension
	Police referral	Police referral	 Police referral
			• Possible
			recommendation for
			expulsion

^(*) Principal discretion.

HAZING

The district maintains a learning environment that nourishes respect for the individual. Hazing activities of any type are prohibited at all times. Principals will enforce Policy 526 vigorously.

INSUBORDINATION

Deliberate refusal to follow an appropriate direction or identify self when requested

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	1 day suspension
Grades 6-12	*	1 day suspension	1-3 day suspension

^(*) Principal discretion.

OFFENSIVE BEHAVIOR

Offensive behavior, such as teasing, name-calling, put downs, inappropriate language, coercive behavior or other mean-spirited behavior is prohibited. This includes the removal of another student's clothing. Depending upon the circumstances, these behaviors could constitute harassment.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	1-3 day suspension

Grades 9-12 * Detention 1-3 day suspension
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^(*) Principal discretion.

RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	1-3 day suspension
Grades 6-12	*	1-3 day suspension	3-5 day suspension

^(*) Principal discretion.

ROBBERY OR EXTORTION

Taking property from another person by use of force, threat of force or under false pretenses is prohibited

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/next day dismissal	 3-5 day suspension Police referral Possible recommendation for expulsion
Grades 6-12	1-3 day suspensionPolice referralRestitution	 3-5 day suspension Police referral Restitution	 10 day suspension Recommendation for expulsion Police referral Restitution

^(*) Principal discretion.

SAFETY

Any behavior that threatens the safety of another person or oneself is not tolerated. Compromising security by propping open doors, letting someone in a secured door or tampering with building security equipment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	*	*

^(*) Principal discretion.

SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse, or sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Parents and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522. Reports should be made to:

Molly Viesselman, Director of Human Resources, Human Rights Officer/Title IX Coordinator Northfield Public Schools, 1400 Division Street S, Northfield, MN 55057

Phone: 507.663.0600 • Email: mviesselman@northfieldschools.org

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	 10 day suspension Possible recommendation for expulsion Police referral 		

^(*) Principal discretion.

TECHNOLOGY AND TELECOMMUNICATION MISUSE

Misuse of computer equipment or network/deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws is prohibited. It is expected that students will abide by Policy 524-2 Use of Technology and Telecommunications Systems By Students. Parents are expected to read and discuss this policy with their child.

THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing the property of another person without the consent of the owner, or the receiving of such property is prohibited. Restitution, when appropriate, will be required. Felony offenses may result in more severe consequences.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	• 3-5 day suspension
			• Restitution
Grades 6-12	• 1-3 day suspension	• 3-5 day suspension	• 5-10 day suspension
	Police referral	 Police referral 	• Recommendation for
	Restitution	 Restitution 	expulsion
			• Police referral
			• Restitution

^(*) Principal discretion.

THREAT, DIRECT/INDIRECT

Intentionally making, publishing or conveying in any manner a threat pertaining to an individual or school location is prohibited. Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, vehicle or facility of public transportation or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000 or both. Note to parents who elect to keep students home after authorities have determined the threatening situation to be safe: students staying home after an "all clear" may not return that day for school sponsored or co-curricular activities.

Grades	First Offense	Second Offense
Grades K-5	• 5 day suspension	• 10 day suspension
	Police referral	• Possible
		recommendation for
		expulsion
Grades 6-8	• 5-10 day suspension	• 10 day suspension
	Police referral	 Recommendation for
	Possible recommendation for	expulsion
	expulsion	• Police referral
Grades 9-12	• Up to 10 day suspension	
	Recommendation for expulsion	
	Police referral	

TOBACCO, SMOKING, AND VAPING

Possession or use of tobacco in any form on school property, in district buses or vehicles, or at district events is prohibited. Students who congregate in an area where smoking/vaping has recently occurred (bathroom stall, etc.) will each be considered smoking. This includes the use and/or possession of e-cigarettes vaping, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension

Grades 6-12	• 1 day suspension	• 2-3 day suspension	• 3-5 day suspension
	• Police referral	 Police referral 	 Police referral

^(*) Principal discretion.

TRANSPORTATION-DISTRICT POLICY

All rules that apply to building and/or classroom behavior shall apply while riding or waiting to ride a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with the District Transportation Policy.

Students endangering persons and/or property may lose bus-riding privileges immediately and for an indefinite period. (Policies 707, 708, 710, JFCC)

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	 Parent contacted 	Parent meeting
			• 1-3 days off the bus
Grades 6-12	*	Parent contacted	Parent meeting
		 Up to 5 days off the 	• Up to 10 days off the
		bus	bus

^(*) Principal discretion.

(Further offenses are individually considered. Students may be suspended from riding the bus for a longer period of time, including the remainder of the school year.)

TRESPASSING

Presence at any school location without permission of school personnel is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator. Any student on suspension, expulsion or homebound for disciplinary reasons who goes to any school district location without permission is subject to being charged with trespassing and an increase in suspension time.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/next day dismissal	5 day suspension
Grades 6-12	• 1 day suspension	• 1-3 day suspension	• 5-10 day suspension
	Police referral	Police referral	Police referral

^(*) Principal discretion.

TRUANCY

Northfield Public Schools have developed attendance policies consistent with current state, and county guidelines. Compulsory attendance policies for students under the age of 18 years will be applied in cases of chronic absences or tardies. Absences or tardies which are not lawful include oversleeping, baby-sitting, missing the bus, staying home to complete class assignments and car trouble. A warning letter will be sent to the parent/guardian. A student under the age of 18 years with more than seven unexcused absences may be referred to the student's home county social services programming or Student Attendance Review Board (SARB).

UNAUTHORIZED AREAS

Students in areas that are off-limits or where students are not authorized to be.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	*
Grades 9-12	*	Detention	Detention

^(*) Principal discretion.

UNEXCUSED ABSENCE

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	Detention	Detention or ISS

VANDALISM, MAJOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or

other individuals is prohibited. Restitution, when appropriate, is applied.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	• 5-10 day suspension	• 10 day suspension	• 10 day suspension
	 Recommendation for 	 Recommendation for 	· -
	expulsion	expulsion	
	 Restitution 	 Restitution 	
	 Police referral 	Police referral	

VANDALISM, MINOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or

other individuals is prohibited. Restitution, when appropriate, is applied.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	• 1-5 day suspension	• 5-10 day suspension
		• Restitution	• Possible
		Police referral	recommendation for
			expulsion
			Restitution
			Police referral

^(*) Principal discretion.

VEHICLE, UNAUTHORIZED PARKING

(Policy 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches)

Not having a parking permit or parking a motorized vehicle in unauthorized areas on school property is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permit.

carpool are subject to temporary or permanent loss of parking permit.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Written parking violation warning	Administrative referral	 Loss of parking permit or tow at owners expense

^(*) Principal discretion.

WEAPONS (EXCLUSIVE OF FIREARMS)

The possession, or implied possession of a real or look alike item which is considered dangerous, illegal, or which is used to imply or possibly cause harm, destruction or disruption is strictly prohibited on school property or at school activities. All offenses will be reported to the Minnesota Department of Education.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	• 3-10 day suspension	• 10 day suspension
		• Possible	 Police referral
		recommendation for	 Recommendation for
		expulsion	expulsion
		Police referral	
Grades 6-12	• 3-10 day suspension	• 5-10 day suspension	• 10 day suspension
	• Police referral	 Police referral 	 Police referral
	• Possible	• Possible	 Recommendation for
	recommendation for	recommendation for	expulsion
	expulsion	expulsion	

^(*) Principal discretion.

MULTIPLE/CHRONIC VIOLATIONS & UNIQUE SITUATIONS

A student who accumulates excess referrals or several referrals for serious behavior may be disciplined in light of the student's overall record. The student and parent will have a warning conference with a principal and other appropriate staff members to make them aware that the student is accumulating too many referrals. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon his or her return if he or she commits additional offenses of the same nature.

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

ADDITIONAL DISCIPLINE INFORMATION

CORPORAL PUNISHMENT

District 659 strictly prohibits corporal punishment. Corporal punishment involves the hitting or spanking of a person with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm.

DISCIPLINE PROCEDURES

All disciplinary actions shall be processed pursuant to District 659's discipline policy and the requirements of the Minnesota Pupil Fair Dismissal Act,

- Any student who violates a school policy or rule may be subject to the consequences established in the student handbook.
- Any student who violates a school policy that has a potential consequence of dismissal from school for more
 than one school day shall have an informal conference with a school administrator. An informal conference
 is not required where the student is creating an immediate and substantial danger to himself or herself or to
 surrounding persons or property.
- Any student who is being dismissed from school for more than one day will be provided written notice containing: a statement of the facts giving rise to the dismissal (including pertinent statements of staff members and the student), the grounds for dismissal, a copy of the Pupil Fair Dismissal Act and a plan established for the student's readmission. The parents/guardians of the dismissed student shall be provided written notice of the dismissal by certified mail within 48 hours within 2-3 business days. informal conference. The parent's notice will include all the elements contained in the student's notice.
- Any suspension that exceeds ten days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded ten days in length.

All students who violate a school policy or rule that has potential consequences of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accord with Minnesota law. (See Minnesota Statutes 121A.41 to 121A.55.)

DRUG DOG SEARCH - PURPOSE AND PROCEDURE

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.

A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of Policy 527.

EFFECT OF DISCIPLINARY ACTION ON STUDENT RECORD

Violations and consequences accumulate for the current school year except for chemical violations leading to expulsions.

MODIFICATION OF CONSEQUENCES

Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration.

PARENTAL QUESTIONS ABOUT DISCIPLINE

Parents may contact building administration to discuss an infraction and consequence assigned if they have questions regarding the situation.

PHYSICAL RESTRAINT

Physical restraint may be utilized by administrators, teachers and other staff only where it is necessary to use reasonable force to restrain a student from injuring himself or herself, others or property.

POLICE REFERRAL

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 and other external agencies are permitted to interview students on campus as described in <u>Policy</u> 519.

PUBLICATION OF DISCIPLINE POLICY

Each school will include the district-wide guidelines along with their building-level guidelines to make up their overall building discipline guidelines. Students and parents will be informed of these guidelines at the beginning of the school year or when they enroll in a District 659 school.

SCHOOL DISTRICT LOCKER POLICY

It is the policy of District 659 (Policy 502) and the State of Minnesota that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of lockers at any time, without notice, without student consent and without a search warrant.

The personal possessions of a student within a locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

As soon as practicable after the search of a student's personal possessions, the school must provide notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

SPECIAL EDUCATION OR DISABLED STUDENTS

Consequences for Special Education or Disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. Special Education students and their parents may request modification of those policies and accommodations where appropriate.

UNIQUE SITUATIONS

Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances at a particular school may call for an adjustment in the discipline policies to meet the school's needs.

DEFINITIONS

- "Dismissal" means dismissing a student from school for one school day or less.
- "Exclusion" means an action taken by a school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.
- "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date student is expelled.
- "Removal" means any action taken by a teacher, principal or other school district employee to prohibit a pupil from attending class for a period of time not to exceed five class or activity periods. A student may be removed from class for violating the district's discipline policy or for willful conduct that disrupts the rights of others to an education or which endangers other individuals or the property of the school.
- "School location" includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the areas of entrances or departure from school premises or events, and all school related functions.
- "School personnel" means any person employed or under the direction/assignment of school personnel and who is acting within the scope of their assignment.
- "Suspension" means an action taken by the school administration, under the district's discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented when that suspension exceeds ten days.

POSSIBLE DISCIPLINARY CONSEQUENCES

District staff can use the following consequences or actions when discipline infractions occur. These could include:

- Student Conference
- Parent/Guardian Conference
- **Restorative Practices** This includes community-building circles, norm setting, and restorative conversations.
- **Detention** Requirements for a student to remain in school or attend school outside normal school hours.
- **Fine** A financial penalty assessed of a student by the school.
- Restitution Compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.
- Truancy Referrals Referral to Rice County authorities when unexcused absences exceed the legal limits.
- Removal from Class Removal from a particular class for up to five class periods due to inappropriate behavior.
- In-School Suspension (ISS) Removal from classes to an in-school suspension room under the direction
 of staff.
- **Dismissal from School** Dismissing a student from school for one day or less.
- Out-of-School Suspension Action taken by the school administration, under the district's discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented to the extent that suspension exceeds ten days. Students may not be on school property during the suspension or they are subject to trespassing. Out-of-school suspension may be served during non-school days at the discretion of the building administrator.
- **Police Referral** If a student violates a district policy that also violates a law, the student will may be referred to the police.
- **School Transfer** Transfer from the student's home or neighborhood school to another similar district school.
- Exclusion Action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year.
- **Expulsion** Action taken by the school board to prohibit a student from attending school for a period that shall not extend beyond an amount of time equal to one school year from the date a pupil is expelled.
 - O Agreement to Withdraw (in lieu of expulsion)— The student and his/her family and the district sign a document agreeing that the student will enroll in another school district for the duration of the proposed expulsion period. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in a Northfield district school during that period (up to one calendar year).
 - O Abeyance (in lieu of expulsion) The student and his/her family and the district sign a document agreeing that the student will transfer to the Northfield Area Learning Center for at least the duration of the proposed expulsion period and will abide by the terms and conditions outlined in the abeyance agreement. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in another district school during that period (up to one calendar year).
 - As the Northfield Area Learning Center is a high school-only program, abeyance is not an option for students in 8th grade and below.
- **Bus Suspension** Action taken by a school district administrator to prohibit a student from riding a school bus or other district vehicles ranging from one day to the balance of the school year.
- Restriction or Loss of School Privileges
- Suspension from Extra Curricular Activities.
- Other Disciplinary Action Deemed Appropriate by District 659.

EXPELLABLE OFFENSES

While it is the Northfield School District's belief that action to expel a student should be a "last resort," district policy does include expulsion as a possible or automatic response to several behavioral offenses. The following chart is a quick reference to those offenses. Please see a more detailed description of those offenses and the corresponding responses to them in the earlier pages of this handbook.

R – Recommended; P – Possible; H – High School; M – Middle School

1st	2nd	3rd
NO	YES - P	YES - R
YES - R	X	X
YES - R	X	X
YES - R	X	X
NO	NO	YES - P
NO	NO	YES - P
NO	YES - R	X
NO	NO	YES - P
NO	NO	YES - P
YES - R	X	X
NO	NO	YES - P
NO	NO	YES - P
NO	NO	YES - R
YES - R	X	X
NO	NO	YES - R
YES - RH	YES RM	X
YES - R	X	X
NO	NO	YES - P
YES - P	YES - P	YES - R
	NO YES - R YES - R YES - R NO NO NO NO NO NO NO YES - R NO NO YES - R NO YES - RH YES - R	NO YES - P YES - R X YES - R X YES - R X NO NO NO NO NO NO NO NO YES - R X NO NO NO NO NO NO YES - R X NO NO YES - R X NO NO YES - RH YES RM YES - R X NO NO

TITLE IX AND HUMAN RIGHTS REPORTING INSTRUCTIONS

Parents and students may also make a direct report to the Human Rights Officer/Title IX Coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522.

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

SCHOOLS AND ADMINISTRATION

SCHOOLS AND ADMINISTRATION		
	Phone	Email
<u>District Office</u>	507.663.0600	
201 Orchard Street South, Northfield	507.663.0611 (fax)	
Superintendent: Dr. Matt Hillmann	507.663.0629	mhillmann@northfieldschools.org
Executive Admin Asst: Anita Aase	507.663.0629	aaase@northfieldschools.org
Office Specialist, Marianne Moser	507.663.0600	mmoser@northfieldschools.org
Bridgewater Elementary	507.664.3300	
401 Jefferson Parkway, Northfield	507.664.3308 (fax)	
Principal: Nancy Antoine	507.664.3301	nantoine@northfieldschools.org
Admin Asst: Jessica Huebsch	507.664.3301	ihuebsch@northfieldschools.org
Greenvale Park Elementary	507.645.3500	
500 Lincoln Parkway, Northfield	507.645.3505 (fax)	
Principal: Sam Richardson	507.645.3501	srichardson@northfieldschools.org
Admin Asst: Renee Malecha	507.645.3501	rmalecha@northfieldschools.org
Spring Creek Elementary	507.645.3470	
1400 Maple Street, Northfield	507.645.3469 (fax)	
Principal: Scott Sannes	507.645.3471	ssannes@northfieldschools.org
Admin Asst: Amy Truman	507.645.3471	atruman@northfieldschools.org
Northfield Middle School	507.663.0650	
2200 Division Street S., Northfield	507.663.0660 (fax)	
Principal: Greg Gelineau	507.663.0669	ggelineau@northfieldschools.org
Assistant Principal: Michael O'Keefe	507.663.0667	mokeefe@northfieldschools.org
Admin Asst: Amy Stowe	507.663.0651	astowe@northfieldschools.org
Northfield High School	507.663.0630	
1400 Division Street S., Northfield	507.645.3455 (fax)	
Principal: Joel Leer	507.645.3400	ileer@northfieldschools.org
Assistant Principal: Rico Bohren	507.645.3401	rbohren@northfieldschools.org
Assistant Principal: Nancy Veverka	507.645.3450	nveverka@northfieldschools.org
Admin Asst: Lori Christophersen	507.645.3473	lchristophersen@northfieldschools.org
Area Learning Center	507.645.1201	
201 Orchard Street South, Northfield	507.645.1250 (fax)	
ALC Director: Daryl Kehler	507.645.1201	dkehler@northfieldschools.org
Admin Asst: Katie Bauer	507.645.1201	kbauer@northfieldschools.org
Northfield Community Education Center	507.664.3650	
700 Lincoln Parkway, Northfield	507.664.3651 (fax)	
Director of Community Education: Erin Bailey	507.664.3650	ebailey@northfieldschools.org
Admin Asst: Jodi DiMaggio	507.664.3657	idimaggio@northfieldschools.org
District Services	507.663.0600	
201 Orchard Street South, Northfield	507.663.0611 (fax)	
Director of Instructional Services: Hope Langston	507.645.3436	hlangston@northfieldschools.org
Admin Asst: Debbie O'Meara	507.663.0622	domeara@northfieldschools.org
Director of Special Services: Cheryl Hall	507.645.3410	chall@northfieldschools.org
Assistant Director of Special Services: Sara Pratt	507.645.1234	spratt@northfieldschools.org
Admin Asst: Jordan Streiff	507.645.3410	istreiff@northfieldschools.org
Director of Technology Services: Nate Knutson	507.664.3399	nknutson@northfieldschools.org
Admin Asst: Debbie O'Meara	507.663.0622	domeara@northfieldschools.org

Policy 504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to establish expectations of dress and grooming that support and enhance the educational process of the <u>Northfield School District</u>.

II. GENERAL STATEMENT OF POLICY

- A. Dressing appropriately for school activities is the joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
 - 1. Clothing bearing a message that is lewd, vulgar, obscene, <u>defamatory</u>, <u>profane</u>, <u>sexually explicit or discriminatory</u>.
 - 2. Apparel promoting products or activities that are illegal for use by minors.
 - 3. Emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in board policy 413.
 - 4. Dress or grooming that interferes with the educational environment of the school or the classroom.
 - 5. Any apparel or footwear that would damage school property.
- D. The use of headgear, including hats or head coverings, are governed by the school handbooks and Student Citizenship Handbook.
- Đ. E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others, or create a disruption in the school environment.
- E. F. "Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an

identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgment of the administration (<u>principal</u>, <u>assistant principal</u>, and/or <u>designee</u>), a student's appearance, grooming or mode of dress does not adhere to this policy, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified and other disciplinary measures may be taken.
- B. Dress and grooming guidelines shall be included in the elementary, middle school, and high school handbooks. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. An organized student group shall receive administrative approval before recommending a form of dress for a specific student sponsored event.
- D. Any student who feels offended by an individual's dress may report that concern to an adult staff, a teacher or to school administration in the building or to school administration.

Policy 504 Student Dress and Appearance Adopted: 02.26.2007; Updated 12.2013, INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

Legal References: U. S. Const., amend. I

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969) Stephenson v. Davenport Community School District, 110 F.3d 1303 (8th Cir. 1997)

B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)

D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6th Cir. 2007)

Hardwick v. Heyward, 711 F.3d 426 (4th Cir.2013)

B.W.A. v. Farmington R-7 Sch. Dist., 554 F. 3d 734 (8th Cir. 2009)

Madrid v. Anthony, 510 F. Supp.2d 425 (S.D. Tex. 2007) Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)

Hicks v. Halifax County Board of Educ. 93 F.Supp.2d 649 (E.D.N.C. 1999) McIntire v. Bethel School, I.S.D. No. 3, 804 F. Supp. 1415 (W.D. Okla. 1992) Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F. Supp. 820, (N.D. Ill. 1987)

Cross References: Board Policy 413 (Harassment and Violence)

Board Policy 506 (Student Discipline)

Board Policy 525 (Violence Prevention)

I. <u>PURPOSE</u>

The purpose of this policy is to provide guidance to Northfield School District's professional staff, parents, and students regarding student promotion, retention, and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve an acceptable level of academic proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. <u>Promotion</u>

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year unless retention is determined as described as follows.

B. Retention

Retention of a student may be considered when professional staff or parents feel that it is in the best interest of the student. In addition to academic achievement, pPhysical development, maturity, and emotional factors shall also be considered, as well as scholastic achievement and/or a nationally normed retention scale (e.g., Light's Retention Scale). The parents/guardians will have the final decision on retention. Parents/guardians will sign a letter agreeing/not agreeing to retention. The signed letter will be filed in the student's cumulative folder.

C. Program Design

1.	The superintendent, with participation of the professional staff and
	parents, shall develop and implement programs to challenge students that
	are consistent with the needs of students at every level. A process to assess
	and evaluate students for program assignment shall be developed in
	coordination with such programs. Opportunities for special programs and
	placement outside of the school district shall also be developed as
	additional options. All programs will be aligned with creating the World's
	Best Workforce.
2.	The district will adopt guidelines for assessing and identifying
	students for participation in gifted and talented programs. The guidelines
	should include the use of:

a. Multiple objective criteria, and

<u>b.</u>	Assessments and procedures that are valid and reliable, fair,
	and based on current theory and research. Assessments and
	procedures should be sensitive to under-represented groups,
	including, but not limited to, low-income, minority,

3.	The district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the district will:
	a. Assess a student's readiness and motivation for
	acceleration.
	b. Match the level, complexity and pace of the curriculum to a student to achieve the best type of academic acceleration
	for that student.
4	The district will adopt procedures that describe the comprehensive

twice-exceptional, and English learners.

4. The district will adopt procedures that describe the comprehensive
evaluation in cognitive, social, and emotional development domains to
help determine a child's ability to meet kindergarten grade expectations
and progress to first grade in the subsequent year for early admission to
kindergarten or first grade of gifted and talented learners. The
comprehensive evaluation must use valid and reliable instrumentation, be
aligned with state kindergarten expectations, and include a parental report
and teacher observations of the child's knowledge, skills, and abilities.
The procedures must be sensitive to under-represented groups.

Policy 513 Student Promotion, Retention, and Program Design

Adopted: 10.22.2007; Updated: INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)

Minn. Stat. § 123B.143, subd. 1 (Superintendents)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and

Exemptions for IEP, Section 504 Accommodation and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)

MSBA/MASA Model Policy 620 (Credit for Learning)

Policy 520.1 USE OF RESEARCH INVOLVING STUDENTS, EMPLOYEES AND/OR DISTRICT DATA (INCLUDING RESEARCH REQUESTS)

I. PURPOSE

The purpose of this policy is to establish guidelines for considering and approving requests for student, employee, or district use of data, including research requests, in the Northfield School District.

II. RESEARCH REQUEST

Individuals or organizations that wish to conduct research using district or school data, or using employees or students as subjects, must submit a written request in advance, using the form, "Request to Conduct Research in District 659" to the superintendent or their designee.

III. APPROVAL CRITERIA

For student, employee, or district data and research study requests, the district data sharing and confidentiality agreement must be submitted by the requestor and authorized by the superintendent or their designee. The superintendent or their designee has sole discretion to approve student, employee, or district data and research study requests.

For a research study to be approved, it must meet the following criteria:

- A. Protect the rights and welfare of any human subjects, including providing the following information to parents of children who may be research subjects or to adults who may be subjects:
 - 1. An explanation of the research procedures and their purpose.
 - 2. A description of any possible risks and/or benefits to be expected.
 - 3. An offer to respond to inquiries about the procedures.
 - 4. Instruction on the right to refuse to participate or to discontinue participation at any time without prejudice.
- B. Be a direct benefit to District No. 659 the district or one or more district schools.
- C. Contribute to the advancement of education in general.
- D. Not disrupt the ongoing educational process and/or duplicate recent research projects in the district.

IV. CONSIDERATION OF RESEARCH REQUEST

In considering a request to conduct research in a specific school or department, the superintendent or their designee will consult with the principal, department head and other appropriate personnel. The decision of the superintendent or their designee shall be final.

V. COMMUNICATIONS

The principals shall be kept informed of research projects approved by the superintendent or their designee. The researcher will provide to the principals and the superintendent a free copy of the results/papers/publications upon completion of the research.

Policy 520.1 Use of Students, Employees and/or District Data (Including Research Requests)

Adopted: 10.22.2007; Updated: INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

Policy 526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district Northfield School District and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school district policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

I. The district will investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, subjects a student to extreme mental stress, embarrassment, shame or humiliation, or adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than <u>one business</u> day 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. District property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club or organization having students as its primary members or participants. It includes, but is not limited to, grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees_shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. District personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as

- permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the district shall undertake or authorize an investigation by district officials or a third party designated by the district.
- B. The building report taker or other appropriate district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by the policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable district policies and regulations.
- E. The district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

The district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing who provides information about hazing who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

A copy of this policy is available from the superintendent's office and is published on the district's website. shall appear in each school's student handbook and in each school's Building and Staff handbooks. The district will develop a procedure for disseminating of discussing this policy with students and employees.

Policy 526 Hazing Prohibition

Adopted: 10.22.2007; Updated: 10.27.2010, 02.2015, INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe

and Supportive Minnesota Schools Act)

Minn. Stat. § 121A.40 to 121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

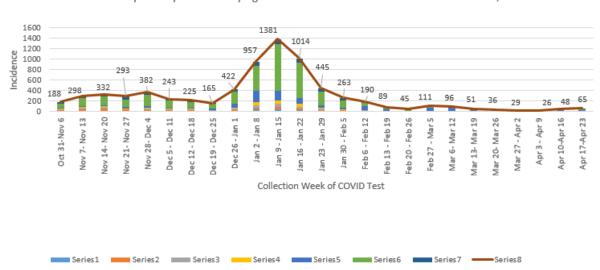
Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence) MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Executive Summary: This report provides an overview of the district's operations, bright spots, anti-racism work, and response to COVID-19.

The graph below represents the COVID-19 cases in Rice County per week. The chart is from the Rice County Public Health website.



Rice County Weekly Incidence by Age and Collection Week of COVID Test October 31, 2021-Present

The district implemented its updated COVID-19 protocols in K-12 schools on Feb. 21. On March 7, the district aligned the COVID-19 protocols at the Northfield Community Education Center (NCEC) with the protocols with K-12 schools. Face masks are recommended but optional across the entire school district. The vaccination requirement for volunteers has also been removed as of March 14. As of May 5, the district reported 111 new COVID-19 cases in the previous 14 days. People can view the latest district data through the district's COVID-19 dashboard at:

https://northfieldschools.org/covid-19/reported-covid-19-cases-dashboard/

The influenza-like illness (ILI) rates have been within the district's parameters. During the week of April 25—April 29, four of seven schools averaged less than 1% of their students absent due to ILI symptoms. All schools were below 5%.

Northfield Teaching Fellows Selected

strategic commitment highlights: people, learner outcomes, equity

As previously reported, the Northfield Public Schools was one of only six districts in the state to win a competitive "Grow Your Own" grant from the Minnesota Department of Education to help Black, Indigenous, and People of Color (BIPOC) members of our community attain their teaching licenses. The Northfield Teaching Fellows Council recently selected the first five recipients: Jennifer Antoine, Nadine Bartolo, Adriana Bermudez Araujo, Alondra Esmeralda Ortiz Martinez, and Karen Lorena Rodriguez Rojas.

Teaching fellow candidates must meet one of the following criteria: have graduated from Northfield Public Schools, be a parent of a current Northfield Public Schools student, live within the Northfield Public School district boundaries; and/or be a current Northfield Public Schools employee.

Teaching fellows receive up to \$2,500 per year in tuition assistance, one-on-one advising support throughout the program, a \$1,000 stipend per year to assist with other living or college costs, and a connection with a mentor teacher.

NORTHFIELD PUBLIC SCHOOLS School Board Minutes

April 25, 2022 District Office Boardroom

1. Call to Order

Board Chair Claudia Gonzalez-George called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Baraniak, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Absent: Butler. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

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

3. Public Comment

There were public comments.

4. Announcements and Recognitions

• The school board recognized all senior members and one junior member of the DYC and presented each with a certificate of appreciation: Amelia Arnold, Moriah Bamonte-Grebis, Christian Cardenas, Sylvi Hanson, Maryam (Mimi) Keita, Simon McDonald, Ananda Myint, Julia Peterson and David Rhoades.

5. Items for Discussion and Reports

- a. <u>District Youth Council (DYC) Recap</u>. The purpose of the DYC is to foster relationships between the school board, administration and the student body. DYC co-chairs Amelia Arnold and Sylvi Hanson provided an end-of-year recap of the 2021-22 school year.
- b. <u>Arcadia Charter School Application</u>. Laura Stelter, Executive Director of Arcadia Charter School, and Superintendent Hillmann provided an overview of the application for the next five-year contract for Arcadia. The contract will be presented at the May 9 board meeting and the board will be requested to approve the new contract at the May 23 board meeting.
- c. <u>Proposed 2022-2023 Child Nutrition Fund Budget</u>. Stephany Stromme, Director of Child Nutrition, presented the 2022-2023 proposed child nutrition budget. This fund is used to record financial activities of providing nutrition services to students, which include preparation and service of the milk, meals, and snacks in connection with school and community services activities. No board action was required at this meeting.
- d. <u>Budget Prioritization Plan and Recommended Program Reductions</u>. Dr. Hillmann and Director Mertesdorf presented the budget prioritization plan. This included a recap of the budget prioritization process and a review of the department and program reductions recommended by administration based on the priorities established by the elementary, secondary and district services budget teams. The board will be asked to approve the recommended department and program reductions at the May 9 regular board meeting.

At 8:58 p.m., on a motion by Baraniak, seconded by Goerwitz, the board moved to continue the meeting past 9:00 p.m. On a motion by Gonzalez-George, seconded by Goerwitz, the board moved to take a ten minute recess. The board reconvened at 9:09 p.m.

e. <u>Superintendent Operations and COVID-19 Update</u>. Dr. Hillmann provided an update about district operations, and local and county COVID-19 data. The COVID-19 positivity numbers have increased slightly and ILI rates remain stable. The district continues monthly anti-racism training seminars with licensed staff and the Northfield High School Facility Task Force will hold its last meeting later this week. We welcome two

new administrators to our district's leadership team: Bubba Sullivan has been recommended as the Northfield High School Director of Student Activities, and Nate Knutson has been appointed to a position that merges his current responsibilities as Network Manager with the Director of Technology Services position. The district completed its 2022 Minnesota Comprehensive Assessment (MCA) testing this week. Northfield Public Schools ranks 469 out of 502 districts in the state for our per pupil spending on administration.

6. Committee Reports

There were no committee reports.

7. Consent Agenda

On a motion by Pritchard, seconded by Goerwitz, the board approved the consent agenda.

a. Minutes

• Minutes of the Regular School Board meeting held on April 11, 2022

b. <u>Gift Agreements</u>

- \$2,400.00 from Mary C. Henry Step Up Scholarship Fund of the Capital Group American Funds for Step Up Scholarships
- \$1,000.00 from Schieck Orthodontics for Schieck Orthodontics Scholarship

c. Financial Report.

<u>Financial Report - December 2021</u>. Director of Finance Val Mertesdorf requested the board approve paid bills totaling \$2,130,941.20, payroll checks totaling \$3,648,269.14, a wire transfer totaling \$250,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$650,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for December 2021. At the end of December 2021 total cash and investments amounted to \$24,834,271.80.

d. Personnel Items

i. Appointments

- 1. Nicholas Bornhauser, Summer Seasonal Grounds/Custodial Worker with the District, beginning 6/6/2022-8/19/2022; \$15.75/hr.
- 2. Tory Borovsky, Site Supervisor/Scheduler with Community Education Recreation, beginning 5/6/2022-8/31/2022; \$11.89/hr.
- 3. Millie Bouvin, Program Assistant with Community Education Recreation, beginning 4/25/2022-5/31/2022; \$10.33/hr.
- 4. Hannah Breiland, Event Worker at the Middle School, beginning 4/22/2022.
- 5. Laura Holman, Program Assistant with Community Education Recreation, beginning 4/18/2022-5/31/2022; \$10.33/hr.
- 6. Kyle Malecha, Summer Seasonal Grounds/Custodial Worker with the District, beginning 5/16/2022-8/19/2022; Year 2-\$15.75/hr.
- 7. Connor Nagy, Summer Seasonal Grounds/Custodial Worker with the District, beginning 5/23/2022-8/19/2022; Year 2-\$15.75/hr.
- 8. Sophia Nevin, Special Ed EA PCA for 6.3 hours/day at the NCEC, beginning 4/25/2022-6/9/2022; Step 1-\$16.17/hr.
- 9. Leta Prestemon, Program Supervisor with Community Education Recreation, beginning 4/18/2022-5/31/2022; \$10.89/hr.
- 10. Ailie Deloia, AP Test Proctor at the High School, beginning 5/1/2022-5/31/2022.
- 11. Julie Kendle, AP Test Proctor at the High School, beginning 5/1/2022-5/31/2022.
- 12. Sue Reuvers, Community School Site Assistant for up to 7 hours/day for 4 days/week at Greenvale Park, beginning 6/23/2022-7/7/2022; Step 4-\$15.48/hr.
- 13. Belinda Zubia, Community School Site Assistant for up to 7 hours/day for 4 days/week at Greenvale Park, beginning 6/23/2022-7/7/2022; Step 1-\$14.11/hr.

ii. <u>Increase/Decrease/Change in Assignment</u>

1. Nancy Becker, Nurse at the Middle School, add Summer PLUS/BLAST Nurse for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park/High School. effective 7/5/2022-8/11/2022.

- 2. Tory Borovsky, Site Supervisor with Community Ed Recreation, add Building Supervisor with Community Ed Recreation, effective 5/6/2022-8/31/2022; \$17.41/hr.
- 3. Stephen Cade, Teacher at the High School, add Summer PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Lane/step
- 4. Caitlin David, Teacher at Bridgewater, add Summer PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Lane/step
- 5. Kyle Fearing, Teacher at the Middle School, add Boys Assistant Basketball Coach at the High School, effective 11/20/2022; Level 1, Step 8
- Michael Garlitz, Community School Site Leader at Greenvale Park, add Community School Summer Site Assistant for up to 35 hours/week for 3/weeks at Greenvale Park, effective 6/20/2022-7/8/2022; Step 4-\$15.48/hr.
- 7. Cortney Gillum, Nurse at Greenvale Park, add Summer PLUS/BLAST Nurse for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park/High School. effective 7/5/2022-8/11/2022.
- 8. Julene Johnson, Gen Ed EA at Bridgewater, add Community School Summer Site Assistant for up to 28 hours/week for 2/weeks at Greenvale Park, effective 6/23/2022-7/7/2022; Step 4-\$15.48/hr.
- 9. Nate Knutson, Network Manager District Wide, change to Director of Technology Services with the District, effective 4/20/2022; \$105,000 + step 1-prorated.
- 10. Mackenzie Kodada, Long Term Substitute Teacher at Spring Creek, add Summer PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Lane/step
- 11. Kristi Kortuem, Teacher at the Middle School, add .5 Head Girls Swim Coach at the High School, effective 8/14/2022; Level 2 Head Coach .50 FTE, Step 1
- 12. Kristi Kortuem, Grade 6 Math Teacher at the Middle School, change to Math Teacher at the High School, effective 8/25/2022.
- 13. Kayla LaVoy, 1.0 FTE Second Grade Teacher for the 2021-2022 school year only at Bridgewater, change to 1.0 FTE Second Grade Teacher-ongoing at Bridgewater, effective 4/18/2022.
- 14. Ellen Mucha, .4 English/.6 ADSIS Teacher at the High School, change to 1.0 FTE MTSS Teacher at the High School, effective 8/25/2022.
- 15. Jacob Odell, 1.0 Boys Tennis Coach at the Middle School, change to .5 Boys Head Tennis Coach and .5 Assistant Tennis Coach at the Middle School, effective 4/4/2022.
- Ashley Opatrny, Special Ed Teacher at Greenvale Park/Portage, change to Special Ed Teacher at Spring Creek, effective 8/25/2022.
- 17. Brian Porter, Assistant Boys Swim Coach at the High School, change to .5 Head Girls Swim Coach at the High School, effective 8/15/2022; Level 2-.50 FTE, Step 1
- 18. Sydney Rodgers, Grade 1 Teacher at Spring Creek, change to Teacher at Bridgewater, Grade TBD, effective 8/25/2022.
- 19. Darrell Sawyer, Teacher at the Middle School, add Private Lesson Sport Coach with Community Education Recreation, effective 4/23/2022-8/31/2022; \$36/person per hour for a single private lesson & \$20/person per hour for a semi-private lesson of up to five people.
- 20. Ann Schmidt, CNA III at the High School, add Concessions Coordinator at the High School, effective 8/15/2022; Stipend \$3,000
- 21. Renae Schuster, Grade 4 Teacher at Bridgewater, change to Grade 3 Teacher at Bridgewater, effective 8/25/2022.
- 22. Paul Stanton, 1.0 Guidance Counselor for the 2021-2022 school year only at the ALC, change to 1.0 Guidance Counselor-ongoing at the ALC, effective 4/18/2022.
- 23. Bob Sullivan, English Teacher at the High School, change to Student Activities Director at the High School, effective 7/1/2022; AD salary + step 1.
- 24. Eric Swan McDonald, .70 Science Teacher ALC/ .30 Science Teacher High School, change to 1.0 FTE Science Teacher at the ALC, effective 8/25/2022.
- 25. Erik Swenson, Grade 4 Compañeros Teacher at Bridgewater, change to Grade 2 Compañeros Teacher at Bridgewater, effective 8/25/2022.
- 26. Gina Swenson, Grade 2 Teacher at Spring Creek, change to Grade 1 Teacher at Spring Creek, effective 8/25/2022.
- 27. Nate Truman, Grade 3 Teacher at Bridgewater, change to Grade 4 Teacher at Bridgewater, effective 8/25/2022.
- 28. Cydney Ulvestad, Community School Site Assistant at Greenvale Park, add Community School Summer Site Assistant for up to 28 hours/week for 2/weeks at Greenvale Park, effective 6/23/2022-7/7/2022; Step 4-\$15.48/hr.
- 29. Cheryl Mathison, Teacher at the ALC, add ALC Boundary Waters Summer Teacher for up to 40 hours, effective 6/13/2022-6/17/2022.

- 30. Danielle Olson, .5 FTE School Social Worker at the NCEC, change to 1.0 FTE School Social Worker at Bridgewater, effective 8/25/2022-6/9/2023.
- 31. John Schnorr, 1.0 FTE Speech Language Pathologist at the NCEC, change to .5 FTE Speech Language Pathologist at the NCEC, effective 7/1/2022-6/9/2023.
- 32. Heather Stanton Ims, MYSC Teacher at the Middle School, extending MYSC Teacger position that ends on 5/12/2022 to 5/18/2022 at the Middle School, effective 4/25/2022.
- 33. Eric Swan McDonald, Teacher at the ALC, add ALC Boundary Waters Summer Teacher for up to 40 hours, effective 6/13/2022-6/17/2022.
- 34. Rebecca Stoufis, Special Ed Teacher with Portage, change to Special Ed Teacher DCD Mild/Moderate at the High School, effective 8/25/2022.

iii. Leave of Absence

- 1. Leah Sand, Teacher at the High School, Family/Medical Leave of Absence, beginning 4/11/2022 and continue on an intermittent basis for up to 60 work days.
- 2. Bob Sullivan, Teacher at the High School, Leave of Absence for the 2022-2023 school year.
- 3. Lily Landry, Teacher at Greenvale Park, Leave of Absence for the 2022-2023 school year.

iv. Retirements/Resignations/Terminations

- 1. Faith Ring, Program Supervisor with Community Recreation, declined position, effective 4/21/2022.
- 2. Jeff Sullivan, EA at the High School, resignation effective 4/11/2022.
- 3. Winston Vermilyea, EA at Spring Creek Elementary, termination effective 4/20/2022.

8. Items for Individual Action

a. Resolution for Termination and Non-Renewal of Probationary Licensed Staff. On a motion by Pritchard, seconded by Baraniak, the board adopted the Resolution related to the termination and non-renewal of the teaching contract of the probationary licensed teachers listed below effective at the close of the current 2021-2022 school year. On a roll call vote, voting 'yes' were Baraniak, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'. Absent: Butler.

Name	FTE	<u>Position</u>
Arends, Chelsey	1.0	Special Education
Broughton, Scott	1.0	English (long-term substitute)
Carlson, Kathryn	1.0	Grade 5 (long-term substitute)
Engle, Kari	1.0	Grade 3 (long-term substitute)
Hruby, Anna	1.0	Grade 3
Kelly, Anna	1.0	Grade 2 (long-term substitute)
Kodada, Mackenzie	1.0	Grade 4 (long-term substitute)
Kohlbeck, Madeline	1.0	Grade 2
Latterner, Megan	1.0	ECSE - Hand-in-Hand Preschool
Musicant, Elizabeth	.40	German
Schultz, Martha	1.0	Grade 3 (long-term substitute)
Weber, Jessica	1.0	Elementary Portage

9. Items for Information

- a. <u>Community Open Forum</u>. The budget prioritization community open forum is scheduled at Northfield Middle School on Tuesday, May 3, 5:30 p.m. 8:30 p.m.
- b. <u>National Teacher Appreciation Week is May 1 7, 2022</u>. Teacher Appreciation Week is celebrated in the first full week of May and is our chance to say thank you to those that play or have played such a huge role in our lives. Teacher Appreciation Day is Tuesday, May 3, and we recognize the dedicated educators across the country, in our state, and in our district, and the lasting contributions they make to our lives.
- c. <u>Graduation Update</u>. ALC graduation is scheduled at 6:00 p.m. on Wednesday, June 1, in the Middle School Auditorium. Northfield High School's graduation is scheduled at 2:00 p.m. on Sunday, June 5, at Memorial Field.

10. Future Meetings

- a. Monday, May 9, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, May 23, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

- c. Monday, June 13, 2022, 4:00 p.m. 5:45 p.m., NHS Work Session, Northfield DO Boardroom
- d. Monday, June 13, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

11. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the board adjourned at 10:13 p.m.

Noel Stratmoen School Board Clerk

This agreement made this 22 day of April, 2002, by and
between QSC of Northfield,
hereinafter the "Donor", and Independent School District No. 659,
Northfield, Minnesota, pursuant to the District's policy for receiving gifts
and donations, as follows:
<u>TERMS</u>
CL# 515552 \$ 2560.00-
Och 515552 & 2500.00- Donation to Strike out Cancer- Sylball
Fundraiser CCC DA 18 C:11
QSC 9 Northfield
Donor
Fundraiser QSC Q Modhfield Donor By: Received in Arthrities office
Approved by resolution of the School Board on the day of,
INDEPENDENT SCHOOL DISTRICT No. 659
By:
Clerk

This agreement made this 22 day of 400 , 200 , by and
between Bell Bank,
hereinafter the "Donor", and Independent School District No. 659,
Northfield, Minnesota, pursuant to the District's policy for receiving gifts
and donations, as follows:
<u>TERMS</u>
CL# 238295 - \$ 2000.00 donation
CL# 238395 - \$ 2000.00 donation fin Strike out for Cancer- softall fundraiser
Bell Barle Donor
By: Received in Admittes Office
Approved by resolution of the School Board on the day of,
INDEPENDENT SCHOOL DISTRICT No. 659
By:
Clerk

This agreement made this 22 day of April, 2022, by and
between Northfield Softball Association,
hereinafter the "Donor", and Independent School District No. 659,
Northfield, Minnesota, pursuant to the District's policy for receiving gifts
and donations, as follows:
TERMS (L# 1015, \$2,047.00, concessions donation for Strike Out Cancer Softball fundraiser.
Northfield Softball Association Donor By: Received in Activities office
By: Received in Activities office
Approved by resolution of the School Board on the day of,
INDEPENDENT SCHOOL DISTRICT No. 659
By:
Clerk

This agreement made this 3rd day of May, 2022, by and between Jana Hirsch
between Jana Hirsch,
hereinafter the "Donor", and Independent School District No. 659,
Northfield, Minnesota, pursuant to the District's policy for receiving gifts
and donations, as follows:
TERMS \$2,000,00 for TLR Scholarship, check # 1215.
Jana Hirsch Donor By: Received in the District Office
Approved by resolution of the School Board on the day of, INDEPENDENT SCHOOL DISTRICT No. 659
By:
Clerk

This agreement made this 4th day of May, 2022, by and
between The Rodgers Family Foundation,
hereinafter the "Donor", and Independent School District No. 659,
Northfield, Minnesota, pursuant to the District's policy for receiving gifts
and donations, as follows:
TERMS \$3,000.00 for the David Rodgers Scholarship, check# 1026
The Rodgers Family Foundation Donor By: Received in the District Office
By: Received in the District Office
Approved by resolution of the School Board on the day of,
INDEPENDENT SCHOOL DISTRICT No. 659
By:
Clerk

RESOLUTION ACCEPTING DONATIONS

The !	following	resolution	was	moved	by	and	seconded	by	:
	0				-			-	

WHEREAS, Minnesota Statutes 123B.02, Sub. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, **BE IT RESOLVED**, that the School Board of Northfield Public Schools, ISD 659, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)		
QSC of Northfield	\$2,500.00	Strike Out Cancer softball fundraiser		
Bell Bank	\$2,000.00	Strike Out Cancer softball fundraiser		
Northfield Softball Association	\$2,047.00	Strike Out Cancer softball fundraiser		
Jana Hirsch	\$2,000.00	TLR Scholarship		
The Rodgers Family Foundation	\$3,000.00	David Rodgers Scholarship		

The	vote	on	adoption	of	the	Resolution	was	as	follows:

Aye: Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Claudia Gonzalez-George, Chair

By: Noel Stratmoen, Clerk

INDEPENDENT SCHOOL DISTRICT 659 NORTHFIELD, MINNESOTA PERSONNEL POLICIES AND PRACTICES

Confidential Employees

JULY 1, 2022 THROUGH JUNE 30, 2024

ARTICLE I EMPLOYMENT

<u>Section 1.01 – Introduction</u>

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield ("District"). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the Veterans' Preference Act, granting the employee employment rights.

Section 1.02 – <u>Basic Services</u>

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

Section 1.03 - Duty Year/Work Day

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines. The work day shall be 8 hours/day.

ARTICLE II SALARIES

Section 2.01 - Compensation

The annual salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A, B and C.

While the District reserves the right to set salaries, it will seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

Section 2.02 – Experience Credit

Individuals employed before January 1st, who are still employed by the District on June 30th, shall for the purposes of salary increases be given credit for (1) year of experience.

Section 2.03 - Holidays

Employees who work 20 hours or more per week, with a duty year of 50 or more weeks, shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the immediate supervisor.

ARTICLE III VACATION/LEAVES

Section 3.01 - Vacation

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for vacation.

Vacations for employees working 50 or more weeks per year shall be as follows:

20 days of vacation per year.

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 50 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor.

Payment for unused, earned vacation balances as limited by the previous paragraph will be made by the School District upon termination or separation of employment.

Employees working fewer than 50 weeks per year shall not receive vacation.

Section 3.02 - Sick Leave

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave.

Employees shall receive sick leave at the rates listed below to a maximum accumulation of 228 days:

Employees working a duty year of less than 50 weeks
Employees working a duty year of 50 weeks or more

10 days/year
13 days/year

Sick leave shall be available to the employee at the beginning of the year (July 1st), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of his/her position.

Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay his/her fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

There shall be no payment for unused, earned sick leave balances upon termination or separation of employment, for any reason, with the School District.

<u>Section 3.03 – Disaster Leave</u>

The Employer will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.

Section 3.04 – Bereavement Leave

Employees may be allowed up to ten (10) days per year of leave with pay in case of death.

Bereavement leave may be used in the case of a death of family members or friends.

Time off for critical illness/bereavement shall be deducted from unused sick days.

Section 3.05 - Personal Leave

The employee shall be allowed five (5) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor via the District substitute/leave reporting system. No more than three (3) days can be used consecutively except for extenuating circumstances. A deduction of these days will be made from sick leave.

Section 3.06 - Leave of Absence Without Pay

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

Section 3.07 - Child Care Leave and Adoption Leave

- A. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.
- B. An employee making application for unpaid child care leave shall inform the superintendent in writing of his/her intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the employee will attempt to work out a satisfactory plan for the leave.
- C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 3.02 is available for any period of disability associated with the pregnancy prior to the commencement of the child care leave.
- D. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care leave or the duration of such leave.
- E. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:
 - (1) grant any leave more than six (6) months in length or at the beginning of the school year following such six (6) month period.
 - (2) permit the employee to return to his or her employment prior to the date designated in the request for child care leave.

- F. An employee returning from child care leave shall have a right to return to his or her original position as specified in the employee's child care leave plan if the employee's leave is commenced and concluded within the same fiscal year. If the employee's child care leave plan does not call for his or her return within the fiscal year it is commenced, the employee shall have the right to be returned to an equivalent contractual position, unless such employee has been previously terminated pursuant to the provision of M.S. 122A.40 or such employee has been placed on unrequested leave pursuant to the provisions of M.S. 122A.40.
- G. Failure of the employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension in the leave.
- H. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the commencement of the leave. The employee shall accrue additional experience credit or leave time during the period of absence for child care leave only if the leave commences and ends within the same fiscal year.

Section 3.08 – Religious Observance Leave

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

Section 3.09 – <u>Judicial Duty</u>

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty. Advance notice to the building administrator is required to permit the scheduling of a substitute, if required. An employee is also required to notify the building administrator immediately upon being excused from judicial duty.

Section 3.10 – <u>Superintendent's Discretionary Leave</u>

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or his/her authorized representative.

Section 3.11 – <u>School Conference and Activities Leave</u>

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school

conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances.

In addition to the statutory definition of school conference and activity leave, employees may also use school conference and activity leave for post-secondary college visits for high school age students.

Such leave will be deducted from the employee's sick leave allowance.

ARTICLE IV INSURANCE

Section 4.01– Insurance Eligibility

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for group insurance coverage.

Section 4.02 - <u>District Obligation</u>

The District's only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 4.03 - Health and Hospitalization

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The effective date for employer contributions shall be January 1.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.04 - Dental Insurance

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single or family coverage. The effective date for employer contributions shall be January 1.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.05- Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$100,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

Section 4.07 - Liability Insurance

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

Section 4.08 - Duration of Insurance Contribution

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this manual. However, the employee may be continued in the group insurance plans at his or her own expense for a period following separation determined by the insurance carrier and applicable laws.

ARTICLE V OTHER BENEFITS

Section 5.01 - Travel

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

Section 5.02 - <u>Professional Improvement</u>

The employee will participate in professional development activities which are directly related to his or her areas of responsibility and other areas designated by their immediate supervisor. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other

educational agencies when attendance thereof is required, directed, or permitted by their immediate supervisor.

Section 5.03 – <u>Professional Membership Dues</u>

The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the district.

Section 5.04 - Vandalism Reimbursement

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

ARTICLE VI RETIREMENT

Section 6.01 – <u>Retirement Insurance</u>

If the employee retires upon attaining age fifty-five (55) or thereafter and has at least ten (10) years experience in the School District, they may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The employee may continue participation in the District's group term life insurance plan according to provisions of Section 4.05 at the employee's own expense until the employee is eligible for Medicare.

The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for six (6) years from the date of retirement.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611

APPENDIX A

SALARIES AND DUTY YEAR 2022-23

Position	Duty Year	Annual Salary
Executive Assistant to Superintendent	52 weeks	\$78,637
& School Board		

APPENDIX B

SALARIES AND DUTY YEAR 2023-24

Position	Duty Year	Annual Salary
Executive Assistant to Superintendent	52 weeks	\$81,861
& School Board		

APPENDIX C STEPS FOR SERVICE

Step 1	\$0
Step 2	\$1,000
Step 3	\$2,000
Step 4	\$3,000

INDEPENDENT SCHOOL DISTRICT 659 NORTHFIELD, MINNESOTA PERSONNEL POLICIES AND PRACTICES

Coordinator of District Grounds, Coordinator of District Maintenance,
District Electrician and Assistant Grounds Keeper

AGREEMENT EXTENDS FROM
JULY 1, 2022, THROUGH JUNE 30, 2024

ARTICLE I EMPLOYMENT

<u>Section 1.01 – Introduction</u>

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield ("District"). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the Veterans' Preference Act, granting the employee employment rights.

Section 1.02 – <u>Basic Services</u>

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

Section 1.03 - <u>Duty Year</u>

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines. The employee shall be on duty during any emergency, natural or unnatural, unless they are otherwise excused in accordance with School Board or administrative policy.

ARTICLE II SALARIES AND OTHER COMPENSATION

Section 2.01 - Compensation

The salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A and B.

While the District reserves the right to set salaries, it will seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

Section 2.02 – Experience Credit

Individuals employed before January 1st, who are still employed by the District on June 30th, shall for the purposes of salary increases be given credit for (1) year of experience.

Section 2.03 – <u>License Stipends</u>

License stipends for the District Grounds Coordinator and the District Maintenance Coordinator shall be as follows and does not apply to any other position covered under this agreement:

1st Class License: \$2,100 per year Chief License: \$2,775 per year

The District will allow paid professional meeting time for the employee to attend required license renewal classes. However, the District will not pay the class fee on behalf of the employee.

Section 2.04 – Supplement for Indoor Swimming Pool Maintenance:

Swimming Pool Maintenance \$500 per year

The District will allow paid professional meeting time for the employee to attend required certification renewal classes. However, the District will not pay the class fee on behalf of the employee.

Section 2.05 – Commercial Driver's License

An employee who is required to hold a Commercial Drivers License shall receive a \$750 per year stipend. In the event the employee obtains the Commercial Drivers License after July 1 the stipend will be prorated for the remainder of that fiscal year.

Section 2.06 – Holidays

Employees who work 20 hours or more per week, with a duty year of 52 weeks, shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the immediate supervisor.

Section 2.07 – <u>Uniforms</u>

The annual allotment for uniforms for each employee will be up to five shirts of the employee's choice and eligibility to receive \$400 taxable stipend each year for the purposes of purchasing pants, shoes, coat or other work clothing. School district uniforms must be worn at all times when school is open to the public or to students.

Damaged uniforms may be replaced at the discretion of the school district upon request. It shall be the responsibility of the employee to launder his/her uniforms.

Section 2.08 – Hours of Work and Overtime Pay

The basic work week shall consist of forty (40) hours. Working hours shall be determined by the school administration. Employees shall be paid on the basis of one and one-half (1.5) times the base hourly rate for work beyond the basic work week of forty (40) hours. If called back to work outside of the regular work schedule, there shall be a two (2) hour guaranteed minimum of time, and hours worked outside the regular work schedule for call back purposes shall be paid at 1.5 times the base hourly rate. Employees shall be paid on the basis of two (2) times the base hourly rate for work on Sundays or holidays.

No overtime shall be paid unless it has been specifically authorized by the Superintendent or his/her designee.

Section 2.09 - <u>Travel</u>

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

Section 2.10 - Professional Improvement

The employee will participate in professional development activities which are directly related to his or her areas of responsibility and other areas designated by their immediate supervisor. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by their immediate supervisor.

Section 2.11 – Professional Membership Dues

The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the district.

Section 2.12 - Vandalism Reimbursement

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

ARTICLE III VACATION/LEAVES

Section 3.01 – Vacation

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for vacation.

Vacations for employees working 52 or more weeks per year shall be as follows:

Year of Service in	Number of Vacation
District	<u>Days</u>
1 - 5	15
After 5 Years	20

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st), however, vacation is considered earned on a monthly basis. Individuals hired after July 1st will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 50 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be scheduled with and approved by their immediate supervisor using the District's substitute/leave management system.

If an employee provides at least two (2) weeks advance notice prior to leaving employment with the district, he/she shall be entitled to receive payment for any unused, earned vacation days earned prior to separation.

Employees working fewer than 52 weeks per year shall not receive vacation.

Section 3.02 - Sick Leave

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave.

Employees shall receive sick leave at the rates listed below to a maximum accumulation of 228 days:

Employees working a duty year of less than 50 weeks	10 days/year
Employees working a duty year of 50 weeks or more	12 days/year

Sick leave shall be available to the employee at the beginning of the year (July 1st), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of his/her position. Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee or the employee's dependent child, or another individual as allowed by Minnesota Law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay his/her fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

There shall be no payment for unused, earned sick leave balances upon termination or separation of employment, for any reason, with the School District.

Section 3.03 – <u>Disaster Leave</u>

The Employer will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.

Section 3.04 – Bereavement Leave:

Employees may be allowed up to ten (10) days per year of leave with pay in case of death.

Bereavement leave may be used in the case of a death of family or friends. A deduction of these days will be made from sick leave.

Section 3.05 – Personal Leave

The employee shall be allowed five (5) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor using the District's substitute/leave management system. No more than three (3) days can be used on a consecutive basis except for emergency situations. The Director of Human Resources will approve any exceptions to this language. A deduction of these days will be made from sick leave.

Section 3.06 - Leave of Absence Without Pay

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

Section 3.07 - Child Care Leave and Adoption Leave

- A. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.
- B. An employee making application for unpaid child care leave shall inform the superintendent in writing of his/her intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the employee will attempt to work out a satisfactory plan for the leave.
- C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 3.02 is available for any period of disability associated with the pregnancy prior to the commencement of the child care leave.
- D. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care leave or the duration of such leave.
- E. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:
 - (1) grant any leave more than six (6) months in length or at the beginning of the school year following such six (6) month period.
 - (2) permit the employee to return to his or her employment prior to the date designated in the request for child care leave.
- F. An employee returning from child care leave shall have a right to return to his or her original position as specified in the employee's child care leave plan if the employee's leave is commenced and concluded within the same fiscal year.
- G. Failure of the employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension in the leave.

H. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the commencement of the leave. The employee shall accrue additional experience credit or leave time during the period of absence for child care leave only if the leave commences and ends within the same fiscal year.

Section 3.08 – Religious Observance Leave

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

Section 3.09 – Judicial Duty

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty. Advance notice to the Director of Buildings & Grounds is required to permit the scheduling of a substitute, if required. An employee is also required to notify the Director of Building & Grounds immediately upon being excused from judicial duty.

Section 3.10 – Superintendent's Discretionary Leave

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or his/her authorized representative.

Section 3.11 – School Conference and Activities Leave

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance.

In addition to the statutory definition of school conference and activity leave, employees may also use school conference and activity leave for post-secondary college visits for high school age students.

ARTICLE IV INSURANCE

Section 4.01– Insurance Eligibility

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for group insurance coverage.

Section 4.02 - <u>District Obligation</u>

The District's only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 4.03 - Health and Hospitalization

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The effective date for employer contributions shall be January 1 of each year of this agreement.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.04 - Dental Insurance

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single or family coverage. The effective date for employer contributions shall be January 1 of each year of this agreement.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

Section 4.05 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$100,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

Section 4.06 - Long-Term Disability Insurance

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

Section 4.07 - Liability Insurance

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

Section 4.08 - Duration of Insurance Contribution

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this manual. However, the employee may be continued in the group insurance plans at his or her own expense for a period following separation determined by the insurance carrier and applicable laws.

ARTICLE V LONGEVITY

Section 5.01 - Longevity

Completed Years of Service	<u>2022-23</u>	<u>2023-24</u>
5-9 years of employment inclusive	\$1,000	\$1,000
10-14 years of employment inclusive:	\$1,500	\$1,500
15-19 years of employment inclusive:	\$2,000	\$2,000
20 + years or more of employment:	\$2,500	\$2,500

Section 5.02 – Longevity Pay Schedule

The longevity amounts are on an annual basis and are to be paid in addition to the basic salary. Longevity increments will be divided equally over 24 pay periods during the fiscal year, beginning July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

ARTICLE VI RETIREMENT

Section 6.01 – Retirement Insurance

If the employee retires upon attaining age fifty-five (55) or thereafter and has at least ten (10) years experience in the School District, they may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The employee may continue participation in the District's group term life insurance plan according to provisions of Section 4.05 at the employee's own expense until the employee is eligible for Medicare. The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for three (3) years from the date of retirement.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611.

Section 6.02–403(b) District Matching Plan

Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) plan up to \$3,000 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. Maximum lifetime district contribution will be \$35,000.

APPENDIX A

SALARIES AND DUTY YEAR 2022-23

Position	Duty Year	Salary
Grounds Coordinator	52 weeks	\$69,080
Maintenance Coordinator	52 weeks	\$69,080
Master Electrician	52 weeks	\$43.29/hour
Assistant Groundskeeper/Floating	52 Weeks	\$28.02/hour
Substitute		

APPENDIX B

SALARIES AND DUTY YEAR 2023-24

Position	Duty Year	Salary
Grounds Coordinator	52 weeks	\$71,604
Maintenance Coordinator	52 weeks	\$71,604
Master Electrician	52 weeks	\$44.50/hour
Assistant Groundskeeper/Floating	52 weeks	\$29.23/hour
Substitute		

Steps for Services

Step	Amount
1	\$500
2	\$1,000
3	\$1,500
4	\$2,000

The following licensed teaching staff program reductions for the 2022-2023 school year are recommended.

<u>Program</u>	<u>Building</u>	<u>FTE</u>
Media Specialist	District Wide	1.0 FTE
Special Education-Oral/Aural	NCEC	1.0 FTE
EL	Elementary	2.0 FTE
Portage	Elementary	3.0 FTE
EL	Secondary	1.4 FTE
FACS	High School	1.0 FTE
German	High School	.40 FTE
Spanish	High School	.80 FTE
Science	High School	.30 FTE
Physical Education	High School	.10 FTE
Social Studies	High School	.20 FTE
English	High School	.20 FTE
French	Middle School	.10 FTE
Spanish	Middle School	.20 FTE
German	Middle School	.10 FTE
Math	Middle School	.40 FTE
Band Lessons	MIddle School	.20 FTE
Physical Education	Middle School	.20 FTE

The following Non-teaching staff program reductions for the 2022-2023 school year are recommended.

Full-time Substitute	District Wide	1.0 FTE
Custodian	Middle School	1.0 FTE

ELEMENTARY PACKAGE

Priority Statements

- 27 Maintaining current special education spending without increasing spending
- 24 K-3 class sizes of 20 or less and 4-5 class sizes of 23-25
- 22 High quality early childhood education, full day preschool section at the NCEC.
- 22 Access to science, music and art in addition to core curriculum.
- 21 Lowering the district fund balance as a measure to address competing priorities.
- 17 Looking at how EL services can continue but better assist students in the classroom (what does a caseload look like?)
- 15 Maintaining classroom support such as behavioral coaches and math & reading coaches.
- 13 Gifted education
- 9 Using curriculum in the classroom that is appropriate for students at all levels of learning in an effort to keep all students in the classroom as much as possible.
- 5 Small class sizes on par with current district ratios.
- 3 K-2 class sizes of 20 and 3-5 class sizes of 25.

		Program	Recommended Reductions (Educational or Operational Impact)	Category	Anticipated Amount
	Items with ** are recommended to continue through school year 2022-23 using one-time funding opportunities.				
E1		English Learner	Reduce 2.0 FTE to align with reduced EL enrollment (<i>This reduction will increase the student to teacher ratio for English Learners to be more consistent with peer districts.</i>)	Licensed Staff	\$200,000
E2	**	Elementary Individualized Instruction	0.55 FTE Reading Support (This reduction will go into effect in the 2023-24 school year. It will decrease the amount of small group or individualized reading instruction offered at Bridgewater. This position was previously funded with discretionary compensatory funding. This funding has decreased significantly since it is tied to free and reduced lunch	Licensed Staff	\$40,000

			applications.)		
Е3	**	Elementary Individualized Instruction	1.0 Additional Behavior Coach (This reduction will go into effect in the 2023-24 school year. It will eliminate one of the two behavior coaches at Greenvale Park. Greenvale Park is the only elementary school with more than one behavior coach. This position was previously funded with discretionary compensatory funding. This funding has decreased significantly since it is tied to free and reduced lunch applications)	Licensed Staff	\$90,000
E4		Portage Elementary	Discontinue elementary Portage 3.0 FTE (This reduction will eliminate the all-the-time-online program for students in Grades K-5. The program has a total of 31 students.)	Licensed Staff	\$300,000
E5	Elementary Individualized Instruction		Discontinue extra 1 hr/day Kindergarten Educational Assistant allocation (This reduction will decrease the amount of educational assistant support in Kindergarten classrooms at Greenvale Park from two hours to one hour per day. This is consistent with the Kindergarten EA time at the other elementaries. These positions were previously funded with discretionary compensatory funding. This funding has decreased significantly since it is tied to free and reduced lunch applications)	Non-Licensed Staff	\$15,000

E6		Elementary Individualized Instruction			\$50,000					
E7		Elementary Education, General	Reduce Non-Salary Budget (Ex. Supplies, Contracts for Service, Equipment) (This reduction will decrease the discretionary funds available to purchase specific supplies, services, and equipment for elementary school programming.)	Non-Salary	\$150,000					
E8		Staff Development	Reduce discretionary staff development (This reduction will decrease the funding to support training and professional development at the school level.)	Non-Salary	\$45,000					
	TOTAL									

SECONDARY PACKAGE

Priority Statements:

- 41 Continued support for mental health by licensed professionals.
- 40 Keeping kids in the district through creative scheduling. Access to credit and flexibility
- 37 Core class size to have a max of 30 and min of 20 for electives.
- 35 A variety of electives that interest all 6-12 students and engage them.
- 34 Co-curricular activities (6-12).
- 33 Recruiting & maintaining a diverse staff and ensuring their access to mental health supports.
- 33 Continued support for underserved and at-risk students.
- 20 The kids "in the middle" (so they don't have the largest class size, they get a robust curriculum, etc.).
- 9 Sustained funding for media centers.
- 6 Safety.

		Program	Recommendation	Category	Anticipated Amount						
	Items with ** are recommended to continue through school year 2022-23 using one-time funding opportunities.										
S1	English Learner		Reduce 1.4 FTE to align with reduced EL enrollment (<i>This reduction will increase the student to teacher ratio for English Learners to be more consistent with peer districts.</i>)	Licensed Staff	\$140,000						
S2		Secondary Education, General	Reduce 5.0 FTE (This reduction will eliminate five full-time equivalent (FTE) positions based on registration data. Three FTE will be eliminated at Northfield High School and two FTE will be eliminated at Northfield Middle School. At NMS, this will include phasing out the non-Amistades world language electives by 2023-24.)	Licensed Staff	\$500,000						
S3	**	Portage Secondary	Discontinue Secondary Portage - 2.0 FTE Learning Coach - 14 Content Tutors	Licensed Staff Licensed Staff -	\$200,000 \$165,000						

			- Non-Salary (This reduction will go into effect in the 2023-24 school year. It will potentially eliminate the all-the-time-online program for middle and high school students. The district will do more extensive marketing for the 2022-23 school year as a revenue enhancement opportunity.)	not FTE Non-Salary	\$60,000
S4	4 ** School Security		Reduce Parking Lot & Security Monitor position (This reduction will go into effect in the 2023-24 school year. It will eliminate an eight hour per day position that provides high school administration support related to building security and monitoring parking lots.)	Non-Licensed Staff	\$50,000
S5		Co-Curricular Activities	Discontinue Cheerleading program (This reduction will eliminate the cheerleading program. In 2021-22, there were five student participants in this program.)	Non-Licensed Staff	\$7,500
S6		Co-Curricular Activities	Discontinue Chess Club (This reduction will eliminate the competitive chess program available through the Student Activities department at Northfield High School. A chess program will be offered through community education in its place.)	Non-Licensed Staff	\$5,500
S7	S7 Co-Curricular Activities		Discontinue One Act Play (This reduction will eliminate the one act play event offered through the Student Activities department at Northfield High School. A one act play program will be considered as an option through community	Non-Licensed Staff	\$5,000

		education.)		
S8	Secondary Education, General	One Promise Fellow (This reduction will reduce the amount of individual support offered to students through the Americorps program.)	Non-Salary	\$8,000
S9	Agricultural Education	Discontinue agricultural education partnership with Randolph (This reduction will eliminate the opportunity for Northfield High School students to take agricultural education courses at Randolph High School. The Northfield High School will explore opportunities to offer similar programming in the future.)	Non-Salary	\$40,000
S10	Secondary Education, General	Reduce Non-Salary Budget (Ex. Supplies, Contracts for Service, Equipment) (This reduction will decrease the discretionary funds available to purchase supplies, services, and equipment for middle school, high school, and Area Learning Center programming.)	Non-Salary	\$150,000
S11	Co-Curricular Activities	Increase Activity Fees (This increase to athletic and/or activity fees will preclude the reduction of at least two MSHSL sports at Northfield High School.)	Increase Revenue	\$50,000
			Total	\$1,381,000

DISTRICT SERVICES PACKAGE

Priority Statements:

- 24 Funding innovative strategies that will help reduce the number of students needing special education services.
- 21 The use of technology e-Learning to promote learner outcomes.
- 21 That each building has the bilingual people and systems (telephones) that allow for Spanish-speaking families to connect with their child's school.
- 19 The hiring of diverse staff.
- 19 The emphasis on providing diverse learning paths for students.
- 18 Technology services
- 17 Data driven and results oriented curricular materials, selection and procurement and instruction strategies.
- 15 Student mental health/well-being.
- 14 Staff who work directly with students, families, and staff on a daily basis; bus drivers, tech specialists.
- 13 Community partnership (HCI, Hospital, etc.)
- 13 Safe, reliable and efficient transportation to and from school.
- 9 Safe, clean, and functional buildings.

	, ,			
	Program	Recommendation	Category	Anticipated Amount
	Items with ** are recomme	ended to continue through school year 20 opportunities.	022-23 using one-tir	ne funding
DS1	Media Center	Discontinue 1.0 FTE district-wide media specialist (This reduction will decrease the number of district-wide media specialists from two to one. The remaining district-wide media specialist will report to the Director of Instructional Services and, in conjunction with school principals, supervise the media center educational assistants.)	Licensed Staff	\$100,000
DS2	Technology	Technology administration reorganization (<i>This reduction will merge the duties of the district's Network Manager and Director of Technology Services into one</i>	Non-Licensed Staff	\$145,000

		position focused on the effective operation and support of the district's technology infrastructure and devices. The instructional service department will be responsible for leading technology integration within curriculum and instruction.)			
DS3	Buildings & Grounds	Reduce 1.0 FTE custodian (This reduction will decrease one custodial position at Northfield Middle School.)	Non-Licensed Staff	\$70,000	
DS4 Contingency		Reduce contingency staffing allocation (This reduction will decrease the amount of additional FTE approved in the budget to address class size concerns at the beginning of the school year from 3.0 to 1.5 FTE.)	Non-Salary	\$150,000	
DS5	General Administrative Support	Reduce publications budget (This reduction will decrease the district services budget for public notices.)	Non-Salary	\$12,500	
DS6	General Administrative Support	Reduce district office supply budget (This reduction will decrease the district services budget for office supplies.)	Non-Salary	\$5,000	
DS7	Business Support Services	Reduce fees for service budget (This reduction will decrease the finance department's budget for consulting fees.)	Non-Salary	\$25,000	
DS8 General Administrative Support		Eliminate national conference professional development (This reduction will eliminate the budget at a district level for administrators to attend a national conference.)	Non-Salary	\$19,000	
DS9 Instructional Technology		Reduce technology subscriptions/contracts (This reduction will decrease technology services allocation for software/technology subscriptions.)			

DS10		Staff Development	Reduce innovation grants (This reduction will eliminate the budget for the internal staff grants for innovative practices through Northfield Enact.)	Non-Salary	\$34,000
DS11	**	Pupil Transportation	Reduce transportation contract (This reduction will go into effect in the 2023-24 school year. This will reduce the transportation contract approximately 10%. The district will review strategies with Benjamin Bus that could include elementary boundary changes and increases in walk boundaries beginning in the 2023-24 school year.)	Non-Salary	\$350,000
DS12		Buildings & Grounds	Reduce utility expenditures (This reduction will reduce utility expenditures by 5%. This could include making intentional building control changes, charging staff for personal electrical appliances, or other energy efficiency best practices not currently in place.)	Non-Salary	\$50,000
DS13		General Administrative Support	Reduce ergonomic furniture budget (This reduction will decrease the district-wide furniture budget for staff with ergonomic needs. A district benefits vendor will provide a risk assessment and offer financial support to purchase recommended equipment in this area.)	Non-Salary	\$2,000
DS14		Elementary Education, General	Reduce district wide purchasing (This reduction will decrease the district-wide budget for elementary expenditures.)	Non-Salary	\$125,000
DS15		Secondary Education, General	Reduce district wide purchasing (This reduction will decrease the district-wide budget for secondary expenditures.)	Non-Salary	\$125,000
				Total	\$1,242,000

RESOLUTION PROPOSING TO PLACE ON UNREQUESTED LEAVE OF ABSENCE

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

- 1. That it is proposed that {teacher name}, a teacher of said school district, be placed on a {amount of FTE} FTE unrequested leave of absence without pay or fringe benefits, effective at the end of the 2021-22 school year, pursuant to M.S. 122A.40, Subdivision 10 and Article XIV of the Master Agreement.
- 2. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall be in substantially the following form:

NOTICE OF PROPOSED PLACEMENT ON UNREQUESTED LEAVE OF ABSENCE

Dear {Teacher}:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 659 held on May 9, 2022, consideration was given to your placement on a {amount of FTE} FTE unrequested leave of absence without pay or fringe benefits as a teacher of Independent School District No. 659, and a resolution was adopted by a majority vote of the Board, proposing your placement on unrequested leave of absence effective at the end of the 2021-2022 school year, pursuant to Minnesota Statutes 122A.40, Subdivision 10 and Article XIV of the Master Agreement, on one or more of the following grounds:

• Discontinuance of position, lack of pupils, and financial limitations.

Your proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

You will be granted a hearing before the School Board concerning the proposal to place you on unrequested leave of absence, provided that you make a request in writing within fourteen (14) calendar days after receipt of this notice. If no hearing is requested within such a period, it shall be deemed acquiescence by you to the School Board's proposed action. If such hearing is requested, it shall be held between May 31, 2022, and June 3, 2022, and you will be given further notice as to the specific date, time and location of the hearing.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 659

3. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A.40, Subdivision 10 and Article XIV of the Master Agreement and are hereby adopted as fully as though separately set forth and resolved herein.

Dated	this	9th	day	of	M	lay,	20	22
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Chairperson	Clerk

Northfield Public Schools

2022 District Wide Security Camera Replacement

Bid Results - Wednesday, May 4th, 2022

_	2.4.1004.00 1104.11004.01, 114, 2022														
	Bidding Contractor		MN Responsible Contractor Form		Addendum 2	Addendum 3	Greenvale Park	NCEC	District Office/ALC	Middle School	Bridgewater	High School	Spring Creek	District Shop	GRAND TOTAL
	ArchKey Technologies	х	x	х	х	x	40,804.69	52,861.28	42,647.48	91,756.69	54,457.84	110,300.03	57,297.82	14,634.72	464,760.55
2	Eagan Companies	х	x	х	х	х	31,386.00	37,931.00	33,263.00	66,375.00	41,896.00	82,586.00	45,040.00	10,409.00	348,886.00
3	Parallel Technologies	х	х	х	х	х	37,300.00	51,650.00	43,500.00	96,180.00	53,960.00	112,750.00	57,260.00	17,300.00	469,900.00
4	ECSI	х	x	х	х	x	40,700.00	48,800.00	41,800.00	83,200.00	52,500.00	99,800.00	53,900.00	13,600.00	434,300.00
	Custom Alarm	х	x	х	х	х	37,350.00	38,350.00	34,350.00	58,850.00	38,850.00	67,850.00	40,850.00	13,550.00	330,000.00

On Wednesday May 4th, 2022 at 4:00 PM Northfield Public Schools received sealed bids for the District Wide Security Camera Replacement Project. We had a total of 5 bidding contractors for this project. Please find an enclosed copy of the "Bid Tabulation Form" that identifies Custom Alarm as the lowest responsible bidder for the Grand Total Base Bid Amount.

Grand Total Base Bid Amount- District Wide Camera Replacement- Custom Alarm- \$330,000

Custom Alarm has supplied their required paperwork including "Bid Bonds" and "Contractor Affidavit Forms".

It is recommended to the School Board of the Northfield Public School District approves the Grand Total Base Bid Amount from Custom Alarm. Custom Alarm would be scheduled to begin work as the specification schedules have detailed, this summer once the school year has finished.

						2021/22						
School and	September	September	September	October	November	December	January	February	March	April	May	End of Year
Grade Level	9th	17th	24th	1st	1st	1st	3rd	1st	1st	1st	2nd	6/9/22
NCEC	7	17-21										9.7=
Early Childhood	117	108	110	108	115	120	116	127	123	137	144	
Total	117	108	110	108	115	120	116	127	123	137	144	0
Portage			_	_	_	_	_	_	_	_	_	
Grade K-2034	2	2	2	2	1	1	2	2	3	3	3	
Grade 1-2033	3	3	3	3	3	3	3	3	3	3	3	
Grade 2-2032	5	5	5	5	3	3	4	5	5	5	5	
Grade 3-2031	9	9	9	8	8	8	8	9	8	8	9	
Grade 4-2030	4	4	3	3	2	2	2	2	2	2	3	
Grade 5-2029	9	9	9	9	7	7	8	7	7	7	7	
Grade 6-2028	6	7	5	5	5	4	4	4	5	5	6	
Grade 7-2726	11	10	11	11	12	13	13	16	17	17	19	
Grade 8-2026	6	7	8	8	8	8	8	11	12	12	13	
Grade 9-2025	3	4	3	4	4	8	8	8	8	8	8	
Grade 10-2024	10	12	13	13	13	16	15	15	15	16	18	
Grade 11-2023	12	11	11	12	12	14	14	22	25	24	28	
Grade 12-2022 Total	17 97	21 104	23 105	23 106	22 100	27 114	25 114	28 132	28 138	28 138	31 153	0
Greenvale Park	7/	104	IUS	100	100	114	114	132	136	138	105	"
Grade K-2034	88	88	88	88	88	88	89	86	87	86	86	
Grade 1-2033	76	76	77	78	78	78	78	79	79	79	79	
Grade 2-2032	77	78	78	78	78	78	79	77	77	78	77	
Grade 3-2031	71	71	71	71	72	72	71	71	74	75	75	
Grade 4-2030 Grade 5-2029	84 64	84 64	84 64	84 64	86 66	86 66	86 66	86 65	85 64	85 64	84 64	
Total	460	461	462	463	468	468	469	464	466	467	465	0
Spring Creek	100	101	102	100		100	107			,	1.05	
Grade K-2034	70	70	70	70	72	72	71	71	71	71	71	
Grade 1-2033	62	63	63	63	64	64	64	63	62	62	63	
Grade 2-2032	74	74	73	73	73	73	74	74	75	75	75	
Grade 3-2031 Grade 4-2030	87 76	86 76	86 76	86 76	86 76	87 76	89 77	89 77	90 78	90 78	90 79	
Grade 5-2029	82	81	81	81	82	82	82	82	81	80	80	
Total	451	450	449	449	453	454	457	456	457	456	458	0
Bridgewater												
Grade K-2034	83	83	83	83	84	84	83	83	82	83	83	
Grade 1-2033 Grade 2-2032	89 91	89 91	89 91	89 91	89 92	90 91	88 91	88 91	88 91	88 91	88 91	
Grade 3-2031	100	100	99	99	98	98	98	98	98	100	101	
Grade 4-2030	93	93	93	93	93	94	93	93	93	93	93	
Grade 5-2029	93	94	94	94	95	95	95	94	94	94	94	
Total	549	550	549	549	551	552	548	547	546	549	550	0
Middle School					224	207					201	
Grade 6-2028 Grade 7-2027	304 305	303 302	303 299	304 298	304 294	307 295	308 293	308 290	307 290	307 291	306 289	
Grade 8-2026	299	294	294	295	297	299	299	299	297	291	207	
Total	908	899	896	897	895	901	900	897	894	889	886	0
High School												
Grade 9-2025	344	344	342	342	343	337	335	334	334	334	333	
Grade 10-2024	343	340	337	333	336	333	331	325	324	322	322	
Grade 11-2023 Grade 12-2022	291 319	289 317	291 316	286 315	282 314	278 309	275 308	264 306	262 302	260 301	257 296	
Total	1297	1290	1286	1276	1275	1257	1249	1229	1222	1217	1208	0
ALC												
Grade 9-2025	1	1	1	1	1	1	2	3	4	10	26	
Grade 10-2024	5	5	5	5	7	9	6	9	12	13	25	
Grade 11-2023	10	10	11	11	26	29	20	21	25	27	57	
Grade 12-2022	57	55	53	57	86	82	54	53	48	52	83	
Total	73	71	70	74	120	121	82	86	89	102	191	0
Grand Total	3952	3933	3927	3922	3977	3987	3935	3938	3935	3955	4055	0
Full Time only (excluding EC and Part- time/Independent												
Study ALC)	3835	3824	3816	3810	3816	3816	3809	3792	3790	3785	3781	

Greenvale Park				Spring Creek					Bridgewater			
Grade	Teacher			Grade	Teacher				Grade	Teacher		
K	Flicek	18		K	Berkvam Pete	r 17			K	Cade	20	
K	Hagberg	17		K	Heil, G	18			K	Danielson	21	
K	Kortbein	16		K	Matson	18			K	Peterson	20	
K	Shroyer	18		K	Rud	18			K	Tran	22	
K	Ziemann	17		1	Bom	20	С		1	Charlton	21	
	Nivala			1			C		1		19	
1		20			Craft	21				Haley		
1	Russell	20	C	1	Rodgers	22	_		1	Hall	23	_
1	Schultz	20		2	Benhart	19	C		1	Lanza	25	С
1	Zach	19		2	Soderlund	18			2	Ellerbusch	18	
2	Amundson	20	C	2	Spitzack	19			2	LaVoy	18	
2	Feldman	19		2	Swenson	19			2	Lofquist	18	
2	Kelly	20		3	Guggisberg	16			2	Rubin	19	C
2	Kohlbeck	18		3	Healy	18			2	Schwaab	18	
3	Alvarez, C.	20	C	3	Hruby	16			3	Larson	23	C
3	Dimick	19		3	Jandro	16			3	Polzin	25	
3	Timerson	19		3	Sasse	24	C		3	Sickler	27	
3	Youngblut	17		4	Fox	21			3	Truman	26	
4	Collins	21		4	Hehr	21			4	Robertson	23	
4	Garcia	25	С	4	Kodada	20			4	Ryan	23	
4	Hetzel	19		4	McManus	17	C		4	Schuster	23	
4	McLaughlin	19		5	Baragary	18			4	Swenson	24	С
5	Harding	18		5	Malecha	19			5	DeVries	18	C
5	Sickler	23		5	Ostermann	21	С		5	Duchene	25	-
5	Tacheny	23	С	5	Stulken	22	C		5	Holden	26	
J	TOTAL	465	C	J	TOTAL	458			5	Kohl	25	
	IOIAL	403			IOIAL	430			3	TOTAL	550	
Middle School Grade 6-2028 Grade 7-2027 Grade 8-2026 TOTAL	Total 306 289 291 886			High School Grade 9-2025 Grade 10-2024 Grade 11-2023 Grade 12-2022 TOTAL	Total 333 322 257 296 1208			ALC Grade 9-2025 Grade 10-2024 Grade 11-2023 Grade 12-2022 TOTAL	F/T 4 10 21 26 61	**P/T 0 1 0 1 2	**I/S 22 14 36 56 128	Total 26 25 57 83 191
	Regular	<u>Portage</u>	<u>Total</u>	2011.2	Early Childl			101.12	<u>Portage</u>	-	120	•/-
Early Childhood**	144		144		Dorey	13			Grade	Teacher		
Kindergarten-2034	240	3	243		Gross	12			K	Bulfer	3	
Grade 1-2033	230	3	233		Kremin	20			1	Bulfer	3	
Grade 2-2032	243	5	248		Kruse	8			2	Weber	5	
Grade 3-2031	266	9	275		Lattener	15			3	Weber	9	
Grade 4-2030	256	3	259		Matthews	13			4	Haar	3	
Grade 5-2029	238	7	245		O'Connor	8			5	Haar	7	
Total K-5	1617	30	1647		Roth	10			6	Holz	6	
Total Middle School	886	38	924		Schlim	11			7	Holz	19	
Total High School	1208	85	1293		Schnorr	13			8	Holz	13	
GRAND TOTAL	3711	153	3864		Waters	16			9	Holz	8	
ALC 9-12			191		Webster	5			10	Schultz	18	
GRAND TOTAL w/ALC	and Postogo		4055		TOTAL	3 144			10	Schultz	28	
**Full Time only excluding EC and Part- ime/Independent Study			3781		TOTAL	144			11	SCHUITZ	20	
ALC)									12 TOTAL	Schultz	31 153	