

**INDEPENDENT SCHOOL DISTRICT NO. 659**  
**REGULAR SCHOOL BOARD MEETING**

Monday, May 23, 2022 ~ Regular Board Meeting  
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/89466402201?pwd=cUl3ajFyYlk5UWdCO2tmcWMvb1dROt09>  
Passcode: 621771

**AGENDA**

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
  - a. Policy Committee Recommendations
  - b. Revised 2021-2022 and Proposed 2022-2023 Community Education Budget
  - c. Proposed 2022-2023 Construction Fund Budget
  - d. Proposed 2022-2023 General Fund Budget
  - e. Proposed 2023-2024 School Year Calendar
  - f. Superintendent Operations and COVID-19 Update
6. Committee Reports
7. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. District Youth Council Members 2022-23
  - d. Authorization to Waive the Ban of Fireworks
  - e. Personnel Items
8. Items for Individual Action
  - a. Arcadia Charter School Contract Approval
  - b. Policy Committee Recommendations
9. Items for Information
10. Future Meetings
  - a. Monday, June 13, 2022, 4:00 - 5:45 p.m., NHS Work Session, Northfield DO Boardroom
  - b. Monday, June 13, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - c. Monday, July 11, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
11. Adjournment

**NORTHFIELD PUBLIC SCHOOLS**  
**MEMORANDUM**

Monday, May 23, 2022 ~ Regular Board Meeting  
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/89466402201?pwd=cUl3ajFyYlk5UWdCQ2tmcWMvb1dRQT09>  
Passcode: 621771

TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed.D., Superintendent  
RE: Explanation of Agenda Items for Monday, May 23, 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. Policy Committee Recommendations. Dr. Hillmann will present the policy committee's recommended updates to the EarlyVentures, Elementary, Parent Co-Curricular, and Portage Elementary handbooks for the school year 2022-23.
  - b. Revised 2021-2022 and Proposed 2022-2023 Community Education Budget. Director Bailey will present a revised 2021-2022 Community Education Budget and the Proposed 2022-2023 Community Education Budget. The revised 2021-2022 budget reflects revenues of \$3,332,242 and expenditures of \$3,126,588 and will be an item for individual action at the next board meeting. The proposed budget has been developed with input from each program coordinator and the Community Education Advisory Council. This budget reflects revenues of \$3,093,342 and expenditures of \$3,297,216. Director Bailey will also provide an update on the Greenvale Park Community School during this presentation. No board action is required at this meeting.
  - c. Proposed 2022-2023 Construction Fund Budget. Director Mertesdorf will present the proposed 2022-2023 Construction Fund Budget. The proposed budget reflects revenues of \$3,000 and expenditures of \$1,676,009. No board action is required at this meeting.
  - d. Proposed 2022-2023 General Fund Budget. Director Mertesdorf will present the Proposed 2022-2023 General Fund Budget. The assumptions and parameters for revenues and expenditures used to develop the budget will be included in the table file. No action is required at this meeting.
  - e. Proposed 2023-2024 School Year Calendar. Superintendent Hillmann will present the proposed 2023-2024 school year calendar as recommended by the Meet and Confer Committee. This will be an item for individual action at the next board meeting.
  - f. Superintendent Operations and COVID-19 Update. Dr. Hillmann will provide an update about district operations, and local and county COVID-19 data.
6. Committee Reports
  - a. Human Rights Commission
7. Consent Agenda  
**Recommendation:** Motion to approve the following items listed under the Consent Agenda

- a. Minutes
- Minutes of the Regular School Board meeting held on May 9, 2022
- b. Gift Agreements
- \$1,000.00 from Northfield Area Chamber of Commerce for the Chamber of Commerce scholarship
  - \$2,500.00 from VFW Post #4393 for VFW Post #4393 scholarships
  - \$1,500.00 from Northfield Area Family YMCA for Northfield Area Family YMCA scholarships
- c. District Youth Council Members 2022-23. The following students are being recommended to serve on the District Youth Council during the 2022-2023 school year:  
Rising Seniors: Grace Ryden\*, Leta Prestemon, Chloe Xiao\*  
Rising Juniors: Madeline Bussmann\*, McKenna Carlson\*, Samanta Celis-Bermudez, Braiden Dietz, Charlotte Flory, Inga Johnson, Miles Martig, Connor Percy\*  
Rising Sophomores: Liam Alibouni, Ethan Coudron, Alison Matthews, Emmett Norrie, Annika Reister  
\*Denotes current District Youth Council Member
- d. Authorization to Waive the Ban of Fireworks or Ammunition on School District Property to Permit Fireworks Display on July 4, 2022. The district has been contacted by the City of Northfield, the sponsor of the July 4th fireworks display, for permission to use the green space between Northfield Middle School and Bridgewater Elementary School for the fireworks display. The school district has granted permission for this activity and waived the ban of fireworks on school district property in the past.
- e. Personnel Items
- i. Appointments
1. Nicholas Albright, Program Supervisor with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$11.14/hr.
  2. Richelle Audiss, Program Supervisor with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$11.39/hr.
  3. Wendy Bollum, Program Supervisor with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$11.14/hr.
  4. Alexander Casson, Program Supervisor with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$11.14/hr.
  5. Maleighney Deschamp, Program Assistant with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$10.33/hr.
  6. Maya Deschamp, Program Supervisor with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$10.89/hr.
  7. Marisa DeVito-Winget, Summer Lifeguard with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$10.33/hr.
  8. Emma Hodapp, Special Ed EA PCA for 7 hours/day at Spring Creek, beginning 5/18/2022-6/9/2022; Step 1-\$16.17/hr.
  9. Correction: Mary Hotz Zenk, Targeted Services Summer BLAST Teacher for up to 6.5 hours/day Mon.-Thurs. at the High School, beginning 7/5/2022-8/11/2022; BA10, Step 5
  10. Alison Huang, Program Assistant with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$10.33/hr.
  11. Greta Kunze, Summer Bridges to Kindergarten Teacher for a total of 45 hours at Greenvale Park, beginning 8/8/2022-8/19/2022. Lane/step
  12. Kathy Lansing, Summer Bridges to Kindergarten Teacher for a total of 45 hours at Spring Creek, beginning 8/8/2022-8/19/2022. Sub pay rate
  13. Karen Lillibridge, Summer Bridges to Kindergarten Teacher for a total of 45 hours at Bridgewater, beginning 8/8/2022-8/19/2022. Lane/step
  14. Evan Loe, Summer Lifeguard with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$10.33/hr.
  15. Jamie Moyer, 1.0 FTE Special Ed Resource Room Teacher at Bridgewater, beginning 8/25/2022; MA10, Step 10
  16. Malcolm Poole, Program Assistant with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$10.33/hr.
  17. Leta Prestemon, Program Assistant with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$10.89/hr.

18. Faith Ring, Summer Lifeguard with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$10.39/hr.
19. Cassandra Rosenberg, Program Supervisor with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$12.39/hr.
20. Mariah Thomas-McCarty, Summer Lifeguard with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$10.39/hr.
21. Bill Wilson, Head Alpine Ski Coach at the High School, beginning 11/14/2022; Level I, Step 10
22. Liliana Wood, Program Supervisor with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$10.64/hr.

ii. Increase/Decrease/Change in Assignment

1. Kari Adelmann, Special Ed EA at Bridgewater, add Special Ed EA ESY for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022-8/4/2022.
2. Nicholas Albright, Program Supervisor with Community Ed Recreation, add Program Assistant with Community Ed Recreation, effective 5/11/2022-8/31/2022. \$10.50/hr.
3. Wendy Bollum, Program Supervisor with Community Ed Recreation, add Program Assistant with Community Ed Recreation, effective 5/25/2022-8/31/2022. \$10.50/hr.
4. Nicholas Bornhauser, Summer Seasonal Grounds/Custodial Worker with the District Shop, correction of wage to Year 3-\$16.50/hr.
5. Elizabeth Brewer, Special Ed EA at the Middle School, add Special Ed EA ESY for up to 3.5 hours/day at the High School, effective 6/23/2022-8/4/2022.
6. Kristen Cade, Teacher at Bridgewater, add Bridges to Kindergarten for a total of 45 hours at Bridgewater, effective 8/8/2022-8/19/2022.
7. Kathryn Carlson, 5th Grade Teacher for 2021-2022 school year at Greenvale Park, change to 5th Grade Teacher-ongoing at Greenvale Park, effective 5/13/2022.
8. Marisa DeVito-Wengert, Lifeguard with Community Ed Recreation, add Program Supervisor at \$11.14/hr and Program Assistant at \$10.50/hr.with Community Ed Recreation, effective 5/25/2022-8/31/2022.
9. Jules Doliscar, Occupational Therapist at the NCEC, add Occupational Therapist ESY for up to 40 hours with the District, effective 6/23/2022-8/4/2022.
10. Leah Driscoll, Special Ed Teacher at Bridgewater, add Special Ed Teacher ESY for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022-8/4/2022.
11. Kay Goodrich, Special Ed EA at the Middle School, add Special Ed EA ESY for up to 3.5 hours/day at the High School, effective 6/23/2022-8/4/2022.
12. Leah Grisim, Special Ed Teacher at Spring Creek, add Special Ed Teacher ESY for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022-8/4/2022.
13. Katie Hanson, Special Ed Teacher at the High School, change to Special Ed Teacher at the Middle School, effective 8/25/2022.
14. Gretchen Heil, Teacher at Spring Creek, add Bridges to Kindergarten for a total of 45 hours at Spring Creek, effective 8/8/2022-8/19/2022.
15. Mara Hessian, Special Ed EA at Bridgewater, add Special Ed EA ESY for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022-8/4/2022.
16. Kari Holden, Speech Language Pathologist at the NCEC, add Speech Language Pathologies ESY for up to 40 hours with the District, effective 6/23/2022-8/4/2022.
17. Anna Kelly, Long Term Substitute 2nd Grade Teacher at Greenvale Park, change to Long Term Substitute 5th Grade Teacher at Greenvale Park, effective 8/25/2022-6/9/2023.
18. Melanie Klein, Teacher at Spring Creek, add Summer Plus and Blast Teacher Sub as needed at Greenvale Park and the High School, effective 7/5/2022-8/11/2022; Lane/step
19. Melanie Klein, Teacher at Spring Creek, add Special Ed Teacher ESY for up to 3.5 hours/day at Spring Creek, effective 6/23/2022-8/4/2022.
20. Shelly Kruger, EA at the High School, add Summer Targeted Services PLUS/BLAST Site Assistant Sub as needed at Greenvale Park and the High School, effective 7/5/2022-8/11/2022. Step 4-\$15.48/hr.
21. Shelly Kruger, Special Ed EA at the High School, add Special Ed EA ESY for up to 3.5 hours/day at the NCEC, effective 6/23/2022-8/4/2022.
22. Jennifer Link, Special Ed Teacher at the Middle School, add Special Ed Teacher ESY for up to 3.5 hours/day at the High School, effective 6/23/2022-8/4/2022.
23. Laura Little, CNA I for 3.75 hours/day at the Middle School, change to CNA I for 3 hours/day at the Middle School, effective 8/29/2022.
24. Evan Loe, Lifeguard with Community Ed Recreation, add Program Supervisor at \$10.64/hr and Program Assistant at \$10.33/hr.with Community Ed Recreation, effective 5/25/2022-8/31/2022.
25. Mackenzie Mathews, Special Ed Teacher at the NCEC, add Special Ed Teacher ESY for up to 3.5 hours/day at the NCEC, effective 6/23/2022-8/4/2022.



26. Beth McClune, Special Ed EA at the Middle School, add Special Ed EA ESY for up to 3.5 hours/day at the High School, effective 6/23/2022-8/4/2022.
  27. Kimberly Medin, Special Ed Teacher at Bridgewater, add Special Ed Teacher ESY for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022-8/4/2022.
  28. Amanda Morelan, Special Ed EA at Bridgewater, add Special Ed EA ESY for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022-8/4/2022.
  29. Marianne Moser, 1.0 District Office Receptionist-Class II, change to 1.0 Administrative Support Assistant Class IV at the NCEC, effective 5/31/2022.
  30. Kimberly Norton, Special Ed EA at the NCEC, add Special Ed EA ESY for up to 3.5 hours/day at the NCEC, effective 6/23/2022-8/4/2022.
  31. Leta Prestemon, Program Supervisor with Community Ed Recreation, add Program Assistant with Community Ed Recreation, effective 5/11/2022-8/31/2022. \$10.33/hr.
  32. Nicole Rasmussen, Special Ed EA at Bridgewater, add Special Ed EA ESY for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022-8/4/2022.
  33. Faith Ring, Lifeguard with Community Ed Recreation, add Program Supervisor at \$10.89/hr and Program Assistant at \$10.33/hr. with Community Ed Recreation, effective 5/25/2022-8/31/2022.
  34. Cassandra Rosenberg, Program Supervisor with Community Ed Recreation, add Program Assistant with Community Ed Recreation, effective 5/25/2022-8/31/2022. \$11.75/hr.
  35. Kyle Roth, Special Ed Teacher at the NCEC, add Special Ed Teacher ESY for up to 3.5 hours/day at the NCEC, effective 6/23/2022-8/4/2022.
  36. Anna Rubin, Teacher at Bridgewater, change to Portage Elementary Teacher, effective 8/25/2022.
  37. Tammy Schwagerl, Special Ed EA at the High School, add Special Ed EA ESY for up to 3.5 hours/day at the NCEC, effective 6/23/2022-8/4/2022.
  38. Deborah Seitz, Special Ed Teacher at the Middle School, add Special Ed Teacher ESY for up to 7 hours/day at Greenvale Park, effective 6/23/2022-8/11/2022.
  39. Emily Shroyer, Teacher at Greenvale Park, add Bridges to Kindergarten for a total of 45 hours at Greenvale Park, effective 8/8/2022-8/19/2022.
  40. Mariah Thomas-McCarty, Lifeguard with Community Ed Recreation, add Program Supervisor at \$10.89/hr and Program Assistant at \$10.33/hr. with Community Ed Recreation, effective 5/25/2022-8/31/2022.
  41. Donna Torgeson, Special Ed EA at the Middle School, add Special Ed EA ESY for up to 3.5 hours/day at the High School, effective 6/23/2022-8/4/2022.
  42. Andrea Waldock, Special Ed EA at Bridgewater, add Special Ed EA ESY for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022-8/4/2022.
  43. Katrina Warner, Special Ed EA at Bridgewater, add Special Ed EA ESY for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022-8/4/2022.
  44. Sara Webster, Speech Language Pathologist at the NCEC, add Speech Language Pathologies ESY for up to 40 hours with the District, effective 6/23/2022-8/4/2022.
  45. Liliana Wood, Program Supervisor with Community Ed Recreation, add Program Assistant with Community Ed Recreation, effective 5/25/2022-8/31/2022. \$10.33/hr.
  46. Tamara Wunderlich, CNA I for 3.75 hours/day at the Middle School, change to CNA I for 3 hours/day at the Middle School, effective 8/29/2022.
- iii. Leave of Absence
- 1.
- iv. Retirements/Resignations/Terminations
1. Richard Kleeberger, Custodian at the High School, termination effective 5/18/2022.
  2. Kyle Malecha, Summer Buildings and Grounds Worker, resignation effective 5/13/2022.
  3. Melissa Senko, CNA at the Middle School, resignation effective 5/13/2022.
- v. District Administration is Recommending the Approval of the Following
- District Administration submits the following employment agreements for approval. These agreements cover the period of July 1, 2022 through June 30, 2024.
1. Building Nurses for the period July 1, 2022 through June 30, 2024.
  2. St. Dominic Nurse for the period July 1, 2022 through June 30, 2024.
  3. Child Nutrition Employees for the period July 1, 2022 through June 30, 2024.
  4. Technology Employees for the period of July 1, 2022 through June 30, 2024.

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

## 8. Items for Individual Action

- a. Arcadia Charter School Contract Approval. The board is requested to approve the proposed contract between Northfield Public Schools and Arcadia Charter School. The Arcadia Board of Education adopted this contract on May 17, 2022, and upon approval by the Northfield Board of Education, this new five year contract will take effect July 1, 2022.

**Superintendent's Recommendation:** Motion to approve the new contract between Northfield Public Schools and Arcadia Charter School for the time frame July 1, 2022 - June 30, 2027.

- b. Policy Committee Recommendations. The board is requested to approve the ALC, Middle School, MSYC/BLAST, PLUS and Student Citizenship handbooks for the school year 2022-23, and policies 504, 513, 520.1 and 526.

**Superintendent's Recommendation:** Motion to approve the ALC, Middle School, MSYC/BLAST, PLUS and Student Citizenship handbooks for the school year 2022-23, and policies 504, 513, 520.1 and 526.

9. Items for Information

10. Future Meetings

- a. Monday, June 13, 2022, 4:00 - 5:45 p.m., NHS Work Session, Northfield DO Boardroom
- b. Monday, June 13, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, July 11, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

11. Adjournment

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Reviewed and Updated March 2022

# CHILD CARE PROGRAM PLAN

## Philosophy

EarlyVentures Learning Center provides professional, quality care to meet each child's physical, emotional, social, and developmental needs during their time enrolled at our center. This is fostered by allowing the child space to grow, to be themselves, and to enjoy their time with other children and staff. EarlyVentures continuously strives to provide high quality care in a safe, nurturing environment.

## Goals

EarlyVenture's goal is to provide a warm, loving, healthy, safe, and stimulating environment for children while under supervision of staff at all times. All aspects of a child's development are considered, including

- language, literacy, and communications
- mathematics
- social and emotional development
- approaches to learning
- the arts
- social systems
- physical and movement development, and
- scientific thinking

Our child-centered, curiosity-based approach uses research based curriculums to support children through their developmental milestones and encourage lifelong learning. A record is maintained for each child and developmental milestones are shared with families who choose to participate in conferences.

EarlyVentures works in cooperation with families, the district, and the community to provide year-round infant, toddler, and preschool child care in a nurturing environment. We do this by providing age appropriate activities that foster the development of social, emotional, physical, educational, and independence skills.

We strive to keep parents/guardians actively involved in the care of their children while pursuing their own goals. We invite parents/guardians to review our program plans at any time and contribute their ideas to the EarlyVentures Site Leader or the Ventures Coordinator. Parents/Guardians may review our program plan in the Parent/Guardian Handbook, located online and on site at EarlyVentures. The program plan will be annually evaluated in writing by a staff person qualified as teacher status under DHS guidelines. Daily schedules and descriptions of developmentally appropriate activities can be found in each EarlyVentures classroom and in Appendix A.

## Enrollment Policy

EarlyVentures Learning Center is licensed to care for 88 children. The center is licensed for 14 infants and a combination of 74 toddler/preschoolers. Enrollment cannot exceed 28 toddlers or 60 preschoolers.

An infant is a child at least 6 weeks old but less than 16 months, a toddler is a child at least 16 months but less than 33 months, and a preschooler is a child who is at least 33 months old but has not yet attended the first day of kindergarten.

## Days and Hours of Operation

EarlyVentures Learning Center operates 51 weeks per year, Monday through Friday. The center is open daily from 6:30 am to ~~6:00~~ 5:30 pm. EarlyVentures is CLOSED on the following days:

Labor Day  
Thanksgiving Day

New Year's Day  
Memorial Day

Friday after Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve

Independence Day  
At least 2 days before the start of summer programs  
  
One week before the start of the school year

EarlyVentures Learning Center reserves the right to close on days preceding or following these holidays. Decisions regarding operation on release days will be made based upon a minimum child enrollment and school district policies.

### **Program Options**

The childcare center is licensed by the Minnesota Department of Human Services to care for children ages 6 weeks to the first day of kindergarten. It is staffed by a combination of site leaders, teachers, assistant teachers, and aides to meet required staff/children ratios at all times. The center offers five separate classrooms to meet the diverse needs of EarlyVentures children.

**INFANT:** (Ages 6 weeks to 15 months) A loving atmosphere where intellectual and physical development are stimulated with music, literacy, language, muscle development, and exploration of the environment using age-appropriate equipment. A staff ratio of at least one adult to four children is maintained.

**TODDLER:** (Ages 16 months to 35 months) The curriculum is designed to cover areas of physical activities, language arts, creative thinking, socialization, communication, and self-sufficiency skills with emphasis on exploration and discovery. A staff ratio of at least one adult to seven children is maintained.

**PRESCHOOL:** (Ages 36 months until the first day of kindergarten) Opportunities are provided for large muscle activities, dramatic play, community exploration, and socialization as well as the above-named activities. A staff ratio of at least one adult to ten children is maintained.

### **RATIOS**

EarlyVentures follows the Department of Human Services Child Care Center Rule 3 guidelines for staff to student ratios.

Infants will never exceed a 1:4 ratio

Toddlers will never exceed a 1:7 ratio

Preschoolers will never exceed a 1:10 ratio

## **FINANCIAL POLICIES AND PROCEDURES**

### **Fees**

EarlyVentures is a non-profit program operating on revenue collected from tuition. This program is not funded from the ISD #659 general fund. Parents/Guardians must contract with EarlyVentures Learning Center for services needed and follow a weekly or monthly payment schedule. We reserve the right to drop a child from the program when payment is delinquent. Families will also be responsible for any and all additional collection fees accumulated while recovering monies on delinquent accounts. The rates vary depending on age and schedule options.

### **Registration Fee**

There is a non-refundable registration fee which must be submitted at the time of initial enrollment. The fees help defray the cost of processing enrollment forms and immunization records, and most importantly, they help with the center's supplies.

### **Payment**

Payment of your childcare account must be made in full by the end of each month. EarlyVentures strongly

encourages all families to consistently check their accounts online and pay online. ~~A \$20 late fee will be added to accounts for all invoices not paid by the due date. Paper statements will only be mailed one time per year unless otherwise requested in writing to the Ventures main office.~~ Co-payments for families on child care assistance are due bi-monthly on the ~~1st and 15th~~ and 30th of each month. Parents/Guardians on child care assistance will be responsible for any and all costs not covered by county assistance.

## **ABSENCE**

Please notify EarlyVentures if your child will be absent for any reason. Parents/Guardians will be billed for all scheduled days. Please remember, if your child is at EarlyVentures, they will need to be well enough to participate in all activities, including outdoor play.

## **CHANGE OF SCHEDULES**

A permanent change of schedule requires a one month written notice and a \$50 change of schedule fee will be charged to your account.

## **ARRIVAL & DEPARTURE**

Parents/Guardians must sign in their child(ren) each day upon arrival in order to transfer responsibility of care from the parent/guardian to authorized EarlyVentures staff. Once the child is signed in, parents/guardians may bring the child to the group, allowing for EarlyVentures staff to facilitate the parent's/guardian's departure.

Upon departure, parents/guardians must sign the child(ren) out and let the EarlyVentures staff know that they are leaving. Once the child is signed out, they are no longer the responsibility of EarlyVentures staff. All children must be picked up by ~~6:00 p.m.~~ 5:30 pm

All parents and legal guardians are allowed access to their child any time while in the care of EV.

### **Late Pick-Up**

EarlyVentures closes promptly at ~~6:00 p.m.~~ 5:30 pm as staff's day ends at this time as well. All children *must* be picked up by ~~6:00 p.m.~~ 5:30 pm. If you will be late, you *must* notify EarlyVentures. Parents/Guardians will be charged \$1.00 for every minute late according to the classroom's clock. (If you receive childcare assistance, you will be personally responsible for this charge.)

Every attempt will be made to contact parents/guardians and authorized persons. 911 will be notified at ~~6:30~~ 00 p.m. if a child remains at the center. Multiple late pick ups can result in termination of care.

## **EMERGENCY CLOSING PROCEDURES**

### **Emergency Closing or Early School Dismissal**

- If school is closed for the day because of severe weather, EarlyVentures will be closed that day.
- If school has a delayed starting time, EarlyVentures will have a two-hour late start time of 8:30 a.m.
- If school is dismissed early, EarlyVentures will close at 2:30 p.m.
- Weather-related announcements will be shared by KYMN (1080 AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV, and KMSP-TV.
- EarlyVentures families will also receive an email with any emergency closing announcements.
- Credit is not given towards Ventures programs for days or time missed due to emergency closings.

## **WITHDRAWAL FROM PROGRAM**

Once registration ~~forms are~~ is received, EarlyVentures requires a one month notice for all withdrawals as

your spot has been secured and staff have been put into place. This one month notice must be written and signed by a parent/guardian. If there is no notification, a one-month charge will automatically be assessed. These costs will appear on the final bill.

## **PARENT/GUARDIAN INFORMATION**

Important parent/guardian communication will be sent via email, Seesaw, or as a hard copy that can be found in your child's cubby. There may also occasionally be signs or posters advertising upcoming early childhood or family events. Please make sure to check cubbies daily.

## **RELEASE OF CHILDREN**

Children will be released only to their parent/guardian or to the authorized pick-up indicated on your emergency card or registration form. Staff will ask for photo I.D. from persons not familiar to them. If anyone other than the authorized persons will be picking up your child, you must turn in a signed and dated note to staff PRIOR to the scheduled pick-up time.

## **CUSTODY ISSUES**

Ventures staff will not be involved in custody disputes between parents/guardians. In the event of a divorce, separation, or joint custody ruling, every effort will be made for EarlyVentures to treat each parent/guardian equally. If parents/guardians have custody issues, they must provide Ventures staff with a copy of any relevant court orders. It is the parents'/guardians' responsibility to work out the scheduling and payments for child care. The person identified as the primary account user is responsible for making payments associated with the Ventures account, unless a court order states something different.

## **ENROLLMENT FORMS**

EarlyVentures must have the following ~~forms~~ information on file for each child:

1. EarlyVentures contract for services
2. Emergency ~~card~~ information
3. Immunization record
4. Healthcare summary (completed by your child's doctor)
5. Infant dietary instructions (if applicable)
6. Health updates

Children may not attend EarlyVentures until all information is in and forms are completed and up-to-date. It is the family's responsibility to keep us informed of changes in your child's file (for example, changes in employment, phone number, address, authorized contacts, etc.) Please submit these changes in writing.

## **CONFERENCES AND TOURS**

Parents/Guardian may request a conference or tour with either the Ventures coordinator or the site leader before their child is enrolled in the center. The conference will help familiarize families with the program, EarlyVentures policies and procedures, and the center's space, including their child's classroom. Staff will also ensure that the family's paperwork is complete and up-to-date as well as answer any questions.

Conferences on a child's progress in the program will be offered to the parent/guardian twice per school year. A written assessment will be provided that will report on a child's academic, physical, social, and emotional development. These conferences may be done via phone if it is more convenient for the family.

## **OUTSIDE CHILD CARE SERVICES**

While EarlyVentures cannot prohibit employees from providing child care services outside our typical



program and hours, it is strongly discouraged. EarlyVentures will not be responsible for any acts or omissions of an EarlyVentures employee should they provide families with outside services.

## **BIRTHDAYS**

Due to district policy, we are not able to celebrate birthdays with a sweet treat (cookies, cupcakes, donuts, etc.) Families are more than welcome to provide a treat that is not food related (stickers, pencils, etc.), but it is certainly not necessary.

Children will be recognized and celebrated in their classroom when it is their birthday through items and rituals that do not involve food.

In order to be fair to all children, we request parents/guardians handle party invitations outside of the program. It is NOT EarlyVenture's staff responsibility to hand out invitations.

## **INSURANCE**

EarlyVentures Learning Center is insured through the ISD #659 insurance carrier. The center does not operate any vehicles for the transportation of children. Staff are not authorized to transport children in their personal vehicles under any circumstances.

## **CHILDREN'S ATTIRE**

Children should be adequately dressed for indoor and outdoor activities EVERY day. Winter outdoor play will require a jacket, snow pants, boots, hat, and mittens or gloves. All belongings should be labeled with the child's name. A lost and found is available within the childcare center for parents/guardians to check periodically. EarlyVentures Learning Center will not be responsible for lost or missing items.

An extra set of clothing should be sent with children or left at the center. All items children bring should be clearly labeled with the child's name and left in the child's cubby. Dirty clothes will be sent home each day. When extra clothes or winter outdoor clothes are needed and are not available, parents/guardians will be notified and required to bring them.

All children in diapers will be checked each hour and changed as needed. Parents/Guardians are required to provide diapers and wipes for their child. Parents/Guardians will be billed \$1.00 per diaper change when diapers have not been provided from home.

Please have shoes for your child at the center each day. No boots, stocking feet, slippers, flip-flops, or bare feet in the classrooms.

## **HEALTH AND IMMUNIZATION**

A medical record will be maintained for each enrolled child. A current health care summary, including any known allergies or health concerns, and an immunization record must be on file for each child. These forms must be completed and returned to EarlyVentures BEFORE the child can attend. The center will provide all necessary forms that must be signed by a physician. Children moving up to the next classroom must have immunization records updated by their physician. Children under 24-months old must have yearly exams.

## **ALLERGY PREVENTION AND RESPONSE**

Before a child can attend EarlyVentures, parents/guardians must provide documentation of any known allergy. EarlyVentures will maintain current information about the allergy in the child's file and an Individualized Child Care Program Plan (ICCPP) will be developed. The ICCPP will include a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. EarlyVentures staff will review ICCPPs at least annually or following any changes made to allergy-related

information in a child's file or on their ICCPP. Documentation of staff review will be kept at EarlyVentures.

Children's allergy information will be readily available at all times including when on site and when on field trips. Allergy information will also be readily available to all EarlyVentures staff in areas where food is served.

EarlyVentures staff will contact a child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. EarlyVentures will call emergency medical services when epinephrine is administered to a child during care.

## **MEDICATION POLICY**

Whenever a child requires oral or surface medication, including over the counter medications, parents/guardians must fill out a written authorization form. A separate form is needed for each medication. The form includes: child's name, name of drug, quantity to be dispensed, time to be dispensed, doctor's authorization, and any special handling needed. Medication must be in the original container with legible information. Any container that does not meet these requirements will be returned to the parents/guardians. The staff member who administers the medication will indicate the date and time a medication was given, print their name, and sign the form. These records will be kept in the child's file. Written authorization is required by parents/guardians for the administration of syrup of ipecac.

## **CHILD CARE CENTER HEALTH POLICY**

**Diapering Procedures:** Each child must have their own supply of diapers and wipes. The center has extras only for emergencies. Below is the diapering procedure followed at EarlyVentures:

1. **Preparation:** wash hands, assemble supplies within arm's reach, cover diapering surface area, and put on clean gloves
2. **Dirty Phase:** place child on diapering surface, remove soiled diaper, cleanse diaper area of child, remove gloves
3. **Clean Phase:** apply ointment as directed, apply clean diaper, dress child, wash the child's and provider's hands, and return the child activity
4. **Clean up:** dispose of soiled items, clean and disinfect, and wash hands
5. **Communicate:** record and report (time of day, wet, dry, or BM)

**Toileting:** Children must be fully potty trained and able to use a typical toilet independently by the time they reach four years of age. Should a child that is four years or older have a poop accident, parents/guardians will be called and asked to pick up their child. Should a child that is four years or older have a pee accident, they will be asked to change into their spare set of clothes. Soiled clothes will be put in a plastic bag for parents/guardians to take home. Should children that are four years or older have more than one accident in a day, parents/guardians will be called and asked to pick up their child. If a child continues to have frequent accidents on a daily basis, EarlyVentures may terminate care until the child is completely potty trained. Written warning will be given to parents/guardians before this action takes place. Children may not move up to the Butterfly Room unless they are fully potty trained.

**Handling and Disposal of Bodily Fluids:** Surfaces that come in contact with potential bodily fluids, including blood and vomit, must be cleaned and disinfected according to MN Rules, part 9503.0005, subpart 11. Per guidelines, EarlyVentures will have disposable gloves, disposable bags, and eye protection on site. Blood contaminated material must be disposed of in a plastic bag with a secure tie and sharp items used for a child with special care needs must be disposed of in a "sharps container." The sharps container will be stored in the NCEC nurse's office, out of reach of children.

**Medical Conditions:** Lesions, open wounds, potentially infectious sores, or skin conditions that may discharge on a child's body will need to remain covered while children attend EarlyVentures. This policy is

strongly enforced to protect others from the potential of exposure to bodily fluids. EarlyVentures will change bandages or re-apply them as necessary. Parents/Guardians may be required to supply bandages or dressings that are needed.

**Naps and Rest:** A crib will be provided for all infants in which the center is licensed to provide care. All cribs will conform to federal crib standards and EV staff will follow DHS regulations in adhering to crib safety standards, including routine crib inspection requirements. All EarlyVentures staff will also receive annual training in the reduction of risk of sudden unexpected infant death.

All cribs will have a firm mattress with a fitted sheet that is appropriate to the mattress size that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling the corner of the sheet with reasonable effort. Infants may only be placed in a crib with a pacifier (optional) and inside a sleep sack (optional). Infants may only be swaddled in a sleep sack if written consent from a parent/guardian has been received and the infant has not yet begun to roll over on its own.

All infants will be placed on their backs for all naps. Parents/Guardians that do not wish to have their child placed on his or her back will need a signed physician approval form before EarlyVentures will accommodate the request. EarlyVentures will also require parents/guardian to sign a waiver stating that ISD #659 and its employees cannot be held liable. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or EV has a signed statement from the parent/guardian indicating that the infant regularly rolls over at home.

Should an infant fall asleep before being placed in a crib, EV will move the infant to a crib as soon as is practicable. The infant will always be in sight of EV staff until being placed in a crib. Should an infant fall asleep while being held, EV staff will consider the supervision needs of the other children in the classroom when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant will never be in a position where the airway may be blocked or with anything covering the infant's face.

Prior to toddler and preschool nap times, each child will use the toilet or be diapered and hands will be washed before going to the nap area. Small blankets and pillows may be brought from home and laundered weekly or when soiled; no sleeping bags or bed pillows please. Adults will rock toddlers and comfort other children (rubbing heads, backs, etc.) as needed. All cribs and cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. After 30 minutes, all children that have rested quietly and are awake may go into another area for quiet play. As children awake, they will join the others in the play area.

**Food storage:** Milk and formula will be kept refrigerated at all times. As with other food, milk or formula not consumed by the child during normal feeding times will be disposed of. At the next feeding, fresh milk or formula will be offered. When parents/guardians bring bottles, they will be placed in the refrigerator until feeding time. A separate bottle is required for each feeding time. All bottles and infant food items must be labeled with the child's first and last name. Food supplements and medications will be given to children only with a signed statement from the parent/guardian and the physician. Whenever a child requires oral or surface medication, parents/guardians must fill out a written authorization form. Parents/Guardians shall provide the center with the child's diet plan, as recommended by their physician, and the eating habits of their child.

## **MEALS AND SNACKS**

The center will provide morning and afternoon snacks. Hot lunch is available when school is in session and billed at the elementary school rate. Free and reduced lunches are available during the school year for those who qualify. Free/reduced lunches are not available during the summer session. A menu is available at the beginning of each month. These lunches are payable in advance and are billed separately from tuition. Children that prefer cold lunches should bring a bag lunch clearly labeled with their name. Pop and juice boxes will not be allowed in cold lunches as milk is required. Milk will be available and will be billed separately.

Children 12-24 months are served unflavored whole milk and children 2 and up are served unflavored 1% milk. Foods that need to be microwaved will not be allowed except in the infant room. Cold lunches must meet USDA requirements. Supplements will be provided if necessary at a cost to the parent/guardian of \$0.75 per item.

Northfield Public Schools Department of Nutrition Services is responsible for providing hot lunches as EarlyVentures does not prepare food on site. Nutrition Services follows all procedures and practices that are in compliance with the requirements for food and beverage establishments in chapter 4626, which include: hand washing; maintaining hot and cold food temperatures at safe levels; washing of food, utensils and equipment; and serving of food.

## **SICK CHILD/ABSENCE**

Please notify EarlyVentures if your child is ill or will be absent. Parents/Guardians will be billed for all scheduled days. Please remember, if your child is at EarlyVentures, they will need to be well enough to participate in all activities including outdoor play.

If children receive over the counter medication before they arrive at EarlyVentures, parents/guardians must inform EarlyVentures staff. If a child becomes ill while at the center, staff will make arrangements with the parent/guardian for pick-up of the child. Sick children will be isolated, but supervision will be maintained at all times. A parent/guardian is required to inform the center within 24 hours if their child contracts a contagious disease. EarlyVentures will post the information the same day that any contagious disease is reported. The health department will be notified of any reportable disease or illness.

A child with any of the following conditions or behaviors is considered a sick child and must be isolated from other children at the center. The family will be called immediately and the sick child will be isolated on their cot/crib until the parent/guardian can pick them up.

**Conditions:** A contagious illness or condition as specified in Minnesota Statute rule 3 part 4605,7040, or:

- A child with chicken pox, until the lesions are crusted over.
- A child who has had 2 loose stools since admission that day.
- A child who has vomited since admission that day.
- Any bacterial infection that has not completed 24 hours of antimicrobial therapy.
- A child who has ringworm or scabies that is not treated.
- A child who has lice that has not been treated or any nits remaining in the hair.
- A child who has a 100 degree temperature or higher.
- A child who has an undiagnosed rash or sore, discharging ears or eyes, or discharging lesions on their body.

Children must be fever, diarrhea, and vomit-free for 24 hours before they can return to EarlyVentures. Sick children will be supervised at all times.

## **EMERGENCY AND ACCIDENT PROCEDURE POLICY**

**1. Administering First Aid:** All staff members will be trained in Red Cross First Aid and infant and child CPR. In the event of an accident, a staff member will evaluate the accident and decide on the appropriate course of action. Minor accidents such as scraped knees, etc. will be washed with warm water and soap. A bandage will be applied. Parents/Guardians will be informed of any such incidents upon pick up. Accident reports will be filed any time it is necessary to call parents/guardians or if the incident requires treatment by a

physician. A report must be filed with the Commissioner within 24 hours of any injury requiring medical care.

## **2. Accident Prevention Procedures:**

**A. Injury:** Equipment will be kept in good repair. All sharp items such as scissors and knives will be kept out of the reach of children. Blunt end scissors will be used by children.

**B. Burns and Electrical Shock:** All outlets not in use will be covered. Cords that are being used will be placed in outlets out of the reach of children. Use of electrical equipment in the children's play area will be kept to a minimum. Items that produce heat will not be allowed in the children's play areas. Water at the faucets will not be more than 120 degrees to prevent scalding. Flammable items such as gas or lighter fluid will not be stored at the center. Storage areas will be kept free of combustible material and trash. Furnishings will not be highly flammable.

**C. Poisoning:** All medication and toxic substances, such as household cleaners will be placed in/on shelves out of reach of children. All staff will be instructed on items that are toxic and on the proper storage of such items. Staff will know procedures for accessing the poison control center.

**D. Aspiration or Choking:** Food items will be chosen carefully and foods difficult for children to chew or eat will not be served. Toys will also be chosen for the appropriate age levels. Small and easily broken toys, balloons, and toys with loose parts will not be allowed. All staff will be trained in CPR.

**E. Suffocation:** Plastic bags and other materials that could cause suffocation will be kept out of the reach of children. The area will be checked regularly for items that may cause suffocation and these items will be immediately removed.

**F. Traffic and Pedestrian Accidents:** Corridors will be kept clear for easy exits and traffic patterns. Floors will be safely carpeted or tiled and the center will have adequate lighting. Early Ventures staff will conduct a daily inspection of potential hazards in the center and on the outdoor activity area.

## **3. Fire Prevention and Procedure:**

**A. Fire Evacuation Plan:** The fire evacuation routes are posted in each room. They are located next to the doors and show the closest outside exit as well as secondary exits. The center will conduct routine fire drills to be prepared for any fire that could occur.

**B. Fire Drills:** All staff and children will participate in routine fire drills. The fire evacuation routes will be discussed and a record kept of all drills, indicating the date and time drills were practiced. A procedure to account for all children will be part of each drill. Staff will be trained to know who is responsible for which areas and the phone number of the local fire department.

**C. Procedure in the Event of a Fire:** Staff will know the location and proper use of a fire extinguisher and how to close off the fire area. All staff will participate in fire drills to provide proper training in how to carry out fire procedures.

## **4. Natural Disasters:**

**A. Tornadoes:** In the event of a tornado, staff will gather all children together and go to the designated tornado safety area. All children will be instructed to remain seated until danger has passed. The center will maintain a log of the dates and times of monthly tornado drills from April to September.

**B. Blizzard:** In the event that parents/guardians are delayed in picking up their children, the center will remain open to care for the children until the parents/guardians arrive. EarlyVentures will follow ISD #659 school closing policies.

**C. Other Natural Disaster:** In the event that there is a natural disaster, EarlyVentures will follow ISD #659 policies and procedures.

**5. Missing Child:** When staff are unable to locate a child, all children will be asked to sit in one room. A check by all available staff will be made of the center and surrounding area. If the child is not located, the person in charge will notify the Northfield Police Department and the child's parents/guardians.

**6. Release of Children:** Children will be released only to their parents/guardians or persons authorized on the emergency card. No one other than the authorized person will be allowed to pick up children from the center. If an unauthorized person attempts to pick up a child, parents/guardians will be notified, and if necessary, 911 will be called.

**7. Incapacitation or Suspected Abuse:** In the event a person who is incapacitated or suspected of abuse attempts to pick up a child, the caregiver is directed to release the child only to those persons who are authorized. If the caregiver suspects an authorized person of being incapacitated or a suspected abuser, the child must still be released. The caregiver is then mandated to report the suspected neglect or abuse to the Northfield Police Department and/or the Rice County Human Services Department.

**8. Abandoned Child:** If a child is still at the center after the regular closing time, the staff person will contact the parents/guardians. If the parents/guardians cannot be reached, the staff will contact all other people listed on the child's emergency card to pick up the child. The center will remain open until the child is picked up. If a child remains at the center at 6:30-00p.m., 911 will be notified.

**9. Source of Emergency Medical Care:** Northfield Hospital

**10. Accident Reports:** A log will be kept of all accidents that occur at the center. The written record must contain the name and age of the person involved; date and place of the accident; injury or incident; type of injury; action taken by staff; and to whom the accident, injury or incident was reported. This log will be reviewed at least semi-annually and steps will be taken to prevent accidents from reoccurring.

Should a serious injury or death occur while a child is in EV's care, EV staff are required to report the incident within 24 hours of being notified of the incident. The report will be submitted electronically to DHS on the Child Care Center Serious Injury and Death Reporting Form.

## **EMERGENCY PREPAREDNESS**

EarlyVentures has a written emergency preparedness plan using the Child Care Emergency Plan form developed by the commissioner. This plan includes: procedures for an evacuation, relocation, shelter in-place, and lockdown; a designated relocation site and evacuation route; procedures for notifying a child's parent or legal guardian of the evacuation, relocation, shelter-in-place, and lockdown, including procedures for reunification with families; accommodations for a child with a disability or a chronic medical condition; procedures for storing a child's medical necessary medicine that facilitates easy removal during an evacuation or relocation; procedures for continuing operations in the period during and after a crisis; procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities; and accommodations for infants and toddlers. The Emergency Preparedness Plan is available on site and upon request.

## PERMISSION SLIPS

Field trips will be announced in advance and parents/guardians will be asked to sign permission slips for any trip taken by the center that would require transportation. Parents/Guardians will be asked to sign a blanket permission slip for trips that are within walking distance from the center, i.e. parks, library or local businesses. Students training in the fields of childcare and education occasionally visit EarlyVentures for observation, practicum, or student teaching. Parents/Guardians will be asked to sign permission forms before their child participates in any formal observation. Parents/Guardians will also be asked to sign a form before their child's picture is used for publicity.

## PROGRAM QUALIFICATIONS

- Children that are four years old and older are expected to be toilet trained and to be able to use a typical toilet independently.
- Children must be able to independently participate in developmentally appropriate group settings with similar age peers.
- Children must be able to independently follow simple directions appropriate to the child's age.
- Children must have the ability to play and work cooperatively with similar age peers without adult facilitation.
- Appropriate to the child's age, children must be able to safely and successfully transition from one activity to another.
- Children must be able to be successful in a group setting that is consistent with the Department of Human Services staff to student ratios for child care.
- Appropriate to the child's age, children must be able to independently participate in the general education curriculum.

## SERVICES TO CHILDREN WITH SPECIAL NEEDS

EarlyVentures is not designed to provide long-term 1:1 assistance for children. If a child receives 1:1 student support in the classroom, or has a behavior plan developed, EarlyVentures must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed to help the child be successful. Information regarding a student's needs will not be used to prohibit a child's enrollment in EarlyVentures, unless it is determined they will need significant assistance beyond our program's capabilities.

**Rationale:** As a public institution, Northfield Public School's Community ~~Services Division~~ Education strives to provide equal access and opportunity for all people. However, since programs offered through Community ~~Services~~ Education are fee based, our program is equally obligated to provide affordable services for the broadest possible spectrum of the population. Unlimited access for children with special needs would significantly increase costs and could result in the complete elimination of multiple programs. Limiting access to only those children who can be included with no additional support, though, is clearly not in keeping with our mission as a public agency. Accordingly, this policy has been developed after reviewing case law regarding program access of a community service for disabled individuals under the rehabilitation act. The purpose of the policy is to provide maximum access for children with special needs while preserving the affordable nature of the program for the public at large.

**Pre-enrollment Conference and Release of Information:** Parents/Guardians of a child with special needs who wish to enroll the child in EarlyVentures are asked to contact the Ventures Coordinator. A pre-enrollment conference will be held to discuss the nature of the special need and the extent of support services which are needed. At this conference, parents/guardians will be informed of the Community Services policy of consulting with school staff and examining student files if the child is enrolled in the Northfield Public Schools. If the child is not enrolled in programs provided by the Northfield School District, parents/guardians will be asked to sign a release of information for other agencies/schools that are currently providing services for the child. These releases are not mandatory in order for services to be provided, but will result in a more complete individual service plan.

**Provision of Additional Financial Resources:** If it is determined that additional financial resources are necessary in order to make the program accessible and beneficial, the following procedures will be used.

1. Modifications which are necessary to make facilities accessible will be undertaken by the school district if they are economically feasible. These may include but are not limited to bathroom grab bars, wrist operated sinks, etc. If these modifications are not feasible, providing accessibility through use of mobility aides, etc. will be pursued. In these cases, the provisions included in Item 2 will apply.
2. Items which are considered personal support services are the responsibility of the specific program in which that particular child is involved, provided that they do not increase the cost of the service by more than 5%. If the cost does exceed 5%, additional costs will be the responsibility of the parent/guardian. Examples of personal support services may include, but are not limited to, transportation, mobility aides, behavior management aides, and/or nursing services for children that are medically fragile or have multiple handicaps.
3. Should it be necessary for parents/guardians to seek financial assistance to cover increased costs, Early Ventures staff will be available to assist them in locating possible sources of help through community agencies and organizations.

**Implementing and Monitoring the Individual Service Plan:** The coordinator of a particular program in which the child is enrolled will be responsible for developing a service plan. This plan must be in place within 1 week of the date on which the child began using the service, and a summary of the plan will be reviewed with the parent/guardian and placed in the child's file. Site visits from special education staff or staff of other agencies that provide service to the child will be arranged to obtain input and suggestions. Consultation with classroom teachers will also be scheduled as appropriate. The Ventures Coordinator is responsible for obtaining this information, including it in the child's plan, and making sure that any staff members who work with the child are familiar with the contents of the plan. All individual service plans must be reviewed and approved in writing by the Ventures Coordinator and the parent/guardian of the child. Modifications in the service plan will be made as necessary with joint approval of parents/guardians and staff. Any changes in the plan will be documented in writing and placed in the child's file. Any information concerning the child that is written in the staff log will be shared with the parents/guardians in a timely manner.

**Policy on Behavior Management:** Children who have been specified as special education students or students whose behavior cannot be managed through the application of existing behavior guidance policies that are in place for the various programs, will be considered special needs children for the purpose of this policy. This definition will be applied whether behavior problems result from temporary individual stresses, mental impairment, as a result of neglect or abuse, or as a result of long term emotional and behavioral disorders. In cases when these behaviors are documented prior to the enrollment of the child, the procedures used will be the same as those described previously for serving children with special needs. If the problem surfaces after the child is enrolled, a conference will be scheduled in accordance with existing behavior management policies. The purpose of the conference will be the same as that of the pre-enrollment conference already described. Timelines for the development and implementation of an individual service plan will also be the same as those previously mentioned.

**Termination of Services:** If the staff determines that an individual behavior guidance plan is not effective and no other options are available, it is possible that service will no longer be provided for that child. Termination of services will be considered if the child constitutes a danger to other participants, themselves, if behavior is so disruptive that it prevents the accomplishment of overall program goals, if the child cannot participate in a group setting with similar age peers, or if the child consistently requires more staff attention than is allotted in licensing ratios. The decision to terminate services will be the responsibility of the



## **BEHAVIOR GUIDANCE POLICIES**

The center's daily scheduling, curriculum plans, classroom arrangement, and staffing pattern are designed to promote positive and enjoyable learning experiences, including respectful and trusting relationships between adults and children. To provide for the safety of all children, as well as the individual development of each child's self-help and self-control skills, staff maintain daily routines and provide appropriate limits for each group. These routines and limits are frequently discussed and defined with the children. Consistency and knowing what to expect throughout the day helps children develop a sense of trust and understanding of their environment and encourages self control. The goals of child guidance are to help children develop safe and appropriate ways of interacting with others and with the environment and to develop internal self-control. Young children learn by experimenting, testing limits, and experiencing logical consequences of their behavior.

EarlyVentures operates on the premise that young children are never "bad." Many discipline problems arise from too much excitement or over stimulation, rather than direct disobedience. Continual positive reinforcement will be used to encourage acceptable behavior. Staff work towards changing behaviors using positive techniques. These techniques include, but are not limited to the following:

1. Working with the children to develop rules that are stated at the children's developmental level.
2. Clarifying the consequences of not following rules before an incident occurs.
3. Having age-appropriate expectations for children.
4. Allowing children time to practice following new rules and acceptable alternatives to problem behavior in order to reduce conflict.
5. Reinforce desirable behavior by praising or rewarding the child. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to continue.
6. Provide immediate and directly related consequences for a child's unacceptable behavior.
7. Ensure that each child is provided with a positive model of acceptable behavior.
8. Redirect children away from the problem toward a constructive activity in order to reduce conflict.
9. Teaching children how to use acceptable alternatives to problem behavior in order to reduce conflict.
10. Short breaks, which are noted and logged.
11. Protect the safety of children and staff persons.

**Biting:** Unfortunately, biting is a natural development stage that many children go through and it is one of the most common and difficult behaviors in a child care setting. Biting can occur without warning and it provokes a strong emotional response from all involved parties. Biting typically tends to be a temporary stage, most common in children ages 13-24 months. Toddlers may bite for a number of reasons as they are in the process of learning socially acceptable responses to their environment and given situations. Toddlers often bite as a result of teething, frustration, over-stimulation, impulsiveness, excitement, lack of self-control,

attempting to get attention, lack of verbal skills, or even hunger.

EarlyVentures staff work with all children to promote socially acceptable responses and behaviors. Biting is addressed in all classrooms, but a consistent curriculum is used more specifically in the toddler room. The curriculum includes a variety of age-appropriate books about biting and an assortment of games that help children learn what teeth are used for and when teeth should not be used. Group time often includes questions such as, “What do we put in our mouth?”, “What are our teeth for?”, and “What can we eat?” as well as having children practice “using their words.” “No Biting” pictures are also posted in the room.

EarlyVentures staff also complete an annual training called “When Biting Happens” to review helpful tips on biting prevention as well as circumstances or situations that often provoke biting.

Should a biting incident occur at EarlyVentures, staff address the biter in a firm, matter-of-fact voice (not angry or yelling) saying, “No biting. Biting Hurts! Teeth are for eating food.” Staff comment on how the other child is feeling. “Look, \_\_\_\_\_ is crying. They are crying because you bit them. Biting hurts.” Staff may also have the biter comfort the other child by bringing them an ice pack. The biter is redirected to another activity or separated from the group and placed on a break. The child that has been bitten is comforted and the bitten area is washed with warm water and soap. An ice pack is applied. The biter sees the sympathy and comfort towards the bitten child. An incident report is filled out by staff and logged in the incident binder. Families of both the biter and the bitten are notified.

Should a child bite repetitively, staff will meet with the biter’s parents/guardians to create a biting plan of action. Every biting occurrence, including attempted bites, will be charted and location, time, participants, behaviors, staff present, and circumstances will be indicated. Staff and parents/guardians will look for any patterns in the biting and both will consistently encourage the use of words to express feelings and emotions. Biting plans will be tailored to the individual child and appropriate steps will be implemented.

## **BEHAVIOR POLICIES**

If staff’s attempts at discipline do not work and a child continues to exhibit persistent unacceptable behavior, the following will occur in the EarlyVentures preschool classrooms:

1. Parents/Guardians will be notified, informing them of the reason for referral, previous action by staff, and the actions taken by the disciplinary personnel. Staff will continue to observe the child’s unacceptable behavior and record incidents and staff responses.
2. When a child’s behavior is continually upsetting or dangerous to others or the staff, a conference will be called with the parents/guardians. A behavior plan will be developed. The plan will include specific details working towards eliminating the behavior problems. Suggestions may include, but are not limited to, environmental changes, incentive programs, more direct services and/or professional services, and referrals for behavior assessments.
3. If the problem is still not resolved, the following actions will occur:

**Behavior Incident Reports:** A Behavior Incident Report is completed when a serious disciplinary action occurs. Behavior such as violent outbursts, willfully hurting other children, throwing objects, inappropriate language, leaving the room/building/group, verbal or physical abuse of the staff, not listening to staff or following directions, creating an unsafe environment, or the inability to adjust to the program guidelines will be considered serious disciplinary concerns. Charges will be assessed for behavior leaves resulting in 1, 3, and 5 days off. Should a child receive a sixth Behavior Incident Report, charges will end with the last date of service, and alternate care must be found immediately as the child will not be allowed to return to the program.

*1st Behavior Incident Report:* Parents/Guardians, site staff, and child will discuss the behavior to resolve the situation. Parents/Guardians will be informed that "should a second Behavior Incident Report occur, a meeting will be scheduled to include the parent/guardian, child, site staff, and Site Leader."

*2nd Behavior Incident Report:* Parents/Guardians will be contacted for a meeting to include the parent/guardian, child, site staff, and Site Leader. The process continues should a parent/guardian refuse to attend a meeting. Parents/Guardians will receive a written warning that "should a third Behavior Incident Report occur, the child will need to take a one day leave of absence from the program."

*3rd Behavior Incident Report:* Parents/Guardians will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.) Parents/Guardians will receive a written warning that "should a fourth Behavior Incident Report occur, the child will need to take a three-day leave of absence from the program."

*4th Behavior Incident Report:* Parents/Guardians will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Parents/Guardians will receive a written warning that "should a fifth Behavior Incident Report occur, the child will need to take a five-day leave of absence from the program."

*5th Behavior Incident Report:* Parents/Guardians will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Parents/Guardians will receive a written warning that "should a sixth Behavior Incident Report occur, the parent/guardian will be required to find alternate child care immediately. The child will not be able to return to the program. Charges will end with the date of the sixth Behavior Incident Report."

*6th Behavior Incident Report:* Parents/Guardians will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be able to return to the program. Charges will end with the date of the sixth Behavior Incident Report.

**EarlyVentures Prohibits the Subjection of a Child to Corporal Punishment** This includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.

**EarlyVentures Prohibits the Subjection of a Child to Emotional Stress:** This includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.

**EarlyVentures also prohibits:**

- Punishment for lapses in toileting
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
- The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm
- The use of mechanical restraints, such as tying
- No child may be separated from the group unless the following has occurred:

- Less intrusive methods of guiding the child's behavior have been tried and were ineffective
- The child's behavior threatens the well-being of the child or other children in the program

A child who requires separation from the group must:

- Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person.
- The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation.
- The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops

Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

All separations from the group must be noted on a daily log that must include: the child's name, the staff person's name, time, date, information indicating that less intrusive methods were used to guide the child's behavior, and how the child's behavior continued to threaten the well-being of the child or other children in care.

If a child is separated from the group three or more times in one day, the child's parent/guardian shall be notified and the parent/guardian notification shall be indicated on the daily log. If a child is separated five or more times in one week, eight times or more in two weeks, the procedures for Persistent Unacceptable Behavior must be followed.

A copy of the center's behavior guidance policy as defined by the State of Minnesota Department of Human Service, Division of Licensing, is on display at the center. A copy is also available from the program coordinator at any time. The policy defines the general requirements of behavior guidance, procedures for persistent unacceptable behavior and actions that are prohibited by either staff or children.

## **PETS**

EarlyVentures will inform parents/guardians and obtain signed permission before any pets are housed at the center or any pets visit the center.

## **PARENT/GUARDIAN VISITS**

Parents/Guardians are welcome to visit the center at any time during the normal hours of operation. We encourage family volunteers in our classrooms. Please speak with the site leader for further information.

## **TELEPHONE NUMBER FOR DIVISION OF LICENSING**

If you have questions, concerns, or complaints about your child's care, the telephone number of the Department of Human Services - Division of Licensing is 651-431-2000.

## **TOYS**

EarlyVentures asks that all children leave their toys at home. Small, soft toys such as stuffed animals are allowed during rest time for children in the toddler and preschool rooms or infants that are over a year and sleeping on a cot. Musical or noise-making toys will not be allowed as they may disturb others that are napping. Children may also bring a toy from home when there is a scheduled "show and share" day. All other toys should be left at home or will be placed in the child's cubby to be taken home at the end of the day. Toy weapons or toys that contain any weapons are not welcome at any time. Our center is fully equipped with an adequate supply of age-appropriate toys for the children and toys brought from home often create problems.

EarlyVentures cannot be held responsible for lost, broken, or missing items.

## **MANDATED REPORTING/MALTREATMENT OF MINORS (SEE ATTACHED DHS DOCUMENTS)**

Children need a safe, nurturing environment that allows them to grow, learn, and feel loved by their caretakers. In order to grow and learn, children's minimum needs for good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulation, appropriate discipline, love, a feeling of importance, and a safe, non-violent home setting must be met. When these needs are not met, a child cannot grow and learn as easily. If you are temporarily or permanently unable or unwilling to meet your child's minimal needs, EarlyVentures staff is mandated by Minnesota State Law to file a report with a county child protection agency. It then becomes the role of Child Protection to work with your family to ensure that your child's needs are being met. Should you have difficulty in providing for your child's emotional or physical needs, or safety, you are encouraged to ask for help. Our staff will help you find a community resource that can offer assistance. Some 24-hour community resources which can help you when you find that you are experiencing more stress than you can handle, include:

- Parents Anonymous 1-800-225-4073
- Rice County Crisis Hotline 1-800-607-2330
- Rice County Child Protection 1-507-332-6214
- Rice County Crisis Nursery 1-507-332-6255
- Department of Human Services, Maltreatment Intake Line 1-651-431-6600
- Department of Human Services, Division of Licensing 1-651-431-6500

EarlyVentures expresses a commitment to provide an environment that encourages every child's safe growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to talk with the site leader. Should you feel your child's needs are consistently not being met, our staff will work with you to identify your child's needs and assist you in meeting them. As mandated reporters, EarlyVentures staff are required to make a report if there is reason to believe that a child is currently being neglected, abused, subjected to witnessing domestic abuse, or has been within the past three years. For more information on mandated reporting, please see Appendix C.

## **INTERNAL REVIEW**

When an internal or external report of alleged or suspected maltreatment has been made, EarlyVentures will complete an internal review within 30 calendar days and will take corrective action, if necessary, to protect the health and safety of children in care. The internal review will include an evaluation of whether:

- Related policies and procedures were followed
- The policies and procedures were adequate
- There is a need for additional staff training
- The reported event is similar to past events with the children or the services involved
- There is a need for corrective action by the license holder to protect the health and safety of the children in care.

The internal review will be conducted by the Ventures Coordinator. If the Ventures Coordinator is involved in the alleged or suspected maltreatment, the Director of Community Services will be responsible for completing the internal review.

Based on the results of the internal review, EarlyVentures will develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or EarlyVentures, if any.

## **NORTHFIELD DISTRICT POLICY REGARDING HARASSMENT AND VIOLENCE**

Please see Northfield's district [Policy 413 Harassment & Violence](#), the [procedures](#), and the [reporting form](#).

### **DISMISSAL FROM PROGRAM**

EarlyVentures reserves the right of immediate dismissal of a child from EarlyVentures based on probable cause as listed below:

#### **PARENT/GUARDIAN RELATED PROBABLE CAUSE FOR DISMISSAL FROM PROGRAM:**

1. Failure to complete, sign, and return appropriate program forms
2. Harmful, threatening, or inappropriate behavior toward staff, children, or other parents/guardians
3. Consistent late or non-payment of tuition and program fees
4. Repeated instances of failure to sign child in and out
5. Lack of adherence to EarlyVentures policies and procedures
6. Repeated instances of late pick up

### **STAFF POLICIES**

1. Children are to be supervised at all times. Children are not to be left in a room or on the playground alone, even for a few minutes. All ratios will always be met.
2. Staff members are to engage and interact with children, not isolate themselves or converse at length with other staff members.
3. Discipline is to be dealt with in a positive manner. Talk to the child without raising your tone of voice. Try to determine the child's reason for the misbehavior. Consult the center's discipline policy for further details and follow accordingly. If separation from the group is necessary, a written report must be filed.
4. Children are expected to treat others with respect. They learn by example and their role model is you.
5. Staff members are expected to sit with the children during snack and meal times.
6. All employees will be hired for a six-month probation period. Employees will be evaluated following Northfield Public School's evaluation process.
7. EarlyVentures child care center does not discriminate in its hiring practices. Northfield Public Schools is an equal opportunity employer.
8. All EarlyVentures staff are required to have standard first aid and CPR training within 90 days of the start of work.
9. All EarlyVentures staff will meet annual training requirements set by the Department of Human Services.
10. ISD #659 is a smoke free district. Smoking is not allowed in any district building or on its grounds.
11. All records at the childcare center are to be kept confidential. This includes, but is not limited to: children's records, personnel records, accident, and discipline reports. Staff will release records only to those people who have access as required by law.

12. As per DHS rule 17 Part 9543.1020, subpart 14, drug and alcohol use is prohibited. Individuals, subcontractors, and volunteers when directly responsible for children served by the program are prohibited from abusing prescription medication or being under the influence of a controlled substance or alcohol. This includes any level of use that impairs or could impair the person's ability to provide care or services.

### **RISK REDUCTION PLAN**

EarlyVentures has developed a Risk Reduction plan in order to comply with Minnesota Statutes, section 245.66 subdivisions 2 and 3. Risk Reduction Plans are in place to assess risks among children in our environment and ensure there are procedures, policies, and staff training sessions in place for all risks determined. The Risk Reduction Plan is available on site at EarlyVentures and will be reviewed annually. All EarlyVentures staff will receive an orientation to the Risk Reduction plan prior to first providing unsupervised direct contact services and will review it annually thereafter.

## **Appendix A: Daily Schedules and Curriculum**

### **Caterpillar Room (Infants)**

Below is a very general schedule as much flexibility is needed within an infant childcare setting. Each child's schedule will be based around their biological schedule of when they need to eat and sleep.

7:00-8:00 am	Check-in/Report with parent/guardian
8:00 am	Diapers
8:00-9:30 am	Bottles and morning nap
9:30-9:45 am	Morning snack
9:45-10:15 am	Curriculum (circle time, sing-a-song, stories, games, sensory and art)
10:00	Diapers
10:15-11 am	Outside/Gross motor
11:00-11:30 am	Lunch
11:30 am-Noon	Bottles
12:00-3:00 pm	Nap time (diapers as they wake)
1:00-3:00 pm	Gross motor and sensory activities (as kids wake)
3:00-3:30 pm	Afternoon snack and bottles
3:30-4:00 pm	Curriculum (circle time, sing-a-song, stories, games, sensory and art)
4:00-4:30 pm	Outside/Gross motor
4:30-5:30 pm	Bottles, diapers, and check out/Report with parent/guardian

### **Bee Room (Young Toddlers) and Ladybug Room (Older Toddlers/Young Preschool)**

Toddlers range in age from 16 months to three years old. As toddlers may be new to child care environments, we highly encourage families to incorporate some of this routine into their children's daily lives at home. This will establish normalcy and make sure their children do not feel overwhelmed by the change in routine.

Below is a typical daily schedule. Schedules between the two classrooms vary based on the needs of their students.

7:00-8:15 am	Check-in/Report with parent/guardian/Morning stations
8:15-8:30 am	Diapers/Bathroom/Stories
8:30-8:45 am	Circle time/Music
8:45-9:30 am	Gym/Gross motor
10:00-11:00 am	Outside
11:00-11:30 am	Smart room or table activities
11:30 am-Noon	Lunch
12:00-12:15 pm	Diapers/Bathroom/Stories
12:15-3:00 pm	Rest time
1:00-3:00 pm	Gross motor/Sensory (as children wake from rest)
3:00-3:15 pm	Diapers/Bathroom/Stories
3:15-3:30 pm	Afternoon snack
3:30-4:15 pm	Art/Stations
4:15-4:30 pm	Circle time/Music
4:30-5:30 pm	Outside/Gym



**Firefly Room (2 Years Before K) and Butterfly Room (1 Year Before K)**

7:00-8:00 am	Check-in/Report with parent/guardian/Learning stations
8:00-8:30 am	Gym/Large motor
8:30-8:45 am	Morning meeting
8:45-9:00 am	Snack
9:00-10:00 am	Small group learning stations
10:00-11:00 am	Outside
11:00-11:20 am	Social-Emotional curriculum/Reading corps groups
11:30 am-Noon	Lunch
12:00-12:45 pm	Outside/Gym
12:45-1:00 pm	Bathrooms/Rest time prep
1:00-2:45 pm	Rest time
1:30-2:45 pm	Quiet activities as children wake
2:45-3:00 pm	Wake up/Bathrooms
3:00-3:30 pm	Afternoon snack
3:30-3:45 pm	Circle time
3:45-4:15 pm	Small groups/Stations
4:15-5:00 pm	Choice time
5:00-5:30 pm	Outside/Gym

All classrooms at EarlyVentures Learning Center use Mother Goose Time Curriculum, which is a research-based curriculum that incorporates 33 skills into playful games and discovery projects. The cross-disciplinary model supports a child's on-going social, emotional, physical, language, and cognitive development. Authentic assessment allows staff to capture learning as it happens through observations, work samples, and skill charts.

The preschool rooms at EarlyVentures also use Second Step, which is a social emotional curriculum. Second Step helps teach the youngest learners how to listen, pay attention, manage behavior, self-regulate, and get along with others. Skills and concepts are taught through short, daily activities.

## **Appendix B: Procedures for Children of Area Learning Center (ALC) Students to Access EarlyVentures**

1. The ALC student's child must be eligible for county support (Child Care Assistance Program (CCAP)) to pay for the cost of Early Ventures. CCAP does not cover Early Ventures full daily rate, thus the ALC will be responsible for covering all charges the county does not cover.
2. The ALC student has to be enrolled in, or have successfully completed, the parenting class offered through the ALC. The class will be taught by a Community Services Parent Educator.
3. The ALC needs to notify Early Ventures no later than February 1st of how many summer and school year INFANT slots the ALC would like to hold and pay for. A child can be considered an infant and be enrolled in the infant room until they turn 19 months. Due to current families, Early Ventures will not hold TODDLER slots.
4. If a new toddler or preschool spot is needed for the ALC, Early Ventures will determine if space is available after Early Ventures' current family registration (typically held in early-mid February). If space is available for a new toddler or preschooler, the ALC will need to determine if they want to commit and pay for the slot prior to Early Ventures' new family registration (1st week of March). The ALC will be responsible for paying for this slot for the duration of the school year or until EarlyVentures can fill the slot with a community member.
5. If a current ALC student that has a child enrolled in Early Ventures is not graduating at the end of the school year and will need an Early Ventures slot (in any room) the following year, the ALC student will be treated as a current family and will need to follow all current family registration guidelines.
6. If an ALC student is enrolled in Early Ventures' summer program, the ALC will be charged for the entire summer, not just days the ALC is in session. This will also allow the ALC student to access childcare in August or days the ALC is not in session.
7. The ALC will be charged all registration and snack fees for each ALC student's child in Early Ventures. Child Care Assistance typically does not cover these fees.

Updated: DATE HERE



# **Bridgewater Elementary Greenvale Park Elementary Spring Creek Elementary**

## **Student Handbook 2022-2023**

Bridgewater Elementary School (K-5)	401 Jefferson Parkway	507.664.3300
Greenvale Park Elementary School (K-5)	500 Lincoln Parkway	507.645.3500
Spring Creek Elementary School (K-5)	1400 Maple Street	507.645.3470

Bridgewater Principal: Nancy Antoine  
Greenvale Park Principal: Sam Richardson  
Spring Creek Principal: Scott Sannes

[www.northfieldschools.org](http://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

**1**

All children are ready for **kindergarten**.

**2**

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

**3**

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

**4**

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

**5**

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

**6**

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

**7**

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

**8**

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

**9**

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

**10**

The district maintains 16% of its annual expenditures in its unassigned fund balance to ensure **financial stability**.

**11**

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

**Note:** The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."

## STRATEGIC COMMITMENTS



### People

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



### Learner Outcomes

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



### Equity

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



### Communication

We communicate effectively and transparently with all stakeholders.



### Stewardship

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



### Partnerships

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

## **WELCOME TO NORTHFIELD PUBLIC SCHOOLS**

This handbook has been designed to be helpful in answering questions about Northfield elementary schools' 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 and positive school year.

# Northfield Public Schools 2022-2023 School Calendar

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

July 2022							January 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
31							29	30	31				
August 2022							February 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28				
September 2022							March 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	
October 2022							April 2023						
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
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						
November 2022							May 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30				28	29	30	31			
December 2022							June 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	

## School Cancellation Procedures:

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

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

## Student Days:

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

## Summary:

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

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

## Daily Elementary School Schedules

### Bridgewater Elementary School (Grades K-5)

8:20 a.m.	First Bell Rings (9:20 a.m. on late-start Wednesdays)
8:25 a.m.	Second Bell – Class Begins (9:25 a.m. on late-start Wednesdays)
<del>11:15 a.m. – 1:00 p.m.</del>	<del>Lunch/Recess Periods</del>
3:20 p.m.	Dismissal Bell for all students–buses load

### Greenvale Park Elementary School (Grades K-5)

8:15 a.m.	First Bell Rings (9:15 a.m. on late-start Wednesdays)
8:20 a.m.	Second Bell – Class Begins (9:20 a.m. on late-start Wednesdays)
<del>11:10 a.m. – 1:00 p.m.</del> <del>11:00 a.m. – 1:05 p.m.</del>	<del>Lunch/Recess Periods</del>
3:15 p.m.	Dismissal Bell for all students–buses load

### Spring Creek Elementary School (Grades K-5)

8:15 a.m.	First Bell Rings (9:15 a.m. on late-start Wednesdays)
8:20 a.m.	Second Bell – Class Begins (9:20 a.m. on late-start Wednesdays)
<del>11:00 a.m. – 1:05 p.m.</del>	<del>Lunch</del>
3:15 p.m.	Dismissal Bell for all students–buses load

### Teacher's Hours:

Bridgewater Elementary: 7:35 a.m. - 3:35 p.m.

Greenvale Park Elementary: 7:30 a.m. - 3:30 p.m.

Spring Creek Elementary: 7:30 a.m. - 3:30 p.m.

### Links to Staff Directory

[Bridgewater Elementary](#)

[Greenvale Park Elementary](#)



## **NOTES**

**Bridgewater's** non-bus students are asked **not to arrive before 8:00 a.m., or 7:55 a.m. for breakfast.**

- Note: On Wednesdays there is a one-hour late start and non-bus students are asked not to arrive before 9:00 a.m. or 8:55 a.m. for breakfast.

**Greenvale's** non-bus students are asked **not to arrive before 8:00 a.m.**

- Note: On Wednesdays there is a one-hour late start and non-bus students are asked not to arrive before 9:00 a.m.

**Spring Creek's** non-bus students are asked **not to arrive before 8:00 a.m.**

- Note: On Wednesdays there is a one-hour late start and non-bus students are asked not to arrive before 8:55 a.m.

During inclement and/or severe cold weather, children will be allowed entrance into the outer hallway.

## ATTENDANCE INFORMATION

Parents or Guardians of a student who will not be in school should call every day of absence to the appropriate Student Absence Answering Service: (They are available 24 hours a day).

**Bridgewater .....507.664.3306 or [bwattendance@northfieldschools.org](mailto:bwattendance@northfieldschools.org)**  
**Greenvale Park.....507.645.3506 or [gvpattendance@northfieldschools.org](mailto:gvpattendance@northfieldschools.org)**  
**Spring Creek.....507.645.3474 or [scattendance@northfieldschools.org](mailto:scattendance@northfieldschools.org)**

If a phone call is not received by 8:30 a.m. and your child does not arrive at school, you will be telephoned to verify the absence.

**Students who arrive after the beginning of the school day are to check in with the front office for a late arrival slip before reporting to their classroom.** If an absence is anticipated, call the attendance line prior to the absence.

**Note:** Parents/Guardians **may not** take their child from the school premises without notifying the office. For students to leave school early, parents/guardians must send a note to the classroom teacher and call the front office or attendance line. **When leaving early, parents/guardians are to meet students in the office and sign them out.**

It is believed that elementary students benefit from continuity in their educational program. If an educational family trip needs to occur during school, parents/guardians should contact their child's teacher so that class work that is missed can be made up. Because it is difficult to predict exactly how instruction will be paced during a student's absence, it may be necessary for students to make up work after they return.

### Attendance Areas

District resident students attending Bridgewater, Greenvale Park, or Spring Creek shall be eligible for transportation to the school in their attendance area provided that they live beyond the walk boundary.

### Walk Zone

The walk boundary for students in grades K through 5 is approximately .75 mile. Distances are calculated from the school property, using streets and paved pedestrian paths. If you are unsure whether your child is eligible for bus transportation, call Benjamin Bus.

### Non-Resident Students (Open-Enrolled)

The district will provide transportation to open enrolled (non-resident) students who are attending Northfield Public Schools, using the closest safe pick-up/drop-off point on an existing route that serves the school that the student attends.

### After School Activities

Transportation is not provided on regular route buses for non-school activities such as work, music or dance lessons, scouts, church activities, etc.

### Safety

All elementary students in kindergarten through grade 6 are required to complete bus safety training at the beginning of every school year.

Parents/Guardians should review the following safety rules with their children.

- Bus doors will not be opened until students form an orderly line ready for boarding.
- When crossing the road to get on or off the bus, students must wait until the bus has stopped, the stop arm is out with red lights flashing, and the driver has indicated to the student to cross. **Students must cross in front of the bus only; never behind the bus.**
- Students should follow the directions of the driver.
- Students are to remain seated while the bus is in motion. Share the seat with others. Keep arms, legs, and belongings to yourself.
- Students will not be allowed to extend any part of their body or place objects outside the windows. Windows may be opened halfway only, with permission of the bus driver.
- Students should talk quietly and act courteously at the bus stop and on the bus. No swearing, fighting, teasing, harassing, or horseplay. Be respectful of property at the bus stop.
- Students must not throw any object inside the bus or out of the bus.
- No eating on the bus. No beverages other than water on the bus. Use of tobacco, drugs, alcohol, lighters, matches, or vaping products on the bus or at the bus stop is prohibited.
- No weapons or hazardous objects on the bus.
- No animals, insects, or pets on the bus or at the bus stop.
- Students must not damage the bus or tamper with emergency exit devices.
- Students should help to keep their bus clean and safe.

### **Behavior, Bus Incident Reports**

If a student is involved in a behavioral incident on a school bus or at a school bus stop or transfer point, a bus incident report form is issued by a driver, the bus company safety director, or school employee. The purpose is to provide communication to parents/guardians regarding the incident. A copy goes to the student's school, and corrective action may be initiated by the school district. When a student receives a bus incident report, the parent/guardian must sign the form and the student must present the signed form to the bus driver when boarding in the morning on the following day, or the next time the student rides the bus, whichever comes first. If a child is suspended from the bus, parents/guardians will be notified by school district administration.

### **Suspension of Riding Privileges**

Transportation is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. §1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

### **Repayment for Damage to School Buses**

Students and/or parents/guardians shall repay the bus owners for damages due to vandalism of school buses.

### **Attendance Procedures**

Every minute of a child's time at school is important. Children who are absent for even one day, or who arrive later than their classmates, miss valuable instruction time and can easily fall behind in school. They also miss important socialization time and fun with their peers. With that in mind, please note the following.

**Excused absences or tardies** require parent/guardian communication with the school on or before the day of absence or tardiness. If such communication takes place, the following shall be considered an excused absence.

- A. Ill – flu, cold/cough, headache, strep throat, etc.
- B. Family emergency/special events – accident, funeral, wedding, educational family trip
- C. Childhood diseases
- D. Doctor/dental appointments that cannot be made outside of school hours
- E. Taking child home at the request of the school

**Unexcused absences or tardies: No parent/guardian communication with school, sleeping in and suspension from school.**

1. Any student not in school will be counted absent. Please call the **school attendance line** at your child's school (see numbers on previous page) by 8:30 a.m. every day that your child will not be in school. This line is a recorded message that you can call anytime, 24 hours a day. If the student is absent and there is no contact with a parent/guardian, the child will be considered unexcused.
2. Any student that arrives after the bell rings or leaves school early, for any reason, will be counted tardy. You must call the attendance line to report that your child will be tardy.
3. A letter of concern will be sent to the parents/guardians of any student who has three unexcused absences or six tardies, or excused absences that are negatively affecting the students' classroom achievement. **Four (4) unexcused tardies will be considered one (1) unexcused absence.**
4. A letter will be sent to parents/guardians requesting a meeting with the principal, nurse, social worker, and teacher to discuss their student's attendance when the student has five unexcused absences or ten tardies or excused absences that are negatively affecting the student's classroom achievement.
5. Since unexcused absences, tardies or excused absences can negatively affect the student's classroom achievement, should they continue after a meeting with staff and parents/guardians, a follow up by the District Truancy Coordinator will take place. If appropriate, an educational neglect report will be filed with the County Social Services.

Please try to schedule dentist, orthodontist, and doctor appointments outside of school hours. Also planning family vacations during days when school is not in session will help ensure minimal loss of instructional time for your student. Share with your child how important it is to be at school on time. Make sure they are in bed on time every night so that they can get up on time in the morning. We can help children learn a valuable life-long lesson by always encouraging them to be on time.

## **GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS**

### **ACCEPTABLE USE POLICY FOR THE NETWORK/INTERNET/E-MAIL SYSTEM**

Student use of technology and the Internet is governed by [district policy 524-2](#).

### **ACCESS TO STUDENT RECORDS**

The law allows the parent/guardian to inspect student school records. Any information believed to be inaccurate, incomplete, or unnecessary may be challenged. In most instances information in a student's cumulative record has been originally submitted by the classroom teachers or discussed at parent/guardian/teacher conferences. Requests to see student records should be directed to the building Principal.

Information concerning students and their family is confidential. Professional staff who work with the student are allowed access and must sign a review sheet in the cumulative folder.

### **AFTER SCHOOL PLANS**

If a student is not going to their regular after school destination, a note signed by the parent/guardian must be sent to school. **REMINDER:** Once school is dismissed, there is **no** supervision on the playground. It is required that all students go home after school.

For safety reasons and our way of knowing you have knowledge of your child's whereabouts, please send a note on any day you would like to make other arrangements.

### **ART**

The goal of the art education program in grades K-5 is to introduce students to a wide variety of art media and materials while teaching basic art concepts such as line, shape, color, space and texture.

Students are also taught skills in painting, drawing and construction, which direct them to use their visual senses. Viewing, discussing, and appreciating famous art works are also an important part of the art program.

### **ASSESSMENT**

Teaching involves constant evaluations of students so that learning activities may be appropriate to their needs, interests, and abilities. Evaluation provides the basis of determining student readiness for certain learning experiences and the growth resulting from previous learning experiences. The two procedures most frequently used in evaluation are behavioral observations and testing.

The district's elementary teachers constantly carry on the process of checking learning through direct observation. Many insights are gained by observing each student's vocabulary, ability to express thoughts and ideas, interests, ability to think quantitatively, physical development, motor skills, values, social skills, and emotional qualities. These characteristics are essential to planning successful learning experiences.

The Minnesota Comprehensive Assessment tests are also given in grades 3, 4 and 5. (Please see the Appendix for the parent/guardian guide to statewide testing.) You may contact Director of Instructional Services Hope Langston at [hlangston@northfieldschools.org](mailto:hlangston@northfieldschools.org) with any questions.

### **BAND**

Membership in band is available to students in the fifth grade when they are physically mature enough to play the instruments. A high percentage of the students take advantage of this activity. Individual and group instrumental instruction, as well as band practice, is provided each week.

## **BEFORE SCHOOL PLANS**

There is no supervision on the playgrounds at Greenvale Park until 8:00 a.m., Spring Creek until 8:00 a.m., and Bridgewater until 8:00 a.m. (all one hour later on Wednesdays). Please **DO NOT** send your student to school before that time unless they are having breakfast at school. See Breakfast Program.

## **BICYCLES/OTHER POSSESSIONS**

Students may ride bicycles to school, but once they have reached the crossing guard area at the front of the school, they are to walk them to the bicycle rack. Students are not to ride their bicycles on the sidewalks to the racks. Bicycles must remain in the racks during school hours. Please emphasize to your students the need for bike chains/locks to secure their bicycles to the rack. The school is not responsible for bikes on the school grounds.

### **Other Possessions**

Skateboards, roller blades, Heelys, or any other type of roller shoes, scooters, etc. are **not** allowed at school or on the playground. They are a safety concern for all.

## **BIRTHDAY INVITATIONS**

Building a strong sense of community is an important part of a successful school year. Teachers work hard at building inclusive classrooms. The practice of students passing out birthday party invitations to some (or certain) classmates while excluding others negatively impacts our efforts at building strong inclusive classrooms. Families should plan on passing out birthday party invitations outside of the school day.

## **BREAKFAST PROGRAM**

Bridgewater, Greenvale Park and Spring Creek Elementary Schools provide the opportunity for all children to have breakfast at their school on a daily basis. All children qualify for a free breakfast daily. The cost for an additional student breakfast is \$1.75. Adult breakfasts are also available and cost \$2.25.

## **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.

## **BUS TRANSPORTATION**

Transportation is an essential part of the school district services to students and parents/guardians. Along with Benjamin Bus, Inc., we welcome all community members to play a part in keeping our students safe. Every person can make a difference in the safety of students as they board, ride and exit school buses. Questions regarding transportation should be directed to Benjamin Bus, Inc. at 507-645-5720.

### **Routes**

Bus routes and times are determined in coordination with scheduled school start and stop times. Routes are planned for safe and efficient use of school buses. Generally, school buses will not travel down dead-end roads or cul-de-sacs due to resulting added ride times and turn-around issues. However, there may be some things that

cannot be anticipated and routes may need to be adjusted after the school year begins. Parents/Guardians will be advised of any significant changes

### **Pick Up and Drop Off Locations**

School bus service is between home and school. Based on their address, students are assigned to a specific bus stop and bus route. Students must ride to and from school on the bus(es) to which they have been assigned. Students are assigned to one pick up location and one drop off location. A student's daycare facility may be regarded as their home residence for the purpose of transportation, but the request must be consistent every day. A student's daycare facility must be located in the same attendance area as the student's school. Students are not allowed to alternate between bus stops. Although this policy is not always convenient for parents/guardians, it is the safest for students. If a child lives at two different addresses due to shared custody arrangements, please contact Benjamin Bus.

Students should be at the bus stop five minutes before the scheduled bus arrival time. They should stay out of the street so that they do not become a traffic hazard. Parents/Guardians are encouraged to wait with their child at the bus stop.

### **CELL PHONES/IPODS/HAND-HELD ELECTRONICS**

Students should be discouraged from bringing cell phones or other expensive technological equipment/games to school for lack of secure locations to store them during the school day. The school is not responsible for articles students bring to school.

We recognize that cell phones/electronic devices 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 a 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 do need to carry a cell phone or a 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/guardian can come to school to retrieve it.
- 3rd infraction – student will no longer be allowed to bring a device to school until a parent/guardian conference with the Principal is held.

*Please note: The school is not responsible for lost, damaged or stolen phones or other electronic devices brought from home.*

### **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.

## **CHOIR**

The elementary choirs welcome participation by any student in fourth and fifth grade. No auditions are necessary to join. The choir program promotes advancement of vocal techniques and performance skills. Group cooperation and the opportunity for solo performances are added features of the program. Each elementary school has its own 4th and 5th grade choir. The two groups perform in the schools and community throughout the school year.

## **CITIZENSHIP**

Schools, like families, need a few basic rules to ensure that each student's rights are respected. Please refer to the [Student Citizenship Handbook](#).

## **COMMUNICATION BETWEEN SCHOOL AND HOME**

School staff have a commitment to good communication between school and home. If a child is having difficulty at school, parents/guardians are encouraged to contact the classroom teacher. The social worker and principal are also available to help resolve a problem that your child might encounter at school. You may contact any of these people by sending a note or placing a phone call to the appropriate school office.

## **COMMUNITY EDUCATION**

Community Education is a division of the Northfield Public Schools dedicated to lifelong learning, citizen involvement and the maximum use of school and community resources and facilities. Programs and services include early childhood family education, early childhood screening, Hand in Hand Preschool, early childhood initiative coalition, the Ventures programs for children, youth development and youth service, the Connected Kids Mentoring Project, volunteers in schools, recreation, adult basic education, adult enrichment, parent/guardian education programs, Project ABLE for adults with disabilities and community relations. For more information visit us at the [school district website](#).

## **CROSSING GUARDS**

### **Bridgewater**

Crossing guards will be on duty along Jefferson Parkway from 8:05-8:20 a.m. and 3:20-3:35 p.m. Students are expected to cross when guards are present. Students who walk to Bridgewater are asked to arrive no earlier than 8:05 a.m. (Monday, Tuesday, Thursday & Friday) and 9:05 a.m. (Wednesdays), when the crossing guards go on duty.

### **Greenvale Park**

Crossing guards are on duty at the corner of Linden Street and Lincoln Parkway, at the west end of the school at Lincoln Parkway and Green Meadow and at the entrance of the staff parking lot from 8:00-8:15 a.m. and 3:15-3:25 p.m. Students are expected to cross at these crossings when the guards are present. Students who walk to Greenvale Park are asked to arrive **no earlier** than 8:00 a.m. (Mon., Tues., Thurs. & Fri.) and 9:00 a.m. (Wednesdays), when the crossing guards go on duty.

### **Spring Creek**

Crossing guards will be available from 8:00-8:20 a.m. and 3:15-3:25 p.m. on the corners of Maple and Sibley Drive, Maple and Ames, and Ames and Nevada. Students are expected to cross when guards are present. Students who walk to Spring Creek are asked to arrive no earlier than 8:00 a.m. (Mon., Tues., Thurs. & Fri.) and 9:00 a.m. (Wednesdays), when the crossing guards go on duty.



## 504 PLAN

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities by school districts receiving federal financial assistance. Section 504 protects students from discrimination based upon their disability. A person is handicapped under the definition of 504 if they: 1.) Has a physical or mental impairment which substantially limits one or more of such person's major life activities; 2.) Has a record of such an impairment; or 3.) Is regarded as having such an impairment. "Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

When a condition significantly limits a major life activity, an accommodation plan must be developed for that student. These services are determined by a team of educators with the parents/guardians and sometimes the student. For more information on the Northfield District Section 504 Plan, contact Dr. Cheryl Hall, 504 Coordinator at 645-3410.

## DENIAL OF RELEASE OF INFORMATION

The Denial of Release of Directory Information (as set forth on the next page) will be available in the fall. In completing this form, please read it carefully. If you sign and return this form, you are stating that you do not want the information made public, which includes your child's photo in the Class Picture and School Memory Book/Yearbook.

## DRESS POLICY FOR STUDENTS

Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the students' health and safety, is sexually suggestive by words, pictures or appearance; exhibits profanity, or interferes with the educational environment of the school or the classroom, or causes undue distraction in 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 and/or at school events.

Any students who feel 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.

It is important that parents/guardians keep the changing seasons in mind when it comes to clothing. As the colder weather approaches, hats, heavy coats, mittens, and boots should become a part of every student's wardrobe.

- Students are expected to wear appropriate clothing during the winter season, **which includes coats with hoods, or hats, mittens or gloves, boots, and snow pants.**
- Please mark all clothing items with some distinguishing identification and check the Lost and Found area frequently.
- Students are outside daily in the morning before school and during recess; therefore, being appropriately dressed for the weather is important.
- If the temperature is at or above 0° F the children will go outside.
- If the temperature is lower than -10° F wind chill they will be inside.
- State law dictates that students wear shoes on school property at all times.
- Hats, bandanas, and tattoos are not to be worn in school.
- Midriff tops, offensive shirts and tank tops with shoulder straps less than two-inches wide are not permitted.

**APPENDIX C: DENIAL OF RELEASE OF DIRECTORY INFORMATION**

**Parents/Guardians:** Your child's photo will not be in the yearbook or in class pictures if you sign this document. I understand that by signing this Denial of Release of Directory Information, the affected student's name will not appear on some lists such as honor rolls. Further, I understand that I am denying release of all the directory information listed below.

Pursuant the Notice of Designation of Directory Information, directory information **MAY NOT** be released without my expressed written consent:

Directory Information:

- Student's name
- Student's address
- Student's telephone listing
- Student's photograph
- Student's date of birth
- Student's major field of study
- Student's dates of school attendance
- Student's grade level completed (i.e., first grade, tenth grade, etc.)
- Student's enrollment status (full-time or part-time)
- Student's participation in officially recognized activities/sports
- Student's height and weight, if a member of an athletic team
- Middle and High School Student Athletic Physical Examination Expiration Date
- Student's degrees, honors and awards received
- Student's most recent educational agency or institution attended
- Student's photographs, videotapes and other visual presentations for school-approved publications, electronic newsletters, yearbooks, newspapers, public presentations and web pages, including district, school and department social media sites.
- Student's parent(s) name, address and telephone number

*Submitting this Denial of Release of Directory Information does not affect the release of directory information to Military Recruiters. In order to make all directory information about a student private to the public in general, including military recruiting officers, the parent/guardian or eligible student must complete the form below and also complete and submit a Denial of Release of Information to Military Recruiters (Appendix D).*

The designation of directory information about a student as private will remain in effect for the current school year only. Return completed and signed copy to the Building Principal or the Superintendent of Schools by \_\_\_\_\_.

Signed \_\_\_\_\_ Address \_\_\_\_\_  
(Parent/Guardian/Eligible Student)

Date \_\_\_\_\_

Student Affected \_\_\_\_\_ Address \_\_\_\_\_

School Currently Attending: \_\_\_\_\_  
5/12; Updated 06/2018; Updated 02/2021

## **EMERGENCY CLOSING OF SCHOOLS**

The following procedures will be observed when school is closed due to weather.

- When school is not in session, a decision to close schools will be made the night before, if possible, but not later than 7:00 a.m.
- When the weather is too severe to open school at the normally scheduled time, but is improving, a decision to have a late start may be made. In this case, school will be delayed for two hours. Bus pick-up and school opening times will be exactly two hours later than normal.
- When school is in session and the decision is made to close schools, dismissal times will be set to coincide with the anticipated arrival of buses.

Families will be notified via Skylert. Communication will be sent via email and/or phone. In each instance, the community will be informed by KYMN (1080 AM), KDHL (920 AM), and WCCO (830 AM) radio stations. If weather conditions are poor or worsening, please listen to one of these stations. You may also check the [district website](#) for updates.

It is necessary for us to know where students should be sent in the event school would be closed during the school day. A form requesting this information will be sent home the first week of school. It is essential that it be returned promptly.

## **e-LEARNING DAYS**

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

## **ENVIRONMENTAL EDUCATION**

### **Greenvale Lone Oak Nature Area (GLONA)**

The Greenvale Lone Oak Nature Area is made up of prairie and woodland. Student activities and units of study have been developed which are used throughout the year. This valuable resource is available to all students and community members.

### **Rachel Carson Nature Area at Bridgewater**

The newest nature area to be developed in Northfield is located at Jefferson Parkway and Highway 246 South. Many elementary students grew the plants and trees and then planted them at Rachel Carson Nature Area during the 1996-97 school year. A pond and “feeding kitchen” are focal points of this area. Student activities and science lessons will be held in the performer/audience arrangement of this nature center.

### **~~Sibley Marsh and Prairie~~ Spring Creek Nature Area**

The ~~Sibley Marsh and Prairie~~ Spring Creek Nature Area is a 10-acre wilderness preserve next to Spring Creek School. As part of their life science studies, students learn about the environment and inhabitants of the marsh. Volunteers help with classroom preparation and teachers guide their classes in their outdoor exploration during fall and spring.

## **FIELD TRIPS**

Occasionally a student’s teacher will extend classroom instruction and concepts through a field trip experience. The teacher will provide rationale for the trip and request that permission slips be signed by the parent/guardian. No student is allowed to participate without written parental permission.

## **FIRE DRILLS**

Fire drills will take place throughout the year. Fire drills are held on those days when the weather is least likely to be a problem. Each building is required to hold five drills per year.

## **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  
1400 Division Street S., Northfield, MN 55057

Phone: 507.663.0600

Email: [mviesselman@northfieldschools.org](mailto:mviesselman@northfieldschools.org)

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

## **HEALTH POLICY**

The Board of Education of the Northfield School District recognizes the importance of good physical, emotional and mental health and supports the well-being of all students and families. The following guidelines define this statement:

1. The school district acknowledges that students have a right to developmentally appropriate information about their health care in accordance with state and federal laws. The school recognizes the right of a student and the student's parents/guardians, together, to request that the student not be provided health care information. Waiver forms are available, if desired, in each building in the nurse's office.
2. The school district recognizes that parents/guardians and families have the primary responsibility to provide health care. Professional employees of the school district will encourage minor students to seek the involvement of their parent(s)/guardian(s) in decisions relating to health care. School employees will not bring students to health care providers, except in cases of medical emergency.
3. Confidentiality of student communications will be maintained unless a student presents a danger to self or others.
4. Professional employees will not impose their personal values on students.
5. All employees of the school district will report suspected incidents of physical and sexual abuse and neglect in accordance with the Minnesota mandated reporting.

### **First Aid**

In case of an accident, first aid will be administered in the health office and the parent/guardian will be called. If a student needs further treatment, the parent/guardian, ambulance, or rescue squad will transport the student to the doctor or hospital. In the event that a parent/guardian cannot be reached, the school will contact the physician listed on the student Health and Emergency Form on file in the office to make whatever arrangements necessary to provide health services to the student or call the rescue squad.

### **Fragrances**

Many people are sensitive or allergic to fragrances. Students, staff and families who choose to wear a personal fragrance should do so sparingly. All fragrance containers should be left at home.

### **Illness**

To help assure good health care for students and alert health authorities to the presence of specific disease, parents/guardians are asked to call the school **by 8:30 a.m. EACH** morning the student is absent for any reason and to notify the school later if a specific disease develops.

Since most diseases spread before being recognized, it is impossible to prevent exposure. Control measures are designed to protect individual students from complications. Parents/Guardians are urged to keep their children home if they develop any symptoms suggestive of a communicable disease. Their temperature should be normal at least 24 hours **BEFORE** a student returns to school. The parent/guardian will be called if a student becomes ill at school. It is their responsibility to take the student home.

### **Temperature Guideline**

In the event a student has a temperature of 100 degrees, the student must go home. Students should not return to school unless the temperature goes below 100 degrees for 24 hours. Please do not send students who have an undiagnosed rash to school. ***Your child should be fever, vomit and diarrhea free for 24 hours before returning to school.***

## COMMON CONCERNS IN SCHOOL-AGE CHILDREN

Note: Children and adolescents should not be given aspirin containing medications unless specifically prescribed by a physician. Good hand washing is the best prevention of disease.

DISEASE	SYMPTOMS	INCUBATION PERIOD	USUAL SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
<b>Shingles/ Chickenpox</b>	Slight fever, general feeling of illness, rash resembling water blister appearing after 3-4 days. Scabs appear later.	2 to 3 weeks	1. Exclude from school until chickenpox vesicles are dry and crusted. 2. Contagious a few days before eruption and about six days after last crop of vesicles. 3. May be in school if shingles covered.	Virus spread directly from person through discharge from the nose and mouth, also by discharges from the skin and mucous membranes of infected persons. Readily communicable. One attack usually confers immunity. Children on immunosuppressive drugs at high risk.
<b>Cold Sores (Herpes Simplex)</b>	Vesicles usually on lips but may occur anywhere on skin or in mucous membranes. May be confused with Impetigo.	2-12 days	1. No restriction. 2. May be communicable as long as seven weeks after lesion appears.	Virus is transmitted by direct contact with infected persons, a majority of whom have an apparent infection.
<b>Common Cold</b>	Acute upper respiratory signs, including watery eyes, sneezing, running nose, general feeling of illness.	12 hours to 3 days	1. No restriction unless fever more than 100 degrees 2. Communicable 24 hours before onset and for five days after nasal involvement	Virus spread directly through coughing and sneezing and indirectly through articles fleshly soiled by discharge of infected person.
<b>COVID-19</b>	Fever of 100.0 degrees or higher, new onset or worsening cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell, nausea, vomiting, diarrhea, excessive fatigue, new onset of nasal congestion or runny nose.	A minimum of 5 days	1. Stay home until you have had no fever for at least 24 hours AND improvement of other symptoms AND it has been five (5) days since you tested positive for COVID. 2. Some spread might be possible before people show symptoms (when they are asymptomatic).	The virus is thought to spread mainly from person-to-person through respiratory droplets produced when an infected person coughs or sneezes. It spreads between people who are in close contact. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Washing your hands and cleaning frequently touched surfaces often is a good way to prevent you from getting COVID-19.
<b>Influenza</b>	Chills, body ache, headache, fever sore throat, followed by cough, runny nose and possibly stomach ache.	24-72 hours	1. Exclude from school until well, usually 2-7 days. Fever of more than 100 degrees for 24 hours. 2. Use non-aspirin products to treat fever.	Virus spread directly through coughing, sneezing and contact with nose or throat discharges of patient. Possibly airborne.
<b>Impetigo</b>	Blisters, pustules rapidly covered with honey-colored crust. May be confused with cold sores. Usually seen first near mouth or nose, can spread rapidly.	1-6 days, occasionally longer	1. Contagious until lesions are healed. 2. May return to school when treated with over-the-counter antibiotic ointment.	Bacteria spread by direct contact with sores, sometimes with contact from discharges from nose or throat of patient; airborne transmission also occurs. Usually caused by Streptococcus or Staphylococcus bacteria.

## COMMON CONCERNS IN SCHOOL-AGE CHILDREN, cont'd

DISEASE	SYMPTOMS	INCUBATION PERIOD	USUAL SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
<b>Mononucleosis</b>	Fever, sore throat, swollen lymph glands (neck)	Probably 2-6 weeks	1. Restrict only according to doctor orders. 2. Period of communicability unknown.	Virus spread by saliva, kissing, sharing drinking glasses.
<b>Lice (Pediculosis)</b>	Infestation of the head hair or other hairy parts of the body or clothing with lice or nits. Scratching causes reddened rash-like area. Nits are tiny white eggs, stuck to hair usually close to scalp and neckline and/or behind ears.	Variable, eggs hatch in one week	1. Exclude until live louse are adequately treated. 2. Nurse to check head when return to school. 3. Advise exam of household contacts for nits and lice. 4. When appropriate, school may exclude until all nits are removed.	Louse transmitted primarily by direct contact with infested person. Lice can also be transmitted through combs, brushes, bedding, wearing apparel and upholstered furniture. Thorough cleaning and washing of clothing and bedding required to rid household of lice.
<b>Pink Eye (Conjunctivitis)</b>	Redness of conjunctiva. May or may not have purulent discharge. Eye irritation.	24-72 hours	1. Refer for medical diagnosis and treatment of purulent drainage. 2. Communicability depends on agent. 3. May remain in school unless purulent drainage.	Most are viral in etiology; some bacterial. May be spread through hand-eye contact. Redness of eye may also be results of allergic reaction.
<b>Ringworm Body (Tinea Corporis)</b>	Ring-shaped or irregular lesion with elevated vesicular or scaly borders. May show central clearing. May become inflamed and crusted.	1-3 weeks	1. Communicable as long as fungi can be recovered. 2. Treated with over the counter antifungal ointment.	Contact with human or animal infected with the fungus or its spores and by contact with contaminated articles.
<b>Scabies</b>	Itching, scratch marks or burrow marks. Common sites are thighs, beltline, wrists, elbow, webs of fingers. Scratching may cause secondary infections or rash.	Days to weeks	1. Exclude from school until adequately treated. 2. Communicable until treated. 3. Family should be examined.	Mite is transferred by direct contact with an infected person and to a limited extent, undergarments or soiled sheets freshly contaminated by an infected person.
<b>Strep Throat, Scarlet Fever, Scarletina</b>	Fever, sore throat, headache, nausea, vomiting. (If associated with rash it is called Scarlet Fever/Scarlatina)	1-3 days	1. If positive for strep, exclude from school until 24 hours after antibiotic treatment is started and until clinically well. 2. Communicable until 24 hours after treatment is started. 3. Exclude until fever is less than 100 degrees for 24 hours.	Bacteria spread directly from nose or throat discharges of infected persons.

## COMMON CONCERNS IN SCHOOL-AGE CHILDREN, cont'd

DISEASE	SYMPTOMS	INCUBATION PERIOD	USUAL SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
<b>Fifth Disease</b>	Characteristic rash "slapped cheek" redness of cheeks. Rash often later found on arms, upper body, legs. Very fine lacy appearance. Sometimes fever or sore throat.	4-21 days	<ol style="list-style-type: none"> <li>1. If other rash-causing illnesses are ruled out, there is no need to exclude.</li> <li>2. Treat fever and sore throat with over the counter pain medicine (non aspirin).</li> <li>3. Pregnant women exposed to Fifth Disease should contact their health care provider.</li> </ol>	Most contagious before onset of rash. Spread from nose and throat discharge. Thoroughly wash hands with soap and warm running water. Dispose of soiled tissues.
<b>Hand, Foot and Mouth Disease</b>	Lesions (blisters) in mouth, on palms of hand, soles of feet with low grade fever.	3-5 days	<ol style="list-style-type: none"> <li>1. Exclude from school till fever is normal for 24 hours. Lesions may still be present</li> <li>2. Use non-aspirin products to treat fever.</li> </ol>	Spread via oral-fecal route. Good hand washing. Cover nose and mouth when coughing and sneezing.

Updated 04.2022



## HOLIDAYS

Traditional holidays, such as Halloween, Thanksgiving, winter holidays around the world, and Valentine's Day, may be observed in the classrooms and used as learning experiences. Any questions you may have regarding this policy should be referred to the building Principal and the Wellness Committee Coordinator.

## KIDVENTURES "Where learning and fun are one!"

KidVentures is an enrichment and care program available on school days (before and after) and most non-school days from 6:30 a.m. - 6:00 p.m. Students enrolled will have a chance to participate in a variety of activities that build social, emotional, physical, and academic skills. The curriculum is designed around the unique interests and needs of the various age groups in which our program serves. We encourage the children to play an active role in the generation of themes, projects and special events. They assist in planning, creating and implementing many different learning experiences.

We use a program model that is both age and developmentally appropriate and encompasses our enrichment philosophy in our integrated curriculum model. Students get to work with a variety of hands-on materials during clubs, camps and special events. We collaborate with each of the elementary school programs on a daily basis to utilize and share space including the gyms, cafeteria, computer lab and outside areas. The students also participate in a number of recognition programs including DEAR (drop everything and read), Sport Stacking, and service projects around the community throughout the year. Our goal is to build on the knowledge and skill development that is occurring during the school day by incorporating the standards into the enrichment activities we plan for our out-of-school time programs.

We offer a variety of enrollment options for your child, so participation is flexible depending on your schedule or your child's needs. If you have any questions regarding the KidVentures programs, please contact Breezy Barrett, Program Supervisor. She can be reached at the Community Services Office Monday-Friday at 507-664-3750. She can also be contacted through email: [bbarrett@northfieldschools.org](mailto:bbarrett@northfieldschools.org). Families can also contact their site leader with specific questions regarding individual programs.

Greenvale Park Elementary	Bridgewater Elementary	Spring Creek Elementary
Lacey Neuman Bissonnette (507)645-3507 <a href="mailto:lneumanbissonnette@northfieldschools.org">lneumanbissonnette@northfieldschools.org</a>	Tonya Skluzacek (507)664-3395 <a href="mailto:TMerritt@northfieldschools.org">TMerritt@northfieldschools.org</a>	Aimee Gerdesmeier (507)645-3422 <a href="mailto:AGerdesmeier@northfieldschools.org">AGerdesmeier@northfieldschools.org</a>

## LOW COST HEALTH INSURANCE FOR FAMILIES

Thousands of Minnesota families are eligible for low cost health insurance under MinnesotaCare. Enacted by the legislature the plan is open to families who meet certain income guidelines. ~~To be eligible for Minnesota Care, an individual must meet the following criteria:~~

- ~~Have gross income that does not exceed 275 percent of the federal poverty guidelines (FPG) for families and children (\$58,308 for a household of four), and 200 percent of FPG for adults without children (\$20,808 for a household of one and \$28,008 for a household of two). Parents/Guardians with annual gross incomes over \$50,000 are ineligible, whether or not they otherwise meet the 275 percent of FPG standard; this income cap does not apply to pregnant women and minor parents.~~
- ~~Have assets that do not exceed \$10,000 for a household of one and \$20,000 for a household of two or more, after certain exclusions. This asset standard does not apply to pregnant women and children.~~
- ~~Not have access to employer-subsidized health care coverage, and not have had access to this coverage through the current employer for 18 months prior to application or renewal. This~~

~~requirement does not apply to children with incomes that do not exceed 150 percent of FPG and certain other children:~~

- ~~▪ Have no health care coverage at the time of application and for four months prior to application or renewal. Children with incomes that do not exceed 150 percent of FPG and certain other children considered to be “underinsured” are exempt from this requirement.~~
- ~~▪ Be a resident of Minnesota. Pregnant women, families, and children must meet the residency requirements of the Medical Assistance (MA) program; adults without children must satisfy a 180-day residency requirement.~~
- ~~▪ Since September 1, 2006, certain General Assistance Medical Care applicants and recipients have been enrolled in Minnesota Care as adults without children and are exempt from premiums and certain eligibility criteria until six-month renewal.~~

~~Enrollment cost for the plan is based on a sliding scale according to income. It covers doctor services, clinic services, routine dental care, prescriptions, immunization, outpatient lab and x-ray services, vision care and glasses, home care services and certain outpatient mental health services. Hospital in-patient services are not covered.~~

More information and/or applications are available through the school social worker, ~~or call toll-free:~~ 1-800-657-3672 and ask for MinnesotaCare, ~~or go to the~~ [Minnesota Department of Health’s Guide to Minnesota’s Public Health Care Programs.](#)

## **MEDIA CENTER**

The elementary school media center is an extension of the classroom. It is an inviting learning area where a wide range of information on both print and non-print materials is available for students and teachers. Not all students learn at the same rate or equally well from the same material. In the media center students may look for information in reference books, or digital resources. They can work individually with materials that fit their needs and abilities, or they may participate in large or small groups for instruction, discussion, viewing, or listening.

## **MEDICATIONS**

Some students need to take medicine during the school day. A note stating the name of the medication, dosage, and the time it should be given must accompany the medicine. It is now required that we have a signed permission form obtained by parent/guardian at the time the medication is dropped off at school. This note must be dated and signed by the parent/guardian. Prescription medication must be in a prescription bottle from the pharmacy with the student’s name on it. Adults should bring the medication to the nurse’s office.

The school does not supply over-the-counter medications any longer unless it is an emergency and we have verbal parent/guardian permission. Over-the-counter medications (such as non-aspirin pain relievers, cough syrup, etc.) must also be accompanied by a permission form signed by parent/guardian for use. Aspirin will not be given unless we have a physician’s permission because of possible complications of Reye’s Syndrome. Cough syrup is recommended rather than cough drops.

When possible, parents/guardians should try to schedule all medication administration during non-school hours. Because of the danger of choking, parents/guardians are asked to not allow their children to bring hard candy (such as: suckers, jolly ranchers, etc.) to school.

## **MUSIC**

The general classroom music curriculum in the Northfield Public School District is based on the approaches of Carl Orff, Zoltan Kodaly, and Emile Dalcroze in accordance with Minnesota standards, students learn to:

CREATE - generate, revise, and complete original artistic works

PERFORM - develop, refine & make artistic choices to convey meaning for and through performances

RESPOND - analyze, interpret, and evaluate artistic work

CONNECT - understand the personal, societal, cultural, and historical contexts of music

## **ORCHESTRA**

The elementary orchestra is open to all fourth and fifth graders playing violin, viola, cello, or string bass. The orchestra rehearses twice each week throughout the school year, and performs at various times and locations during the year. Orchestra members receive one lesson each week.

## **OUTSIDE RECESS**

Fresh air and exercise are very important. If a child has a cold or other illness or injury and the parent/guardian wants them to stay in during recess one day, the parent/guardian needs to send a signed note requesting that and stating the reason. If a parent/guardian feels the condition will require two or more days inside during recess, they must obtain and send a note from a doctor stating the reason and length. Students are outside when the temperature is at or above 0 degrees. If the temperature is lower than -10 degrees wind chill they will be inside.

## **PARENT/GUARDIAN INVOLVEMENT/PTO**

There are a number of ways for parents/guardians to become involved with their child's school. Being a parent/guardian volunteer is probably the most active way to become involved. A form will be provided for parents/guardians to volunteer their services.

All parents/guardians are members of our Parent/Teacher Organization (PTO). Meetings will be held 7-8 times per year to discuss areas of interest. An agenda will be published and all parents/guardians are welcome to attend. Parents/Guardians may contact their representative or the school to provide input on topics of interest. The goal of the PTO is to support schools through parent/guardian involvement. Plans for this year include strengthening the relationship between the elementary buildings to support the total elementary program. Parents/Guardians also have opportunities to attend open houses, parent/guardian/teacher conferences, and other school functions throughout the year.

### **PTO Purposes:**

- Advisory capacity to School Administrative Staff.
- Forum for discussion of school policies/procedures.
- Vehicle for communication of school program/curriculum to parents/guardians.
- Promotion of all parent/guardian or student programs/activities.
- Identifying and communicating needs to the community.
- Not a forum for discussion of personnel issues.

## **PETS**

If you are bringing a pet of any kind to school, please first let the child's classroom teacher know and also check in with the nurse's office so that she can check out any possible allergies in that particular classroom. Dogs on school grounds, including before and after school, need to be on a leash and muzzled for safety purposes.

## PHONE CALLS

The best way to reach a child's teacher is to call the school office and leave a message on their voicemail. The teacher will return the call as soon as possible. Classroom interruptions are avoided. At Bridgewater, staff is available for phone calls between 7:35-8:20 a.m. and 3:20-3:35 p.m. each day, except during PLC Hour. At Greenvale, staff is available from 7:30-8:15 a.m. and 3:15-3:30 p.m., except during PLC Hour. At Spring Creek, staff is available from 7:30-8:15 a.m. and 3:15-3:30 p.m., except during PLC Hour.

Students will be allowed the use of school phones only in the case of an emergency. Please try to plan ahead regarding after school plans to keep student messages to emergencies or sudden change of plans. **Please call the elementary schools no later than 2:40 p.m., to have messages delivered to your students.**

## PHYSICAL EDUCATION

Physical Education gives students the skills, knowledge, and disposition to pursue a lifetime of healthful physical activities as a physically educated person. Elementary students will actively participate in P.E. class four days each week (for a 30 minute period). The goals in elementary physical education are:

Students will:

- Have the skills necessary to perform a variety of physical activities.
- Know the benefits from involvement in physical activities.
- Participate regularly in physical activity.
- Engage in fitness related activities.
- Value physical activity and its contributions to a healthy lifestyle.

## REPORTING TO PARENTS/GUARDIANS

Report Cards are sent home after each semester. The main purpose of these report cards is to give parents/guardians information on whether or not their child is progressing appropriately. Parents/guardians are invited to attend individual student conferences two times during the year in October/November and March.

### Reporting Grades to Parents/Guardians

**4=ADVANCED** (Exceeds the standard with independence; Exceeds expectation for this time of year)

**3=PROFICIENT** (Meets the standard with independence; Meets expectations for this time of year)

**2=PARTIALLY PROFICIENT** (Making progress toward the standard with support; Meets basic expectations for this time of year)

**1=NOT PROFICIENT** (Lacking expected progress toward the standard; Does not meet basic expectations for this time of year)

**N/A=Not assessed at this time**

## SCHOOL RULES

Each school has established a set of 3-4 age appropriate school rules which will be communicated to students and families. Some examples of school rules are:

- Treat others kindly.
- Follow the directions of the adult in charge.
- Keep hands, feet, and objects to yourself.
- Walk quietly in the hallway.

Classroom rules are also established and communicated to students and families.

## SPECIAL SERVICES

Special supportive services are provided to teachers, parents/guardians, and students whenever needed to help a child educationally. Supportive services are provided by the school nurse, and the special education department, which consists of speech therapists, an occupational/ physical therapist, a psychologist, resource teachers for the learning disabled and mentally impaired, a social worker, a behavior specialist, and a consultant for hearing or visually impaired.

If at any time parents/guardians or school personnel feel that a student is having problems that are interfering or may in the future interfere with the student's progress in school, the school will assess the problems to determine how to best meet the student's needs. Parents/Guardians may initiate an assessment by contacting the building Principal or classroom teacher. When school personnel wish to initiate an assessment, parents/guardians will be informed that a referral is being made.

## **STUDENT CELEBRATIONS AND FOOD**

Student wellness is to be considered for all foods provided to students during the school day, including classroom-wide celebrations, parties and snacks. Making those special events and the food that accompanies them as nutritious as possible is important in making sure children get the nutrients they need to grow, play hard and be healthy. The District Wellness Policy encourages non-food treats whenever possible. Some options could be stickers, pencils, a classroom book, board game, or DVD donated in your student's name. For healthy celebration suggestions please visit the Wellness tab located under the [Child Nutrition Department](#) website.

Treats prepared at home are not to be brought to school. The State Health Department requires that food which is served in a food establishment, as defined in Minnesota Statutes Chapter 157, shall be obtained from sources which are approved and inspected by either the federal, state, or local regulatory authority. As a result, we are unable to allow the distribution and service of food items including "treats" which are prepared in individual homes. This requirement would not, however, apply to the distribution of commercially prepared, packaged, or individually wrapped food items. However, commercially prepared, packaged, or individually wrapped food items are required to meet the Federal "Smart Snack" guidelines. These guidelines are available on our [Child Nutrition Department](#) website.

## **STUDENT SUPPORT TEAM**

### **Mission**

To receive referrals from any person who has identified a student as at-risk for academic, social, emotional, or behavioral problems. To initiate comprehensive and coordinated services for such students. To serve as a resource for families of those students and for the staff who work with them. To address appropriate program and policy issues, especially those related to students' non-academic concerns (e.g. attendance, limited access, mandatory reporting).

### **Responsibilities:**

- To be an access point for concerned persons to refer at-risk students.
- To assure that, within the team, the exchange of ideas and concerns will occur on an open, yet confidential, basis.
- To determine appropriate resources for referred students and to develop an action plan to meet their needs.
- To implement the action plan, provide feedback to the person who initiated the referral, and monitor follow-up.
- To refer appropriate students to the Special Education Referral Review Team and provide the referral form to the regular education teacher.

- To identify and address program and policy issues which affect the student group served by the team.

#### **Membership:**

Principal

Social Worker

Referring Person

Psychologist

Special Education Teacher

Nurse

### **STUDENT VISITORS**

Only students enrolled in a Northfield elementary school are allowed in the school building.

### **SUPPLIES**

The school furnishes all necessary texts and workbooks for students as required by law. Students are asked to bring their own gym shoes, paper, pencils, notebooks, crayons and similar small items for classroom work. Classroom teachers will notify parents/guardians with regard to specific items needed.

### **TECHNOLOGY USE**

Computer literacy is essential in a society shaped to a large degree by technological developments. Each classroom has devices (iPads) for student use. Student use of technology and the internet is governed by [district policy 524-2](#) regarding use of technology and telecommunications systems.

### **TITLE I**

Title I is part of the federal Improving America's School Act that supports state and local reform of teaching and learning carried out under Every Student Succeeds Act (ESSA). The emphasis is on high academic standards with aligned curriculum, assessment, and professional development. This program is an important part of Minnesota's Basic Skills and Graduation Standards reform movement.

### **TORNADO EMERGENCY PLAN**

A Disaster Emergency Procedure Plan has been established in the Northfield School District for the purpose of protecting the health and safety of every child as well as the school staff. Since tornados are the kind of disaster which generally do not permit time to send students home, all students and staff will move to a designated safety area of the school. All of our students have had the experience of being in a drill with their teachers. Practices are held each year to make sure everyone knows what to do in case of such an emergency.

### **VISITORS**

Parents/Guardians are always welcome to visit school when COVID restrictions are not in place. We ask that you contact the classroom teacher two days in advance. For the security of students, all visitors are required to sign in and out at the office. A visitor's badge will be given to you to wear while at our school.

### **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 each school year before serving students affiliated with Northfield Public Schools. This is subject to change depending 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](http://education.mn.gov) >  
Students and Families >  
Programs and Initiatives >  
Statewide Testing)

### Additional Information

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

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



### Statewide Assessment: Parent/Guardian Decision Not to Participate

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

#### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal:

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

☐

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

# **CO-CURRICULAR ACTIVITIES HANDBOOK**



## **Northfield Public Schools 2022-2023**

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## INTRODUCTION

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

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

Handbook adopted by the Board of Education: June 14, 2021

## NORTHFIELD ~~HIGH~~ PUBLIC SCHOOL CO-CURRICULAR ATHLETIC/ACTIVITIES PHILOSOPHY

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

The goal of the program is to benefit students (grades 6-12) who participate directly, and to benefit students and community members not directly involved. Striving to win is important. The aim is to provide a positive experience for all participants. Individual improvement and the achievement of personal and team goals are determinants of success.

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

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

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

## Objectives of the Northfield ~~Athletic~~ Activities Program

### **For the Student/~~Athlete~~:**

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

### **For the School/Student Body:**

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

### **For the Northfield Community:**

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

### **For the Northfield School District:**

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

### **DEPARTMENT ORGANIZATION:**

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

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

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

time during each school year to discuss problems, policies and other issues which involve these activities and to act in an advisory capacity to the Activities Director. All advisors/directors are expected to attend these meetings.

3. **Activities Advisory Committee** - This committee is made up of parents/guardians, teachers, students and coaches as established by the Northfield School Board. This group may meet five times per school year to discuss issues relating to the activities program and to act as an advisory group to the Activities Director. Representatives from the coaching staff will be elected for two-year terms.
4. **R.A.L.I.E.** (Raider Activity Leaders Inspiring Enthusiasm) - this committee is made up of students who undergo an application process and who are involved in at least one co-curricular activity. They are under the direction of the Activities Department along with other RALIE advisors. This group will deal with various issues involving the activities program and the high school in general. A main purpose of this group will be the development of leadership skills along with working to improve enthusiasm, school pride and school spirit. All students in RALIE are responsible to promote their own positive behavior and the positive behavior of other students when attending games. Another main objective of this group will be to work in the area of chemical use/abuse prevention. This group will also have input into some policies and decisions made within the department and will also function to improve communication between coaches/advisors and students. Bleacher captains will be selected from the RALIE group to lead cheers at events.

**ACTIVITIES PROGRAM**  
(Grades 9-12 unless otherwise stated)

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

## MINNESOTA STATE HIGH SCHOOL LEAGUE CALENDAR 2022-23

Activity	Weeks	Games	Start Date Condition/Practice	
<b>Fall</b>				
Tennis, Girls'	11	16	August 14	
16 contest dates - Number of matches not to exceed 28				
Soccer	12	16	August 14	
Cross Country	12	10	August 14	
Volleyball, Girls'	13	17	August 14	
Swimming & Diving, Girls'	14	16	August 14	
Football	15	9	August 14	
One week of conditioning followed by two weeks of practice				
Activity	Weeks	Games	Start Date Condition/Practice	
<b>Winter</b>				
Debate				
Alpine Skiing	14	16	November 14	
Nordic Ski	14	16	November 14	
<del>One Act Play</del>				
Dance Team	17	15	October 24	
Hockey, Girls'	17	25	October 31	
Gymnastics, Girls'	15	16	November 14	
Wrestling	15	18	November 21	
Wrestling: 16 contest dates. Number of individual matches not to exceed 45				
Hockey, Boys'	17	25	November 14	
Swimming and Diving, Boys'	14	16	November 28	
Basketball, Girls'	18	26	November 14	

Basketball, Boys'	18	26	November 21	
Activity	Weeks	Games	Start Date Condition/Practice	
<b>Spring</b>				
Speech				
Robotics				
Tennis, Boys'	11	16	March 27	
Boys' Tennis: 16 contest dates. Number of matches not to exceed 28.				
Softball, Girls'	13	20	March 13	
Track & Field, Boys' and Girls'	13	14	March 13	
Lacrosse, Boys' and Girls'	11	13	April 3	
Baseball	13	20	March 13	Arm Conditioning
Golf, Boys and Girls'	13	16	March 20	

### [State Tournament Dates and Sites](#)

### **Northfield High School and the Big Nine Conference**

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

### **Fundamentals of Good Sportsmanship**

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

### **Acts of Misconduct**

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



*These acts of misconduct will not be tolerated and will result in automatic removal without refunded admission. The Student Citizenship Handbook will be applied in the appropriate circumstances.*

### **Responsibilities of Sportsmanship**

Coaches shall

1. Follow rules of the sport during the progression of the game.,
2. Accept the decision of officials without showing inappropriate emotions,
3. Keep players together in entering or leaving the playing area, and
4. Avoid public display of criticism in front of players or spectators.

Participants should

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

Spectators should be expected to

1. Cooperate with cheerleaders
2. Respect property
3. Respect the judgment of the coach, game officials site manager and administration
4. Avoid abusive and vulgar language and obnoxious behavior
5. Cheer for our team and not against opponents

### **Big Nine Conference Membership:**

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

Northfield High School endorses the Minnesota State High School Leagues initiative; Why We Play. We ask you to join us to preserve the fun, excitement and the thrill of sporting events. Please help make sporting events an enjoyable experience for everyone!

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

**STUDENT SELECTION:** Coaches and advisors at Northfield High School are able to make cuts (student selection) in the Northfield High School co-curricular program. The student selection process is dependent on each sport/activities individual differences. All coaches/advisors are reminded to maintain as high a participation level as feasible (at

coaches/advisors/activity director's discretion). Coaches/advisors should encourage students who are cut to participate in other co-curricular activities. The student selection process for each sport, each season, must be clearly communicated to the Activities Director and to participants of each program.

**INCLUSION OF 7<sup>th</sup> AND 8<sup>th</sup> GRADE STUDENTS IN HIGH SCHOOL PROGRAMS:** Students in grades 7 and 8 may participate in high school programs. Students in these programs must complete and submit all the forms required of high school participation, including a current physical, and will pay the High School athletic fee as listed in the Fee Policy. This must be completed prior to the student participating in practices and games. In addition, 7<sup>th</sup> and 8<sup>th</sup> grade students should ~~may not displace 9<sup>th</sup> grade students on 9<sup>th</sup> grade level~~ a 9-12 high school student on a high school team, unless there are safety concerns. ~~In the case of safety, Final decisions rest with the Activities Director will help make the determination.~~

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

**Category I Activities:**

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

**Category II Activities:**

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

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

1. Requests for allowing a student to participate in other than their assigned grade or designated level will be limited to varsity participation (includes junior varsity) and are not to consider promotion of the best athlete/participant of one grade level to the next grade level. *Athletes may move up to the next grade level if the Activities Director sees the need. ~~In that case, first consideration will be given to 9th graders moving up before an 8th grader.~~ A MS student moving up cannot constitute a high school student from losing a position on the team. (HS student will not be cut to keep a middle school student)*
2. Requests may be made by the middle school coach, AD or the high school coach.
3. Requests will be considered by the: parents/guardians, student, coaches (present grade level coach and high school coach) and administration. A unanimous approval is required of all parties for a 7th/8th student to move up to JV or Varsity. Final approval is made by the Activities Director.
  - a. Consideration of all requests will be based on the social, psychological, educational, and physical best interests of the student.
  - b. The application and approval for an exception must be in place prior to the fourth Monday of the affected sport season.

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

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

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

**AWARDS SYSTEM:** The awards system listed below applies to all activities, including ~~Cheerleading, Dance Team, Chess,~~ Drama, Academic Challenge, Math Team, Knowledge Bowl, Mock Trial, Science Olympiad, and Speech. Music activities such as pep band that are considered co-curricular and outside the curricular requirements may also use this system.

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

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

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

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

**ADDITIONAL AWARDS:** Any other awards presented must be in accordance with the Minnesota State High School and League and Big 9 Conference rules and must have the prior approval of the Activities Director. Any costs incurred for additional awards will be the responsibility of the sport or activity.

**AWARDS FOR ACTIVITIES:** All activities under the supervision of the Activities Director will use the awards system as described. Each advisor/director should have the requirements for the awards given for their activity on file in the Activities Office. Any costs incurred for additional awards will be the responsibility of the sport or activity.

### **Northfield Booster Club Scholarship**

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

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

- There may be a meal involved or there may simply be "coffee and dessert." The meal may be as simple as a potluck or as complex as a banquet although coaches/advisors are reminded that our major awards program is the Maroon and Gold Reception which is held in May.

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

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

### **EXCUSED ABSENCES**

The school reserves the right to require medical verification in cases where student absences are excessive. The amount of classroom instruction and work missed can be overwhelming and is critical for future success.

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

### **EXCUSED/UNEXCUSED ABSENCES**

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

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

### **If absences are Unexcused or Truant:**

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

\*Students with unexcused absences or trancies will be given appropriate consequences by ~~their Assistant Principal~~ school administration. ~~Consequences will be progressive with succeeding unexcused absences and trancies.~~ *The Student Citizenship Handbook will be applied in the appropriate circumstances.*

### **ELIGIBILITY REQUIREMENTS**

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

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

## **Academic Eligibility Policy-Adopted June, 2008 (Revised 2019)**

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

Students will be on academic probation if they receive:

1. More than one (1) failure on quarter grades in any courses currently enrolled, at the end of 1<sup>st</sup> & 3<sup>rd</sup> quarters.
2. One (1) or more failures on semester grades in any courses currently enrolled.
3. **Academic Probation:**
  - a. The student will enter a period of 10 school days of academic probation. During academic probation the student is fully eligible. If the student is making successful progress (passing) all classes after 10 school days they are no longer on academic probation.
    - i. Students will be assigned for a specific amount of time and/or class grade with our academic support staff.
    - ii. The focus will depend on what the student athlete shares is getting in the way of his/her academic success.
  - b. If the student is failing in one or more classes after a period of 10 school days they will become academically ineligible. When declared academically ineligible, the student will be ineligible until all grades are above passing. If the student falls below passing, the student will be ineligible once again.
4. **Academic Ineligibility**
  - a. While academically ineligible a student may practice with the team or activity but may not participate in MSHSL interscholastic athletic, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the consequence. If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.
5. **Enforcement Procedures:**
  - a. Grades of all co-curricular participants will be checked at the end of each quarter and semester by the Activities Office.
  - b. As soon as grades are released at the end of each grading period, students who will begin probation, will be notified, as will their parent/guardian and coach/advisor.
  - c. A student who is returning to Northfield High School after having dropped out, or is transferring from Northfield High School to the ALC after dropping out, or is returning to the ALC after having dropped out and had more than one failing grade for the last full quarter of five or more credit-bearing classes is academically ineligible. A student in these situations must complete a full quarter of work carrying five classes with no failures to be eligible for participation in co-curricular activities.
6. **Additional ALC Policy:**
  - a. The following pertains to students of the Alternative Learning Center (ALC) who are participants in the Northfield High School (NHS) Activities Department.
  - b. ALC students must maintain a completion rate of 60% of the hours required each quarter in order to remain eligible to participate.
  - c. If a student transfers from a NHS class to an ALC class the grade they are earning in the NHS class transfers with them. That grade will be averaged in with the ALC grade for the quarter or semester. A student cannot transfer to the ALC in an attempt to remain academically eligible.
  - d. At the end of each quarter and semester, the ALC will report to the Activities Office the names and completion rates of all ALC students participating in NHS Activities programs. Those who fall below the 60% completion rate will become academically ineligible.
  - e. Students not carrying a full course load each quarter will be ineligible until the student is enrolled in five credit-bearing courses.

- f. The person responsible for the education of a homeschool student must inform the Activities Director if the student is making unsatisfactory progress toward graduation. This information must be sent at the end of each grading period, if the student is a participant in any Northfield High School co-curricular activity
  - g. Incompletes: An incomplete(s) not changed to a passing grade(s) by the end of the second week of the succeeding quarter will become a Failure for the purposes of Academic Eligibility. If this results in ineligibility, the student will be ineligible for the remainder of that quarter. Ineligibility will be waived if the student does not have an incomplete at the end of the succeeding quarter and does not have more than one failing grade. Exceptions may be made for incompletes which are caused by extenuating circumstances.
7. Portage Academic Policy
- a. Students in Portage must satisfy two criteria to be eligible for participation in athletic and fine arts programs. Information will be provided through the Edgenuity platform.
    - i. Students must be passing each class as calculated by the actual grade.
    - ii. Academic progress will be determined by the calculation of completion progress for each class.
    - iii. Example
      - 1. If a student is 40% of the way through the course but should be 50% of the way through the course, his/her Progress Ratio is 40/50, or 0.8. The student's Actual Grade is the product of the Overall Grade and the Progress Ratio. This would be the Overall Grade times 0.8.
8. Exceptions to the above will be made in the following circumstances:
- a. Students on 504 plans or in special education may have different standards written into their plan upon the approval of the student's counselor, special education teacher, the Activities Director and Principal. Eligibility standards for these students may be waived if that student has made every possible effort to meet the standards.
  - b. A plan different from the above could be written to meet the individual needs of a particular student. This would only occur if it could be shown that the above plan is not working or has not worked, or in some other way is inappropriate. Such a plan must be approved by the parents/guardians, Activities Director and Principal.

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

#### **Chemical Eligibility Rules-adopted June 2008**

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

In addition, students who receive a chemical violation, and are named a captain in that school year, will have the captain designation removed. Students who receive a violation during the season, will be ineligible for postseason awards.

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

### **CODE OF RESPONSIBILITIES: Adopted June 2008**

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

### **MSHSL Student Code of Responsibilities**

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

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

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will show respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

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

### **POLICY**

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

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

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

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

E. Activity participants are expected to demonstrate good citizenship and behavior in the community at all times. Behavior should be positive so that it brings credit to the student-athletes, activity participants, their activities and their school. If it is

determined that a student-athlete/activity participant demonstrated negative behavior in the classroom, an activity in or out of school, or in the community, consequences may be imposed. When such behavior does occur, the coach/advisor, activities director and assistant principal will discuss the matter with the student. Depending on the visibility and seriousness of the incident, consequences may include any combination of the following: suspension from games, practices, loss of letter points, loss of captain's position, dismissal from a team or activity, in-school or out of school suspension. A penalty will count in the sequence of MSHSL violations.

F. In addition, students who receive a violation and are named a captain in that school year, may have the captain designation removed. Students who receive a violation during the season may be ineligible for postseason awards. Final decisions are determined by the Activities Director.

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

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

#### **ATTENDANCE BOUNDARIES/ELIGIBILITY:**

- Students who attend Northfield Middle School, Northfield High School, ALC, Portage, or ~~who live in the Northfield district and~~ are home schooled within the Northfield School District boundaries are eligible for some 9<sup>th</sup> Grade, B Squad/JV/Varsity competition. For further clarification reference INCLUSION OF 7<sup>th</sup> AND 8<sup>th</sup> GRADE STUDENTS IN HIGH SCHOOL PROGRAMS.
- Students attending St. Dominic's ~~on "Shared-Time" program~~ may compete in Middle School programs if that sport is not offered at St. Dominic's.
- Arcadia students who are residents within the Northfield School District are fully eligible at the Middle School. For all MSHSL programming a Cooperative Agreement must be formed in order for Arcadia students to participate at the 9th, B-Squad, JV, and Varsity levels (these students must be Northfield School District residents). Arcadia students pay the Activities Fee and Arcadia School is billed for the "Cost per Participant."

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

#### **SCHEDULING CONFLICT RESOLUTION: ATHLETICS AND FINE ARTS/ACTIVITIES**

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

1. MSHSL State Tournaments/scheduled music performances.
2. Section games/scheduled music performances/once in a year performances i.e. band trips etc.



3. Big 9 Conference games/scheduled music performances.
4. Non-Conference games.
5. Scrimmages/dress rehearsals.
6. Athletic practices/music rehearsals.
7. Informal team/group gatherings i.e. Pizza Parties, Pre-game Meals.

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

### **Additional Factors To Help Make a Logical Decision**

#### **ATHLETICS**

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

#### **MUSIC**

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

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

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

### **TRANSPORTATION**

1. TEAM BUSES: It is at the discretion of the Activities Office to determine the needs and use of transportation for teams. School buses will be used for all trips unless the needs of the team require the use of a coach bus because of additional equipment.. (Football, Hockey, Alpine, Nordic)
2. FAN BUSES: Fan buses will be provided for team state tournament participation, however, the minimum number of students to send a fan bus is 45. Non-supervising adults and Middle School students are not eligible to ride a HS fan bus.
  - a. There is a charge to the student to ride the bus.

### **DISTRICT #659 ACTIVITIES FEE INFORMATION**

1. The following guidelines are for the use of scholarship/fee waivers for co-curricular programs offered through Northfield High School and Northfield Middle School. All students in items a & b below must qualify under the current school year Free or Reduced Meal Program guidelines administered by the school district Food Service Department.
  - a. *Students who qualify for the Reduced Meal Program are required to pay 40% of the total cost of the activity.*
  - b. *Students who qualify for the Free Meal Program are required to pay 20% of the total cost of the activity for which they are enrolling.*
  - c. *Students who do not qualify for 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 40% toward the activity fee. A waiver form must be submitted for each activity, each season.*
  - d. *Waiver Forms can be found on the School District Website or can be obtained by contacting the High School Activities Office.*

2. Fees must be paid **BEFORE** the student/athlete will be allowed to practice or play.
3. Fees are as follows. (Fees help cover the costs of equipment, apparel, transportation, and officials.)

#### **Athletics - High School**

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

#### **Academic and Fine Arts Activities - High School**

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

#### **Athletics - Middle School**

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

#### **Academic and Fine Arts Activities – Middle School**

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

#### **Family Limit**

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

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

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

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

- a. Full refund up until the first contest/public appearance.
- b. One-half refund after the first contest/public appearance through the first one-quarter of the

- season.
- c. One-fourth refund through the first half of the season. (Length of season is the first practice date through the first scheduled game of postseason competition).
  - d. Refunds must be requested during the academic year of the activity.

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

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

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

**INITIATIONS/TEAM GATHERINGS (POLICY):** No teams or activity groups are to hold initiations or other similar events which are designed to become “part of the team.” Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons and to prevent hazing and/or harassment, **initiation events must not be held.** Team gatherings can be held and are encouraged. Use good judgment in what will and will not be allowed to occur and know ahead of time what activities are being planned. ***Students who violate this rule – both those who conduct the initiation and those who take part will be suspended from competition for a minimum of two events/contests.*** This suspension will be enforced during the next two (or more) consecutive contests.

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

**PARTICIPATION IN MORE THAN ONE SPORT:** In almost all cases student/athletes are not allowed to participate in more than one sport during a particular sport season. However, there are situations in which this could be possible, and requests for special permission for students to participate in two sports during the same season will be considered.

1. The first step is for the student and parents/guardians to make a written request to the High School Activities Director, outlining the circumstances which warrant special consideration. This should be done prior to the start of practices for that season.
2. The Activities Director will consider the request and, if the request is reasonable, will consult with the head coaches of the sports involved.
3. With the approval of both coaches and the Activities Director, special permission will be granted. Upon approval of the request, the head coaches, in consultation with the Activities Director, will outline the practice and game schedule to determine the expectations of the student/athlete in each sport.
  - a. Athletes cannot miss one game or event in one sport to attend a game or event in another sport.
  - b. Athletes who want to participate in a sport that conducts "cuts" will not be allowed to participate in two sports.
4. This plan must be acceptable to the Activities Director, coaches, parents/guardians and students before dual participation will be allowed. ~~Detailed processes and procedures for this policy are available in the High School Activities Office.~~

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

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

\*While the school recognizes the value of family time and trips, we encourage parents/guardians and families to schedule trips to coincide with scheduled school vacations.

\*\* Some sports do practice and compete during natural school breaks or holidays; there will be an expectation in some of those sports for athletes to be in attendance. Coaches will communicate the schedule and expectations to families prior to the start of the season. Varsity athletes are expected to attend practices and games during school holidays and breaks if applicable.

**~~UNDER NO CIRCUMSTANCES ARE STUDENTS ARE REQUIRED TO RIDE ON SCHOOL DISTRICT APPROVED TRANSPORTATION TO DRIVE TO EVENTS LOCATED OUTSIDE THE SCHOOL DISTRICT'S BOUNDARIES (exception Clay Target)~~**

## **SCRIMMAGES**

When scheduling and running scrimmages, coaches are reminded of MSHSL Policy as it relates to scrimmages. Officials may not be paid and other rules or conditions must be changed so that the event is not conducted in the same manner as a game. Consult the MSHSL Handbook or the Activities Director if you have questions regarding this.

## **TICKET POLICIES/CONFERENCE:**

**Athletics:** Ticket prices, as established by ~~the Big Nine Conference~~, Northfield School District for all regular season home athletic events are ~~\$4.00~~ \$5.00 for students and ~~\$6.00~~ \$7.00 for adults. Children not yet in school are admitted free and senior citizens (62 and older) are admitted at the student rate. Students and adults tickets/passes will be purchased online through the [Activities](#) website. There are a variety of passes to purchase that meet your individual needs. The pass allows admittance to all home regular season athletic events.

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

## **COMMUNICATIONS BETWEEN STAFF AND PARENTS/GUARDIANS**

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

### **Communication to expect from the coach or director:**

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

### **Communication that coaches and directors may expect from parents/guardians:**

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

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

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

- Treatment of a student, mentally and physically
- Ways to help a student improve
- Concerns about a student behavior

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

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

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

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

### **RESOLVING CONFLICTS**

There are situations that may require a conference between the coach or director and the parent/guardian. These are encouraged. However, it is requested that all parties follow professional dialogue expectations. It is very important that both parties involved have a clear understanding of the other's position. When conferences are necessary, parents are to wait 24 hours before engaging the coach. The following steps are expected to be followed in order to promote resolution. Note: This process is not intended to provide a grievance of rule(s) of the Minnesota State High School League.

If there is a problem:

- **STEP 1:** The student should talk directly to the captain, coach or director, one on one

If the problem is not resolved:

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

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

### **Parents/Guardians Should Not:**

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

### **Coaches or Directors Should Not:**

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

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

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

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

All information and forms can be found on the [Activities](#) website.

## [COVID RESOURCES](#)








# Northfield Public Schools 2022-2023 School Calendar

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

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

## School Cancellation Procedures:

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

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

## Student Days:

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

## Summary:

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



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



# **Northfield Elementary Portage Online**

## **Student Handbook 2022-2023**

Northfield Elementary Portage Online School (K-5)  
201 Orchard Street South  
Northfield, MN 55057  
507-645-1201 (Main Office)  
612-695-2139 (Attendance line, call or text)

Director: Daryl Kehler [dkehler@northfieldschools.org](mailto:dkehler@northfieldschools.org)

[www.northfieldschools.org](http://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

<b>1</b> All children are ready for <b>kindergarten</b> .	<b>2</b> All students are connected to the <b>community</b> .	<b>3</b> All students are at grade level in <b>reading and mathematics</b> by the end of third and sixth grades.
<b>4</b> All students exhibit physical, social and emotional <b>well-being</b> .	<b>5</b> All students have a <b>connection</b> with a caring adult beyond their parents as they transition to middle school.	<b>6</b> All students have interests, goals and a <b>vision</b> for the future by the end of eighth grade.
<b>7</b> All students <b>graduate</b> from high school with a plan to reach their full potential.	<b>8</b> All <b>employees</b> report satisfaction in the workplace.	<b>9</b> All <b>parents</b> report satisfaction with their children's educational experience.
<b>10</b> The district maintains 16% of its annual expenditures in its unassigned fund balance to ensure <b>financial stability</b> .	<b>11</b> <b>Community education</b> provides relevant and accessible learning opportunities for all residents.	<small><b>Note:</b> The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."</small>

## 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 PUBLIC SCHOOLS**

This handbook has been designed to be helpful in answering questions about Northfield Portage Elementary 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**

The Portage program will prepare every student for lifelong success through customized access to an education designed to meet the unique interests and abilities of every enrolled student resulting in measurable student engagement and academic growth.

## **2022-2023 NORTHFIELD ELEMENTARY PORTAGE STAFF/ADMINISTRATION**

Visit the [Northfield Staff Directory](https://northfieldschools.org/staff-directory) at northfieldschools.org to contact staff.

# Northfield Public Schools 2022-2023 School Calendar

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

July 2022							January 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				
31													
August 2022							February 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28				
September 2022							March 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	
October 2022							April 2023						
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
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						
November 2022							May 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1							
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30				28	29	30	31			
December 2022							June 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1							
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	

## School Cancellation Procedures:

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

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## School Cancellation Procedures for 2022-2023

- If one (1) day is canceled, no make-up days for students or teachers.
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## Daily Elementary School Schedule

Elementary students will participate in both synchronous and asynchronous lessons each day with their Portage teacher. Students will be marked in attendance when they participate in daily Zoom meetings with their teachers and/or submit their daily assignments. Alternate arrangements that deviate from this attendance expectation will be reviewed on a case by case basis.

Teachers will follow the Northfield Public School District curriculum guidelines for core subject areas, including Literacy, Math, Social Studies, Science, Health, Social Emotional Learning, Physical Education, Art and Music.

Teachers design lessons to provide two to four hours (depending on grade level) per day of student engagement. Students who are not able to engage in synchronous Zoom meetings according to the class schedule will be managed on a case-by-case basis. Elementary Portage students begin each day with a synchronous morning meeting, followed by off screen activities, small group or individual instruction and/or additional class meetings. The program is committed to a balance of on-and off-screen time. Use of hands-on materials and active learning lessons ensure that students are up, moving, and off of their screens throughout the day. Additionally, when students are using the screen, the focus is on active uses of the device (creation, collaboration, etc.) versus the passive use (e.g. viewing a video).

Parents, teachers and students use Seesaw as the platform for receiving and submitting daily activities and assignments.

Elementary Portage teachers are required to meet with their students each day via Zoom. A daily schedule is posted in Seesaw with the required lessons and activities clearly identified. Families needing second language support are provided the daily schedule in their home language. Teachers incorporate the following best practices to build strong student teacher relationships:

- Synchronous meetings
- In-person meetings (sledding, park visits)
- Monthly Portage pickups (see supplies section)
- In-person field trips or virtual field trips
- Open discussion, play, lunch bunch groups
- Morning meetings
- Individual meetings with students
- Student/Teacher Zoom chats
- Family and home life is part of the virtual environment (both teacher and student)
- Check and connect in person or via google form with follow up
- Any needed behavior modifications are developed in partnership with the family and are introduced and practiced in an individual meeting between the teacher and student

### Teacher Communication Window:

7:30 a.m. - 3:30 p.m. Monday through Friday

### [Link to Staff Directory](#)

## ATTENDANCE INFORMATION

Parents or Guardians of a student who will not be in school should call/text every day of absence to the Attendance Office Assistant: **612-695-2139**

If an absence is anticipated, call the attendance line prior to the absence. It is believed that elementary students benefit from continuity in their educational program.

**Excused absences or tardies** require parental communication with the school on or before the day of absence or tardiness. If such communication takes place, the following shall be considered an excused absence.

- A. Ill – flu, cold/cough, headache, strep throat, etc.
- B. Family emergency/special events – accident, funeral, wedding, educational family trip
- C. Childhood diseases
- D. Doctor/dental appointments that cannot be made outside of school hours
- E. Taking child home at the request of the school

### **Unexcused absences or tardies:**

- A. No parental communication with school
  - B. Sleeping in
  - C. Suspension from school
1. A letter of concern will be sent to the parents of any student who has three unexcused absences or six tardies, or excused absences that are negatively affecting the students' classroom achievement. Four (4) unexcused tardies will be considered one (1) unexcused absence.
  2. A letter will be sent to parents requesting a meeting with the principal, nurse, social worker, and teacher to discuss their student's attendance when the student has five unexcused absences or ten tardies or excused absences that are negatively affecting the student's classroom achievement.
  3. Since unexcused absences, tardies or excused absences can negatively affect the student's classroom achievement, should they continue after a meeting with staff and parents/guardians, a follow up by the District Truancy Coordinator will take place. If appropriate, an educational neglect report will be filed with the County Social Services.

Please try to schedule dentist, orthodontist, and doctor appointments outside of school hours. Although the instruction will take place virtually, planning appointments during days when school is not in session will help ensure minimal loss of instructional time for your student.



## **GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS**

### **ACCEPTABLE USE POLICY FOR THE NETWORK/INTERNET/E-MAIL SYSTEM**

Student use of technology and the Internet is governed by [district policy 524-2](#).

### **ACCESS TO STUDENT RECORDS**

The law allows the parent or guardian to inspect student school records. Any information believed to be inaccurate, incomplete, or unnecessary may be challenged. In most instances information in a student's cumulative record has been originally submitted by the classroom teachers or discussed at parent/teacher conferences. Requests to see student records should be directed to the building director.

Information concerning students and their family is confidential. Professional staff who work with the student are allowed access and must sign a review sheet in the cumulative folder.

### **AFTER SCHOOL ACTIVITIES**

Transportation is not provided for non-school activities such as music, dance lessons, scouts, church activities, etc.

### **ASSESSMENT**

Teaching involves constant evaluations of students so that learning activities may be appropriate to their needs, interests, and abilities. Evaluation provides the basis of determining student readiness for certain learning experiences and the growth resulting from previous learning experiences. The two procedures most frequently used in evaluation are behavioral observations and testing.

The district's elementary teachers constantly carry on the process of checking learning through direct observation. Many insights are gained by observing each student's vocabulary, ability to express thoughts and ideas, interests, ability to think quantitatively, physical development, motor skills, values, social skills, and emotional qualities. These characteristics are essential to planning successful learning experiences.

The Minnesota Comprehensive Assessment tests are also given in grades 3, 4 and 5. (Please see the Appendix for the parent/guardian guide to statewide testing.) You may contact Director of Instructional Services, Hope Langston, at [hlangston@northfieldschools.org](mailto:hlangston@northfieldschools.org) with any questions.

### **BAND**

Membership in band is available to students in the fifth grade when they are physically mature enough to play the instruments and space is available in the home school program. A high percentage of the students take advantage of this activity. Individual and group instrumental instruction, as well as band practice, is provided each week. The student would attend in person classes in their neighborhood school.

### **BIRTHDAY INVITATIONS**

Building a strong sense of community is an important part of a successful school year. Teachers work hard at building inclusive classrooms. The practice of students passing out birthday party invitations to some (or certain) classmates while excluding others negatively impacts our efforts at building strong inclusive classrooms.

### **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. While not required, the [use of this form](#) is encouraged to assist in a prompt investigation.

## **CHOIR**

The elementary choirs welcome participation by any student in fourth and fifth grade if space is available in the home school program. No auditions are necessary to join. The choir program promotes advancement of vocal techniques and performance skills. Group cooperation and the opportunity for solo performances are added features of the program. Each elementary school has its own 4th and 5th grade choir. The two groups perform in the schools and community throughout the school year. The student would attend in person classes in their neighborhood school.

## **CITIZENSHIP**

Schools, like families, need a few basic rules to ensure that each student's rights are respected. Please refer to the [Student Citizenship Handbook](#).

## **COMMUNICATION BETWEEN SCHOOL AND HOME**

School staff have a commitment to good communication between school and home. If a child is having difficulty at school, parents are encouraged to contact the classroom teacher. The social worker and director are also available to help resolve a problem that your child might encounter at school. You may contact any of these people by emailing or placing a phone call to the school office.

## **COMMUNITY EDUCATION**

Community Education is a division of the Northfield Public Schools dedicated to lifelong learning, citizen involvement and the maximum use of school and community resources and facilities. Programs and services include early childhood family education, early childhood screening, Hand in Hand Preschool, early childhood initiative coalition, the Ventures programs for children, youth development and youth service, the Connected Kids Mentoring Project, volunteers in schools, recreation, adult basic education, adult enrichment, parent education programs, Project ABLE for adults with disabilities and community relations. For more information visit us at the [district website](#).

## **504 PLAN**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities by school districts receiving federal financial assistance. Section 504 protects students from discrimination based upon their disability. A person is handicapped under the definition of 504 if he/she: 1.) Has a physical or mental impairment which substantially limits one or more of such a person's major life activities; 2.) Has a record of such an impairment; or 3.) Is regarded as having such an impairment. "Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

When a condition significantly limits a major life activity, an accommodation plan must be developed for that student. These services are determined by a team of educators with the parents and sometimes the student. For more information on the Northfield District Section 504 Plan, contact Dr. Cheryl Hall, 504 Coordinator at 645-3410.

## **DRESS POLICY FOR STUDENTS**

Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the students' health and safety, is sexually suggestive by words, pictures or appearance; exhibits profanity, or interferes with the educational environment of the school or the classroom, or causes undue distraction in 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 and/or at school events, this includes virtual settings and background images.

Any students who feel offended by an individual's dress may report that concern to a staff member or to school administration. Students who dress inappropriately will be subject to student discipline procedures.

## **FIELD TRIPS**

Occasionally a student's teacher will extend classroom instruction and concepts through a field trip experience. Most, if not all, the field trips are optional. The teacher will provide rationale for the trip and request that permission slips be signed by the parent/guardian. No student is allowed to participate without written parental permission. The Portage Elementary program will also have optional school wide events that students and families can participate in. These have included visiting the Fire Station, Police Station, Student Art Show, sledding, parks, etc.

## **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  
1400 Division Street S., Northfield, MN 55057

Phone: 507.663.0600

Email: [mviesselman@northfieldschools.org](mailto:mviesselman@northfieldschools.org).

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

## **HOLIDAYS**

Traditional holidays, such as Halloween, Thanksgiving, winter holidays around the world, and Valentine's Day, may be observed in the classrooms and used as learning experiences. Any questions you may have regarding this policy should be referred to the program director.

## **LOW COST HEALTH INSURANCE FOR FAMILIES**

Thousands of Minnesota families are eligible for low cost health insurance under Minnesota Care. Enacted by the Legislature the plan is open to families who meet certain income guidelines. To be eligible for Minnesota Care, an individual must meet the following criteria.

- Have gross income that does not exceed 275 percent of the federal poverty guidelines (FPG) for families and children (\$58,308 for a household of four), and 200 percent of FPG for adults without children (\$20,808 for a household of one and \$28,008 for a household of two). Parents with annual

gross incomes over \$50,000 are ineligible, whether or not they otherwise meet the 275 percent of FPG standard; this income cap does not apply to pregnant women and minor parents.

- Have assets that do not exceed \$10,000 for a household of one and \$20,000 for a household of two or more, after certain exclusions. This asset standard does not apply to pregnant women and children.
- Not have access to employer-subsidized health care coverage, and not have had access to this coverage through the current employer for 18 months prior to application or renewal. This requirement does not apply to children with incomes that do not exceed 150 percent of FPG and certain other children.
- Have no health care coverage at the time of application and for four months prior to application or renewal. Children with incomes that do not exceed 150 percent of FPG and certain other children considered to be “underinsured” are exempt from this requirement.
- Be a resident of Minnesota. Pregnant women, families, and children must meet the residency requirements of the Medical Assistance (MA) program; adults without children must satisfy a 180-day residency requirement.
- Since September 1, 2006, certain General Assistance Medical Care applicants and recipients have been enrolled in Minnesota Care as adults without children and are exempt from premiums and certain eligibility criteria until six-month renewal.

Enrollment cost for the plan is based on a sliding scale according to income. It covers doctor services, clinic services, routine dental care, prescriptions, immunization, outpatient lab and x-ray services, vision care and glasses; home care services and certain outpatient mental health services. Hospital in-patient services are not covered.

More information and/or applications are available through the school social worker or call toll-free: 1-800-657-3672, and ask for Minnesota Care.

## **MEALS**

Portage students attending on-site classes may purchase meals when in school during meal times. Contact Daryl Kehler, Portage Director, for additional information.

## **ORCHESTRA**

The elementary orchestra is open to all fourth and fifth graders if space is available in the home school program. Students will be playing violin, viola, cello, or string bass. The orchestra rehearses twice each week throughout the school year, and performs at various times and locations during the year. Orchestra members receive one lesson each week. The student would attend in person classes in their neighborhood school.

## **PARENT INVOLVEMENT/PTO**

There are a number of ways for parents to become involved with their child’s virtual school. Being a parent volunteer is probably the most active way to become involved. Please complete [the online form](#) if you are interested in volunteering with Portage.

All parents are members of our Parent/Teacher Organization (PTO). Meetings will be held during the year to discuss areas of interest. An agenda will be published and all parents are welcome to attend. The goal of the PTO is to support schools through parent involvement.

### **PTO Purposes:**

- Advisory capacity to school administrative staff.

- Forum for discussion of school policies/procedures.
- Vehicle for communication of school program/curriculum to parents.
- Promotion of all parent or student programs/activities.
- Identifying and communicating needs to the community.
- Not a forum for discussion of personnel issues.

## **REPORTING TO PARENTS**

Report Cards are sent home after each semester. The main purpose of these report cards is to give parents information on whether or not their child is progressing appropriately. Parents are invited to attend individual student conferences two times during the year.

## **SCHOOL RULES**

The Elementary Portage Online strives to provide an environment that abides by the following expectations.

- Treat others kindly
- Follow the directions of the adult in charge
- Welcome new people and ideas

Classroom rules are also established and communicated to students and families.

## **SPECIAL SERVICES**

Special supportive services are provided to teachers, parents, and students whenever needed to help a child educationally. Supportive services are provided by the school nurse, and the special education department, which consists of speech therapists, an occupational/ physical therapist, a psychologist, resource teachers for the learning disabled and mentally impaired, a social worker, a behavior specialist, and a consultant for hearing or visually impaired.

If at any time parents or school personnel feel that a student is having problems that are interfering or may in the future interfere with the student's progress in school, the school will assess the problems to determine how to best meet the student's needs. Parents may initiate an assessment by contacting the program director or classroom teacher. When school personnel wish to initiate an assessment, parents will be informed that a referral is being made.

## **STUDENT ACTIVITIES/CELEBRATIONS**

Elementary Portage Online may have some activities and celebrations in person throughout the school year. These activities are optional, but provide some socialization opportunities that are important to the development of elementary students.

## **STUDENT SUPPORT TEAM**

### **Mission**

To receive referrals from any person who has identified a student as at-risk for academic, social, emotional, or behavioral problems. To initiate comprehensive and coordinated services for such students. To serve as a resource for families of those students and for the staff who work with them. To address appropriate program and policy issues, especially those related to students' non-academic concerns (e.g. attendance, limited access, mandatory reporting).

### **Responsibilities:**

- To be an access point for concerned persons to refer at-risk students.

- To assure that, within the team, the exchange of ideas and concerns will occur on an open, yet confidential, basis.
- To determine appropriate resources for referred students and to develop an action plan to meet their needs.
- To implement the action plan, provide feedback to the person who initiated the referral, and monitor follow-up.
- To refer appropriate students to the Special Education Referral Review Team and provide the referral form to the regular education teacher.
- To identify and address program and policy issues which affect the student group served by the team.

## **SUPPLIES**

The school furnishes all necessary texts and workbooks for students as required by law. Students will be provided with an ipad, stylus, and keyboard; however they may use their own device if preferred.

## **TECHNOLOGY USE**

Student use of technology and the Internet is governed by [district policy 524-2](#) regarding use of technology and telecommunications systems.

## **TITLE I**

Title I is part of the federal Improving America's School Act that supports state and local reform of teaching and learning carried out under Every Student Succeeds Act (ESSA). The emphasis is on high academic standards with aligned curriculum, assessment, and professional development. This program is an important part of Minnesota's Basic Skills and Graduation Standards reform movement.

## **VISITOR POLICY**

We welcome visitors in our virtual environment, however please obtain prior approval from the class teacher and/or administration before having a visitor join your Zoom or other virtual activity.

## **VOLUNTEERS**

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

## **WELLNESS**

The district's [child nutrition webpage](#) hosts wellness policy information and resources for parents.



## 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](https://education.mn.gov) >  
Students and Families >  
Programs and Initiatives >  
Statewide Testing)

### Additional Information

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

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



### Statewide Assessment: Parent/Guardian Decision Not to Participate

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

#### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal:

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

☐

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





**Community Education 2022-23  
Preliminary Budget Presentation**  
Erin Bailey, Director of Community Education  
*Presented to the Board on 5.23.2022*

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**2021-22 Revised Budget**

The impact of Covid-19 on the Community Education budget has been significant. The revised budget reflects the impact of increased enrollment in some fee based programs and federal funds distributed to childcare sites.

Fund Balance as of June 30, 2021	\$ 221,682
Revenues	\$3,332,242
Expenditures	<u>\$3,126,588</u>
Revenue over expenditures for FY 22	\$ 205,654
Projected total fund balance as of June 30, 2022	\$ 427,336

**2022-23 Proposed Budget**

The FY 23 Community Education proposed preliminary budget was developed with input from each program area coordinator.

**Timeline**

1. The budget was reviewed at the April 26, 2022 meeting of the Community Education Advisory Council.
2. At the April 26, 2022 meeting, the Community Education Advisory Council voted unanimously to recommend the budget to the School Board.
3. The recommended budget will be presented to the School Board at their May 23, 2022 meeting.
4. All school district budgets will be approved at the June 13, 2022 School Board meeting.

**Assumptions**

The FY 23 (2022-23) Community Education proposed preliminary budget is based on the following assumptions:

**Revenues**

1. Slight increase in revenue for fees based on the activity in FY 22.
2. While the federal funds continue through June 2023, no federal funds are reflected in the budget.
3. Continuation of Pathway I and II Early Learning Scholarship funding.
4. Several grant applications.

**Expenditures**

1. Appropriate increases in salaries, wages and insurance.
2. Appropriate staff support for all children.
3. In Hand in Hand Preschool, continuation of a full-day, five-day a week section.

**Community Education FY 23 Budget**

Projected Fund Balance as of June 30, 2022	\$ 427,336
Revenues	\$3,093,342
Expenditures	<u>\$3,297,216</u>
Revenue over expenditures for FY 23	\$ (203,874)
Projected total fund balance as of June 30, 2023	\$ 223,462

# Community Education

2022-23 Preliminary Budget Presentation  
May 23, 2022

# Principles of Community Education

- Lifelong Learning
- Maximizing Community and School Resources
- Maximizing Community and School Facilities
- Promoting Collaboration and Partnerships
- Citizen Involvement



# Community Education Program Components

## Adult Learning

- Adult Lifelong Learning
- Adult Basic Education/EL
- Driver Education
- Project ABLE
- Recreation

## Youth Programs

- Middle School Youth Center
- Kid Ventures Programs
- Youth Development/Service Learning
- Recreation/Enrichment

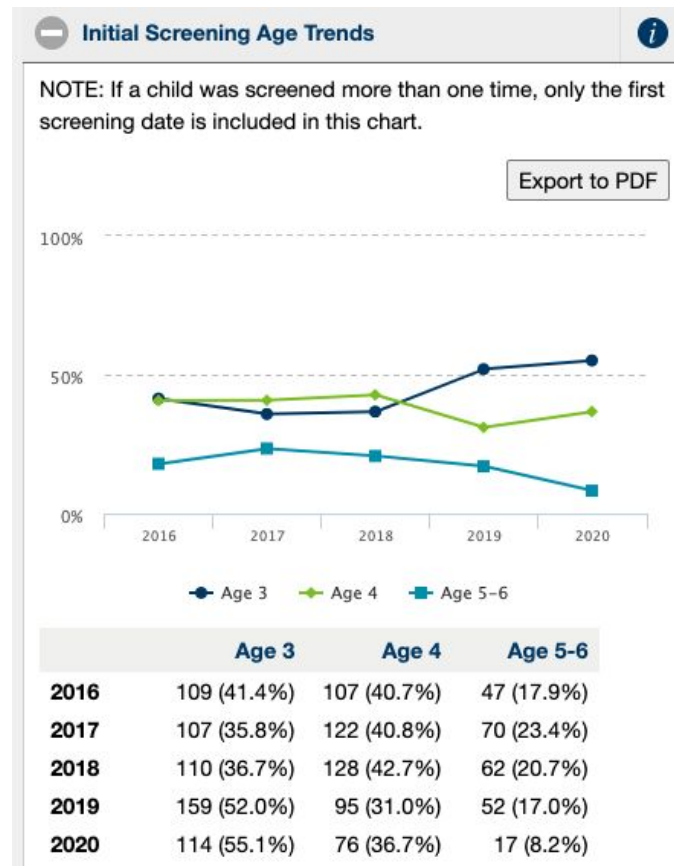
## Community Programs/Partnerships

- Facility Use
- Greenvale Park Community School
- Healthy Community Initiative - Early Childhood Navigators & Ready for Kindergarten Action Team
- Community Action Center - Onsite food shelf and food distribution

# Community Education Program Components

## Early Childhood

- Early Childhood & Family Education
- Early Childhood Screening
- Hand in Hand Preschool and Bridges to Kindergarten
- Early Childhood Initiative Coalition
- Early Ventures Child Care Center
- Recreation



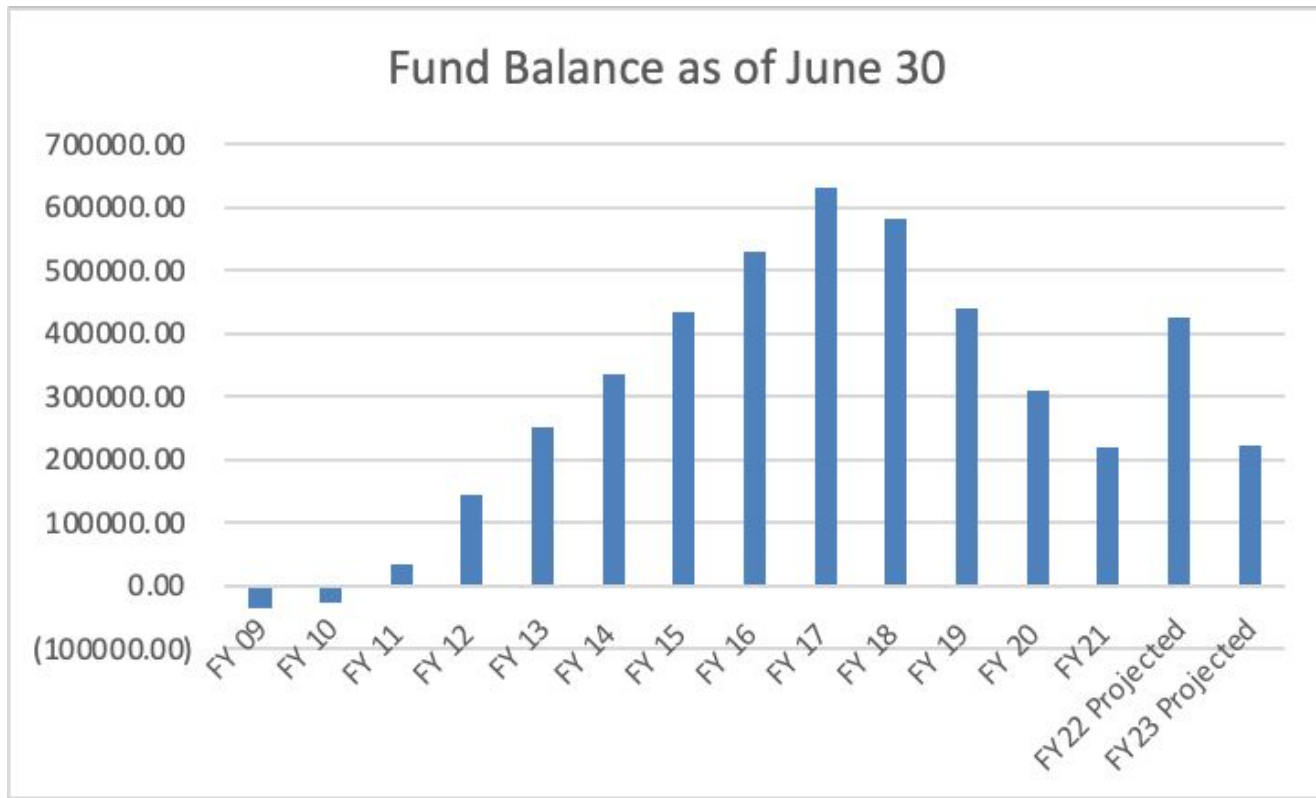
# 2021-22 Budget Revision

	2019-20 Actual	2020-21 Actual	2021-22 Proposed	2021-22 Revised
Beginning Balance	\$439,941	\$308,736	\$221,682	\$221,682
Revenue	\$2,960,052	\$2,620,337	\$3,073,145	\$3,332,242
Expenditures	\$3,091,257	\$2,707,391	\$3,275,708	\$3,126,588
<b>Ending Balance</b>	<b>\$308,736</b>	<b>\$221,682</b>	<b>\$19,119</b>	<b>\$427,336</b>
General Community Ed	-\$57,030	-\$170,366	-\$313,227	\$10,564
ECFE	\$178,606	\$233,407	\$256,885	\$257,238
School Readiness	\$173,472	\$136,944	\$51,604	\$136,329
Unreserved	\$13,688	\$21,697	\$23,857	\$23,205
<b>Ending Balance</b>	<b>\$308,736</b>	<b>\$221,682</b>	<b>\$19,119</b>	<b>\$427,336</b>
<i>Fund Balance Goal (14%)</i>	<i>\$432,776</i>	<i>\$379,035</i>	<i>\$458,599</i>	<i>\$437,722</i>

# Community Education Budget Goals

To work toward an overall fund balance that equals 14% of Community Education's operating expenses. This is approximately \$437,722. We want to achieve this with all funds having positive balances.

# Community Education Fund Balance History





# Community Education FY 23 Budget Assumptions

## Revenues

- Slight increase in revenue for fees based on the activity in FY 22.
- While federal funds continue through June 2023, no federal funds are reflected in the budget.
- Continuation of Pathway I and II Early Learning Scholarship funding.
- Several grant applications

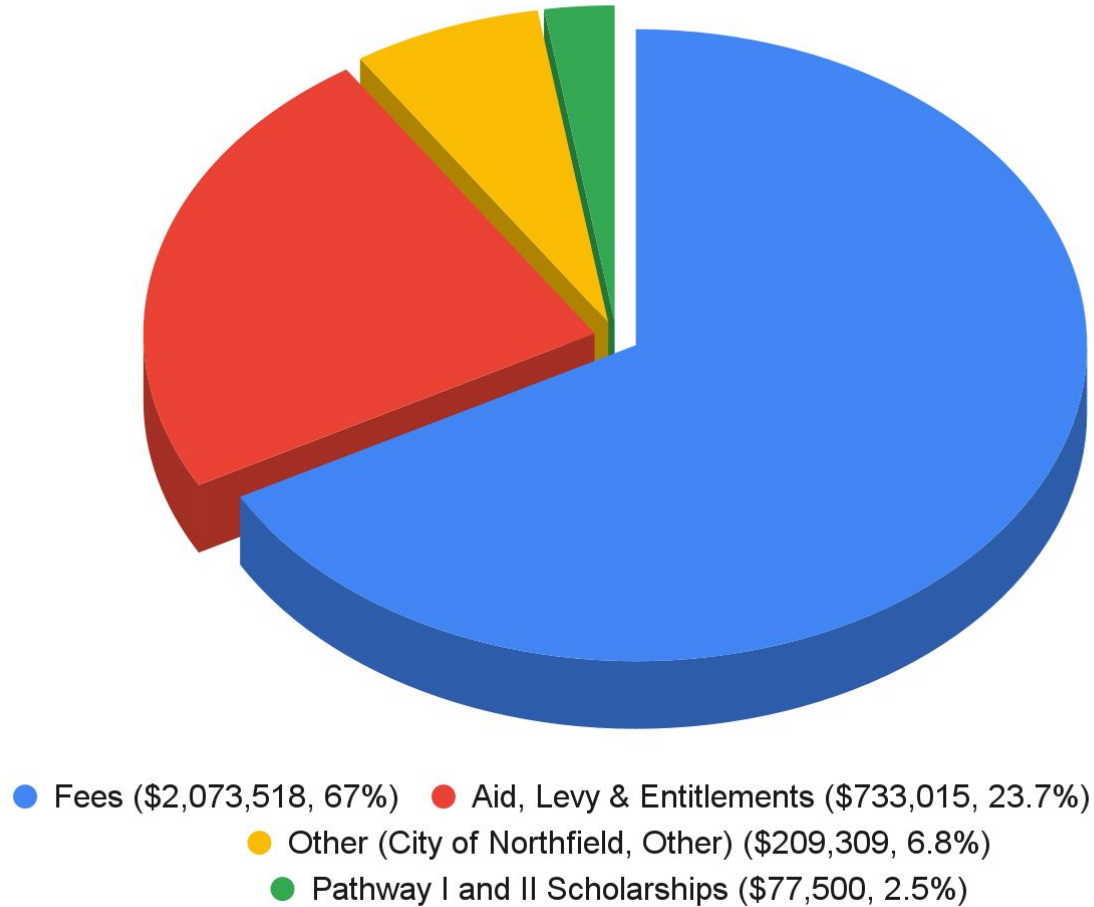
## Expenditures

- Appropriate increases in salaries, wages and insurance.
- Appropriate staff support for all children.
- In Hand in Hand Preschool, continuation of a full-day, five-day a week section.

# 2022 – 2023 Revenue Sources

- State aid and local levy dollars based on a funding formula established by the Minnesota State Legislature \$733,015 (24%)
- Participant fees (enrichment, recreation, early childhood family education (ECFE), driver education, special events, child care and preschool) \$2,073,518 (67%)
- Federal Funds \$0 (For fiscal year 2021-22, federal funds = \$313,485)
- Other local sources \$209,309 (7%)
- Pathway I and II Early Learning Scholarships \$77,500 (2%)

## 2022-23 Revenue Sources



# Community Education Proposed 2022-23 Budget

	2019-20	2020-21	2021-22	2022-23
	Actual	Actual	Revised	Proposed
Beginning Balance	\$439,941	\$308,736	\$221,682	\$427,336
Revenue	\$2,960,052	\$2,620,337	\$3,332,242	\$3,093,342
Expenditures	\$3,091,257	\$2,707,391	\$3,126,588	\$3,297,216
<b>Ending Balance</b>	<b>\$308,736</b>	<b>\$221,682</b>	<b>\$427,336</b>	<b>\$223,462</b>
General Community Ed	-\$57,030	-\$170,366	\$10,564	-\$209,414
ECFE	\$178,606	\$233,407	\$257,238	\$285,008
School Readiness	\$173,472	\$136,944	\$136,329	\$124,216
Unreserved	\$13,688	\$21,697	\$23,205	\$23,652
<b>Ending Balance</b>	<b>\$308,736</b>	<b>\$221,682</b>	<b>\$427,336</b>	<b>\$223,462</b>
<i>Fund Balance Goal (14%)</i>	<i>\$432,776</i>	<i>\$379,035</i>	<i>\$437,722</i>	<i>\$461,610</i>

# Variables

- Actual Program Enrollments
- Fee Collection
- Federal Funds available to programs
- COVID-19 Pandemic and program enrollment

# Greenvale Park Community School

FY 22 Funding	
21st Century Community Learning Center grant	\$259,055
Northfield Public Schools	\$0
Northfield SHARES	\$0
Sheltering Arms	\$0
Total Funding	\$259,055
FY 23 Funding	
Northfield Public Schools	\$0
21st Century Community Learning Center grant	\$124,489

# Questions & Comments



## **Construction Fund | Proposed Budget | 2022-23**

**Val Mertesdorf, Director of Finance**

*Presented to the Board on 5.23.2022*

The building construction fund is a separate fund used to record all operations of a district's building construction funded by the sale of bonds. The MN Department of Education requires any project over \$2 million dollars to run through the construction fund.

The District sold bonds in January 2022 to finance the replacement of the middle school roof. The revenue in the construction fund consists of the initial bond proceeds and any interest we earn on those funds. Expenditures will consist of construction related costs. This bond will be repaid over 20 years with a portion of our long term facility maintenance revenue.

The roofing project started with materials being ordered in April. The expenditures in the 2021-22 budget reflect the initial material order and some labor. The remainder of the expenditures will be paid after July 1<sup>st</sup> and will spend the remainder of the bond proceeds.





Building Construction Fund  
Proposed Budget  
2022-23

# Building Construction Fund

- Separate fund used to record all operations of a district's building construction funded by the sale of bonds.
- Revenues consist of bond proceeds and interest earnings.
- Expenditures consist of construction related costs.
- This accounts for the Middle School Roof project costs.

# Financial Summary

	<b>2021-22</b>	<b>2022-23</b>
	<b>Budget</b>	<b>Proposed</b>
Beginning Balance	\$ -	\$ 1,673,009
Bond Proceeds	\$ 3,170,009	\$ -
Interest Earnings	\$ 3,000	\$ 3,000
Total Sources	<u>\$ 3,173,009</u>	<u>\$ 1,676,009</u>
Expenditures	<u>\$ 1,500,000</u>	<u>\$ 1,676,009</u>
Ending Fund Balance	<u>\$ 1,673,009</u>	<u>\$ -</u>

# Questions?

Thank you!

# Northfield Public Schools 2023-2024 School Calendar

Draft 5

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July	
4	Independence Day

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January	
1	No School, New Years Day
2	School Resumes
15	No School, Dr Martin Luther King Jr Day
19	End of Second Quarter
22-23	No School, Teacher Preparation Day
24	Beginning of Third Quarter

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August	
21	New SpEd/Elem Inservice
22-23	New teacher Inservice
24-29	Staff Development Days
30-31	Family Conferences

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February	
19	No School; Staff Development Day President's Day

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September	
1	Teacher Preparation Day
4	Labor Day
5	First Day of School Beginning of First Quarter

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March	
22	End of Third Quarter
25-29	No School; Spring Break

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October	
19-20	No School; Fall Break (MEA)

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April	
1	No School; Teacher Preparation Day
2	School Resumes; Beginning of Fourth Quarter

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November	
3	End of First Quarter
6	No School; Teacher Preparation Day
7	Beginning of Second Quarter
22-24	No School, Thanksgiving Break

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May	
24	No School; Teacher Preparation Day
27	No School, Memorial Day

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						






December	
Dec 22	No School; Teacher Preparation Day
Dec 25-Jan 1	No School; Winter Break

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June	
6	Last Day of School (2-hr early dismissal) End of fourth quarter
9	Graduation

## School Cancellation Procedures:

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

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

## Student Days:

Term 1: 42 days  
Term 2: 43 days  
Term 3: 42 days  
Term 4: 46 days  
TOTAL: 173 days

## Summary:

173 student contact days  
14 non-student contact days  
  
TOTAL: 187 contract days  
85 days - first semester; 88 days - second semester

# NORTHFIELD PUBLIC SCHOOLS

## 2023 - 2024 Calendar

Draft 5

### New Teacher Inservice

Aug. 21 New SpEd & New/Returning from Leave Elementary Teachers  
Aug. 22 - 23 All New Teacher Inservice

### Teachers Back-to-School Workshop Week and Family Conferences

Aug. 24 - 29 Staff Development Days  
Aug. 30 - 31 **No School.** Kickoff Family Conferences

Sept. 1 Teacher Preparation Day  
Sept. 4 **No School.** Labor Day

### School Calendar

Sept. 5 First Day of School. Beginning of First Quarter and First Semester

Oct. 19 - 20 **No School.** Fall Break (MEA)  
Oct. 23 School Resumes

Nov. 3 End of First Quarter (42 days)  
Nov. 6 **No School.** Teacher Preparation Day  
Nov. 7 School Resumes. Beginning of Second Quarter  
Nov. 22 - 24 **No School.** Thanksgiving Break

Dec. 22 **No School.** Teacher Preparation Day  
Dec. 25 - Jan. 1 **No School.** Winter Break

Jan. 2 School Resumes  
Jan. 15 **No School.** Dr. Martin Luther King Jr. Day  
Jan. 19 End of Second Quarter (43 days); End of First Semester (85 days)  
Jan. 22 - 23 **No School.** Teacher Preparation Day  
Jan. 24 School Resumes. Beginning of Third Quarter and Second Semester

Feb. 19 **No School.** Presidents Day. Staff Development Day

March 22 End of Third Quarter (42 days)  
March 25 - 29 **No School.** Spring Break

April 1 **No School.** Teacher Preparation Day  
April 2 School Resumes. Beginning of Fourth Quarter

May 24 **No School.** Teacher Preparation Day  
May 27 **No School.** Memorial Day

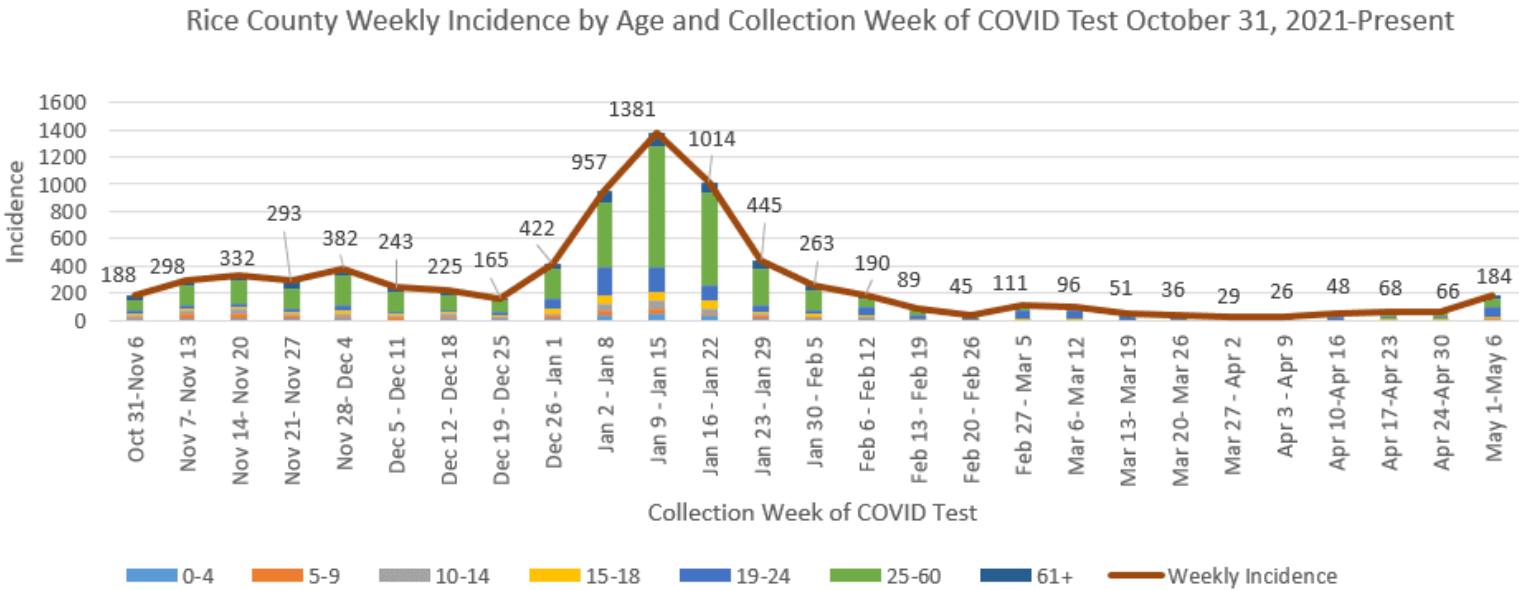
June 6 **Last Day of School.** 2-hour early dismissal  
End of 4<sup>th</sup> Quarter (46 days); End of Second Semester (88 days)  
June 9 Graduation

### School Cancellation Procedures for 2023-2024

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third 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.

**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.



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 19, the district reported 86 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 May 9—13, six of seven schools averaged less than 3% of their students absent due to ILI symptoms. All schools were below 5%.

Middle School and High School Career Exploration Day

strategic commitment highlights: learner outcomes, partnerships

The career exploration day event returned to Northfield Middle School on May 17 with 38 different companies present. Middle and high school students were able to interact with these companies or organizations and learn about different technical career opportunities. This day is important because students see successful people in their field who are passionate about their work. This experience can help create a positive future vision of themselves as they begin to see what role they might fulfill in the workforce as adults. At the end of the day, seniors had the opportunity to interview with some of the companies and potentially receive job offers to begin their careers immediately after graduation.



Many thanks to John Stenz, Heather LaCroix, and Force America for the vital role they played in this event’s planning and execution. Northfield Middle School principal Michael O’Keefe and Northfield High School counselor Mark Ensrud were instrumental in helping coordinate the day for the school district. And, as always, Northfield Healthy Community Initiative (HCI) was a strategic partner in supporting this event.

## Student Data Summit

**strategic commitment highlights: learner outcomes, equity, people, partnerships**

The student data summit also returned to the district on May 18 with student leaders from Northfield, Faribault, Tri City United, and Waterville-Elysian-Morristown attending. These young leaders developed new relationships through team-building exercises and analyzed their school's disaggregated attendance and summative grading data. They reviewed what demographic gaps exist and ideated action steps for continuous improvement. This experience is vital because it brings student voice to the table in solving challenges that impact their peers. This event helps student leaders to better understand complex problem solving and systems-based approaches to solving those problems. This event is part of the district's Achievement and Integration plan.



## Bridgewater Boosterthon Fun Run

**strategic commitment highlights: people, partnerships**



Bridgewater Elementary School held its annual Boosterthon Fun Run on May 13. An amazing day of weather brought many families to campus for this capstone event. The Boosterthon fundraiser kicked off with a fun staff video. Each class selects a team name and participates in a variety of fun activities focused on building pride in the school, including specific character education components. Students seek sponsorships for the fun run and raised \$64,000 — nearly \$20,000 more than their goal!

## Northfield High School Task Force

**strategic commitment highlights: learner outcomes, stewardship**

The Northfield High School facility task force has concluded its initial meetings. Wold Architect and Knutson Construction will share their report with the board during a work session on June 13 prior to the regular school board meeting. In addition, the City of Northfield has shared there is a potential buyer for the Northfield Ice Arena. This purchase prompts us to discuss the future of the ice arena as part of the comprehensive plan for the Northfield High School facility.

## Acknowledging the Buffalo, New York mass shooting victims

**strategic commitment highlights: people, equity**

While the horrific and racism-motivated Buffalo, New York mass shooting took place over 700 miles from Northfield, it does impact us here as well. These kinds of incidents make some of our students of color feel vulnerable and cause fear. The deranged rationale of the perpetrator in this case serve as a painful reinforcement for the vital need to be committed to anti-racist practices in our school district. We mourn with the people of Buffalo as they process the grief and anger that accompany such an event.





## Committee Report

*Board of Education*

**Name:** Tom Baraniak

**Committee:** Human Rights Commission

**Date Submitted:** 5/19/2022 9:13:37

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After months of due process the Human Right commission passed a motion to recommend to the City Council approval of an Ordinance Amending Northfield City Code, Chapter 30 - Health and Sanitation, to add a new Section 30-1. - Prohibition of conversion therapy for minors and vulnerable adults. The tentative timeline is June 7th for the City Council first reading. From Wikipedia, "Conversion therapy is the pseudoscientific practice of attempting to change an individual's sexual orientation from homosexual or bisexual to heterosexual, or their gender identity from transgender to cisgender, using psychological, physical, or spiritual interventions."

The commission also voted to authorize a Festival of Nations community picnic for Saturday, July 23. Details to follow.

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

May 9, 2022

District Office Boardroom

Board Chair Claudia Gonzalez-George participated remotely from the Ramada, 923 East 3rd Avenue, Spokane, WA 99202  
5th Floor Meeting Spaces

1. Call to Order

Board Vice Chair Amy Goerwitz called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 6:00 p.m. Board member attendance was taken by roll call. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Absent: None. 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 Butler, the board approved the agenda by roll call. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

3. Public Comment

There were public comments.

4. Announcements and Recognitions

- The Minnesota Multi-tiered System of Supports (MnMTSS) Grant for FY 23 and FY24 was recently awarded to Northfield, one of 12 districts selected from 50 applicants. Northfield will receive \$237,000 in FY 23 and in FY 24 to build our capacity to support the implementation of the MnMTSS framework to improve academic, behavioral and social-emotional outcomes for all students.
- Dr. Hillmann has been elected president of the Minnesota Association of School Administrators effective July 1, 2022, for the 2022-23 school year.

5. Items for Discussion and Reports

- a. Arcadia Charter School Contract. Laura Stelter, Executive Director of Arcadia Charter School, and Superintendent Hillmann presented the five-year contract for Arcadia. 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 presented 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 reviewed the ALC, Middle School, MSYC/BLAST, PLUS and Student Citizenship handbooks for the school year 2022-23. The board will be requested to approve these policies and handbooks at the May 23 board meeting.
- c. Superintendent Operations and COVID-19 Update. Superintendent Hillmann provided an update about district operations, and local and county COVID-19 data. The influenza-like illness rates have been within the district's parameters although the COVID-19 positivity rates have increased. The Northfield Public Schools was one of only six districts in the state to win a competitive "Grow Your Own" grant from MDE to help Black, Indigenous, and People of Color 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.

6. Consent Agenda

On a motion by Butler, seconded by Baraniak, the board approved the consent agenda items by roll call. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

a. 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.
4. Mackenzie Glassing, Special Ed EA for 6.3 hours/day at the NCEC, beginning 5/16/2022-6/9/2022; Step 2-\$16.53/hr.
5. Kari Holden, .5 FTE Speech and Language Pathologist at the NCEC, beginning 7/1/2022; MA, Step 1 (.50 FTE) contingent upon obtaining MN licensure
6. Gretta Kunze, Targeted Services Summer PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/5/2022-8/11/2022; BA10, Step 10
7. Michelle Martinez, Targeted Services Summer PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/5/2022-8/11/2022; BA, Step 2
8. Nicole Torkelson, Targeted Services Summer PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/5/2022-8/11/2022; BA, Step 1

ii. Increase/Decrease/Change in Assignment

1. 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.
25. Lukas Bruhler, Community School Site Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Step 2-\$14.48/hr.
26. Kelley Foehrkolb, Autism Behavior Specialist with the District, add 4 additional days to the contract for a total of 211 days, to provide required safety care training for staff, effective 7/1/2022.
27. Anna Hruby, Grade 3 Teacher - temporary at Spring Creek, change to Grade 3 Teacher - Ongoing at Bridgewater, effective 8/25/2022.
28. Melanie Klein, Special Ed Teacher at Spring Creek, add Special Ed Teacher Homebound for up to 5 hours/week plus 1 hour/week for preparation with the District, effective 5/2/2022-6/9/2022.
29. Jessica Labenski, Community School Site Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Step 2-\$14.48/hr.
30. Michelle Sickler, Teacher at Greenvale Park, add Targeted Services Summer PLUS Teacher for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022. Lane/step
31. Heather Stanton-Ims, Social Worker at the Middle School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day Mon.-Thurs. at the High School, beginning 7/5/2022-8/11/2022; Lane/step
32. Belinda Zubia, Community School Site Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Step 1-\$14.11/hr.

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.
5. Shari Karlsrud, FACS teacher at the High School, unpaid leave of absence for the 2022-23 school year.
6. Dan Kust, Teacher at the Middle School, Family/Medical Leave of Absence, beginning 5/4/2022 and continuing on an intermittent basis for up to 60 work days.

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 Voegelé, EA at Spring Creek, resignation effective 5/12/2022.
5. Kristin Schlim, ECSE Teacher at the NCEC, resignation effective 6/9/2022.

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. District Administration is Recommending the Approval of the Following

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. Budget Prioritization Elementary Package Reductions.

On a motion by Pritchard, seconded by Butler, the board approved by roll call, line item E4 Elementary Portage, will be maintained through the 2022-23 school year. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

On a motion by Pritchard, seconded by Butler, the board approved by roll call, the elementary budget reductions package as presented with the exception of budget line item E4 Elementary Portage. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

b. Budget Prioritization Secondary Package Reductions.

On a motion by Pritchard, seconded by Baraniak, the board approved by roll call, line item S9 Agricultural Education will be maintained and the agricultural educational partnership with Randolph will continue. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

On a motion by Pritchard, seconded by Butler, the board approved by roll call, the secondary budget reductions package as presented with the exception of budget line item S9 Agricultural Education. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

c. Budget Prioritization District Services Package Reductions. On a motion by Pritchard, seconded by Baraniak, the board approved by roll call, the district services budget reductions package as presented. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

On a motion by Quinnell, seconded by Butler, the board moved to continue the meeting past 9:00 p.m. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

d. Fund Balance Target. On a motion by Pritchard, seconded by Stratmoen, the board approved by roll call, to modify the district's fund balance target from 16% to 14%. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

e. Resolution to Place Licensed Staff on Unrequested Leave of Absence On a motion by Pritchard, seconded by Stratmoen, the board approved by roll call, 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. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

<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

- f. Bid Approval for Security Cameras. On a motion by Pritchard, seconded by Baraniak, the board approved by roll call, the grand total base bid for the district-wide security camera upgrade project to Custom Alarm at a cost not to exceed \$330,000.00. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

8. Items for Information

- a. Enrollment Report. Superintendent Hillmann reviewed the May 2022 enrollment report.
- b. Graduation Update. 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. National Honor Society Senior Induction Ceremony. 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

On a motion by Stratmoen, seconded by Baraniak, the board approved adjournment by roll call at 9:10 p.m. Voting 'yes' were Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. No one voted 'no'.

Noel Stratmoen  
School Board Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 13<sup>th</sup> day of May, 2022, by and between Northfield Area Chamber of Commerce, 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

\$1,000.00 for the Chamber of Commerce Scholarship,  
check # 4463.

Northfield Area Chamber of Commerce  
Donor

By: Received in District Office

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 16<sup>th</sup> day of May, 2022, by and between VFW Post #4393, 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

\$2,500.00 for VFW Post #4393 scholarships, check #16183.

VFW Post #4393  
Donor

By: Received in District office

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk



## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 16<sup>th</sup> day of May, 2022, by and between Northfield Area Family YMCA, 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

\$1,500.00 for Northfield Area Family YMCA scholarships, check #92770731.

Northfield Area Family YMCA  
Donor

By: Received in 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 \_\_\_\_\_:

**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)
Northfield Chamber of Commerce	\$1,000.00	Chamber of Commerce Scholarship
VFW Post #4393	\$2,500.00	VFW Post #4393 Scholarships
Northfield Area Family YMCA	\$1,500.00	Northfield Area Family YMCA Scholarships

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

*District - Building Nurses*

**NORTHFIELD PUBLIC SCHOOLS**

**POLICY COVERING WAGES, HOURS AND FRINGE BENEFITS**

**BUILDING NURSES**

July 1, 2022 through June 30, 2024

## **ARTICLE I EMPLOYMENT**

### **Section 1.01 – Introduction**

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 teacher Continuing Contract Law or the Veterans’ Preference Act, granting the employee employment rights.

### **Section 1.02 – Basic Services**

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 salary indicated in this contract.

### **Section 1.03 - Duty Year**

The number of work days in a given year shall be the number of days students are in school plus five (5) additional days as scheduled by the District Nurse.

### **Section 1.04 – Work Day**

The standard work day shall be 7.0 hours per day with the ability, at the discretion of the nurse, to work up to 8.0 hours per day.

## **ARTICLE II RATES OF PAY AND HOLIDAYS**

### **Section 2.01 – Hourly Wages**

#### **2022-2023**

	<u>ADN/RN</u>	<u>BSN/RN</u>	<u>MSN/RN</u>
Step 1	\$33.30	\$34.30	\$35.33
Step 2	\$34.32	\$35.35	\$36.41
Step 3	\$36.22	\$37.31	\$38.43
Step 4	\$37.50	\$38.63	\$39.79

## **2023-2024**

	<u>ADN/RN</u>	<u>BSN/RN</u>	<u>MSN/RN</u>
Step 1	\$33.90	\$34.92	\$35.96
Step 2	\$34.93	\$35.98	\$37.06
Step 3	\$36.87	\$37.98	\$39.12
Step 4	\$38.18	\$39.32	\$40.50

Step placement of entering employees shall be recommended by the Human Resources Office and approved by the Board of Education. Step changes shall take effect at the beginning of the fiscal year. In order for an employee to advance to a succeeding step on the schedule, she/he must have been employed by the district for more than half of the preceding work year.

### **Section 2.02 - Holidays with Pay**

Six per year - Memorial Day, Thanksgiving Day, New Year's Day, Labor Day, Christmas Day and the Friday after Thanksgiving.

**Job Sharing:** For nurses that share one position, each nurse shall receive three paid holidays.

### **Section 2.03 - School Closing**

In the event that school is closed due to an emergency, nurses shall continue to receive compensation proportionate to their work day for up to two (2) days per year. An emergency closing shall be defined as any unscheduled closing of the school. Examples might include inclement weather, energy shortage, breakdown of equipment, strike, etc. The district shall have the right to require employees to perform services on days scheduled as make-ups for student days lost due to emergency closing.

**Job Sharing:** For nurses that share one position, each nurse shall receive one paid snow day.

## **ARTICLE III LEAVES**

### **Section 3.01 - Sick Leave**

Ten (10) days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota Law. Sick leave days are cumulative to 190 days.

**Job Sharing:** For nurses that share one position, each nurse shall receive five (5) day per year with pay based on the standard work hours per day of 7.0 hours.

### **Section 3.02 - Personal Leave**

Building nurses may be granted a leave at the discretion of the school district of no more than five (5) days per year, noncumulative, and with no loss in pay, the days used to be deducted from unused sick leave, for situations that arise requiring the nurse's personal attention which cannot be attended to when school is not in session. No more than three (3) days can be used

consecutively. Requests for personal leave must be made using the District's substitute/leave system at least three (3) days in advance, except for emergencies. No more than one building nurse can use personal leave on any given day.

**Job Sharing:** For nurses that share one position, each nurse shall receive two and a half (2.5) days per year, noncumulative, and with no loss in pay, the day to be deducted from unused sick leave.

### **Section 3.03 - Leaves of Absence Without Pay**

Nurses may apply for leaves of absence without pay at the recommendation of the building principal and approval by the Director of Human Resources.

### **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.

**Job Sharing:** For nurses that share one position, each nurse shall receive five (5) 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.

Time off for bereavement shall be deducted from unused sick days.

### **Section 3.05 - 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.

### **Section 3.06 – 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.

## **ARTICLE IV INSURANCE**

### **Section 4.01 – Eligibility**

An employee must work 20 hours per week or more in order to be eligible for group insurance coverage.

**Job Sharing:** Nurses that share one position are not eligible for insurance benefits as outlined in this Article.

The employer will purchase the group insurance policies described in this section. The provisions of this section are merely descriptive of the coverage provided, and the eligibility of the nurses for benefits shall be governed by the terms of the master insurance contracts in force between the employer and the insurers providing such coverage.

### **Section 4.02 – District Obligation**

The employer's only obligation under the policies described in this section is to make the premium payments as provided in this policy document, and no claim shall be made against the employer in the event of a denial of insurance benefits by the insurance carrier. Upon separation of employment, all district contributions toward insurance benefits shall cease effective on the last day of the month of the separation. The effective dates for changes in the employer contributions are January 1, each year.

### **Section 4.03 - Health and Hospitalization Insurance**

The employer will contribute the same amount toward the monthly health insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

Employees who retire after age 59 or become disabled and who have been in the employ of the Northfield School District for at least ten (10) consecutive years, may buy the group health and hospitalization insurance at the school's group rate until the employee is eligible for Medicare. Participation beyond that shall be in accordance with applicable laws and regulations. The retired or disabled employee will pay the premium for such coverage to the school district

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.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611

#### **Section 4.04 - Dental Insurance**

The employer will contribute the same amount toward the monthly dental insurance plan premium for single and family coverage as exists in the District's agreement for teachers with the Northfield Education Association if the employee wishes to enroll in the plan.

#### **Section 4.05 - Life Insurance**

The employer will provide group term life insurance coverage for each building nurse in the amount of \$35,000. The employee 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 - Income Protection**

The employer will pay the full premium for coverage under the district's long-term disability insurance plan. There shall be a 60-day waiting period before disability income protection goes into effect.

### **ARTICLE V LONGEVITY**

#### **Section 5.01 - Longevity**

The stipulated longevity amounts are to be paid in addition to the basic salary schedule. Longevity increments begin July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

##### **Completed years of Service**

6 – 9 years	\$2.00/hour
10-14 years	\$2.50/hour
15-19 years	\$3.00/hour
20+ years	\$3.50/hour

### **ARTICLE VI RETIREMENT**

#### **Section 6.01 - 403b 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 \$1,000 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.

**NORTHFIELD PUBLIC SCHOOLS**

**POLICY DOCUMENT**

**COVERING**

**WAGES, WORKING CONDITIONS AND FRINGE BENEFITS**

**OF**

**CHILD NUTRITION EMPLOYEES**

**Policy Extends from  
July 1, 2022 through June 30, 2024**

## **ARTICLE I EMPLOYMENT**

### **Section 1.01 – Introduction**

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 teacher Continuing Contract Law or the Veterans’ Preference Act, granting the administrator employment rights.

### **Section 1.02 – Basic Services**

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 Department of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

### **Section 1.03 – Policy**

This policy is in effect from July 1, ~~2020~~ 2022 through June 30, ~~2022~~ 2024. In the event a successor policy is not approved prior to the expiration of this Policy, the employee shall be compensated according to his/her current rate until a successor policy is approved by the Board of Education.

### **Section 1.04 – Entry Level Probationary Period**

Entry level employees’ probationary period shall be six (6) months. The purpose of probation is to verify the match between Northfield Public Schools mission based Child Nutrition needs and the mission aligned knowledge, skills and work behaviors of entry level employees. Employees in this category may or may not pass probation at the discretion of the school district.

### **Section 1.05 - Resignations**

Employees electing to resign shall be required to give the Child Nutrition Director dated, written, and signed notice at least two (2) weeks in advance of the employee's final work day. The employee electing to resign shall continue Child Nutrition regular job responsibilities during the two-week notice period. Any request to leave sooner than the two-week notice period shall be considered by the Child Nutrition Director after a suitable replacement employee is obtained for the position. No use of personal leave is allowed in the last two weeks of employment.

## **Section 1.06 – Required Certification**

All Child Nutrition employees must be certified by one of the following entities and keep their certification current:

- Servsafe at [www.servsafe.com](http://www.servsafe.com)
- Safe food training (SFT) at [www.safefoodtraining.com](http://www.safefoodtraining.com)
- Food Safety Guy at <https://foodsafetyguy.com>

New employees that do not already have the certification must successfully complete one of the above certifications prior to the end of their six-month probationary period.

## **Section 1.07 – Minnesota Food Protection Managers Certificate.**

All Child Nutrition employees must hold a current MN Food Protection Manager Certificate. Current Child Nutrition staff will be required to get their Minnesota Food Managers certificate before their current food safe certificate expires.

## **ARTICLE II RATES OF PAY AND OTHER COMPENSATION**

### **Section 2.01 – Wages**

<u>Job Classification</u>	<u>2022-23 Hourly Rate</u>	<u>2023-24 Hourly Rate</u>
Child Nutrition Manager II - H.S. or M.S.	\$24.42	\$25.39
Child Nutrition Manager I - Elementary	\$24.08	\$25.04
Child Nutrition Associate III	\$22.83	\$23.74
Child Nutrition Associate II	\$21.09	\$21.92
Child Nutrition Associate I	\$20.05	\$20.84
Summer Child Nutrition Lead	\$24.08	\$25.04
Summer Child Nutrition Associate	\$20.05	\$20.84
Student Child Nutrition Associate	\$10.33*	\$10.33*

\* Pay for this position aligned with Minnesota minimum wage rates.

The Child Nutrition Director shall determine the job classification for each employee based upon the responsibilities of the position and the corresponding qualifications of the incumbent/entry-level employee.

### **Section 2.02 - Training Stipend**

An hourly stipend of \$1.50 per hour 2022-23 and 2023-24 for individuals who have completed Level I of the School Nutrition Association Certification will be added to the hourly rates of pay for Child Nutrition

Employees. Certification shall be provided to the Human Resources Office no later than September 1 to receive the stipend.

### **Section 2.03 - Long-Term Substitutes**

Individuals who substitute in the same position for twenty (20) consecutive work days or more shall be eligible to be paid at the CNA I hourly rate, upon the recommendation of the Child Nutrition Director and approval of the Superintendent or his/her designee. Upon completion of the long-term substitute assignment, further substitute assignments will be paid at the regular substitute rate of pay. Eligibility for payment at this level cannot be carried over from one school year to the next.

### **Section 2.04 - Former Child Nutrition Employees Who Substitute**

Substitutes who have formerly been employed in the Northfield School District in regular Child Nutrition positions for at least three continuous years shall be paid at the CNA I hourly rate.

### **Section 2.05 - Rate of Pay for Regular Employees Who Substitute in a Position of Higher Classification:**

Regular Child Nutrition employees who substitute in a position with a higher classification shall be paid at the hourly rate established for the higher classification beginning with the sixth consecutive day of substituting in that position.

### **Section 2.06 - Uniform Allowance**

\$300 per year taxable stipend for all employees to be paid with their first paycheck of the contract year. The employee must purchase one (1) pair of work shoes that are slip-resistant on an annual basis. The remainder of the stipend is to be used to purchase either black, navy, khaki, gray, or olive pants and the approved district uniform shirt(s) or sweatshirt, in navy, black or maroon with the District logo. No jean material for pants, except on Friday's. It is required that all Child Nutrition employees purchase new clothing each school year using the allowed allowance. The district office will coordinate the orders for shirts at the beginning of the school year. Each employee will be responsible for purchasing the approved pants.

### **Section 2.07 – Lunch**

Child Nutrition employees will be provided a regular Type A lunch on food preparation days at no cost to the Child Nutrition employees according to the National School Lunch Program regulations

## **HOURS OF WORK, BREAKS, OVERTIME, AND HOLIDAYS**

### **Section 2.08 – Work Day**

The number of hours authorized for each position shall be established by the School Board on the basis of the requirements of the job and financial resources of the District, and shall be scheduled by the Child Nutrition Director. The paid work day shall exclude time for lunch (30 minutes). Typically, hours worked will coincide with regular established schedules. However, hours may need to be reduced or extended when student activities result in less or more students eating lunch on a given day. Kitchen Managers will notify employees of any change in hours. Employees will be paid only for time worked. The calculation of wages shall be based on the number of hours shown on the employee's weekly attendance record.

## **Section 2.09 – Work Year**

The maximum number of work days in a given year shall be the number of student days scheduled on the approved school calendar plus up to three (3) days for opening and closing the kitchens (for example, two (2) days to receive the food order, clean and open the kitchen in the Fall and one (1) day to store food and supplies and organize the kitchen in the Spring). Additional days may be scheduled for special events such as a luncheon during preschool workshop and/or school staff in-service meetings, special workshops, etc. Any work days outside of the number of student days scheduled on the approved school calendar must be authorized as scheduled by the Child Nutrition Director.

## **2.10 - School Closing**

In the event that school (or schools) is closed due to an emergency, Child Nutrition employees shall continue to receive compensation for up to a maximum of one (1) prorated day per year, equivalent to the normal work hours for each employee. Child Nutrition employees shall be required to perform services if requested to do so by the Child Nutrition Director. An emergency closing shall be defined as any unscheduled closing of the school or schools. Examples might include inclement weather, energy shortage, breakdown of equipment, strike, etc. The District shall have the right to require employees to perform services on days scheduled as make-ups for student days lost due to emergency closings. In the event school is closed after a late start had been announced, Child Nutrition employees who have already reported to work for the day will be paid at time and one half their base hourly rate for any time worked prior to school being closed.

## **Section 2.11 - Paid Breaks**

Child Nutrition employees shall be allowed a 15-minute paid break for each three and one half (3½) hours segment of actual work time. The chart below shows the number of paid breaks based on hours worked.

<u>Hours Worked</u>	<u>Breaks</u>
Less than 3.5	0
3.5-6.99	1
7-8	2

These breaks shall be taken at a time when the least possible disruption in service results and as scheduled by the Kitchen Manager.

## **Section 2.12 – Overtime**

Employees shall be paid at time and one-half of the base hourly rate for hours worked in excess of 40 in any one work week. Vacation time, sick time, or other leave time will not be used to calculate hours worked in any work week. The time and one-half rate shall also apply to services rendered for special functions after 4:00 p.m. or on weekends. The scheduling of overtime for employees shall be approved in advance by the Child Nutrition Director and Kitchen Manager.

Child Nutrition Substitutes are not eligible for overtime unless they work more than forty (40) hours in any one work week. Substitutes will be paid \$3.00 per hour above their normal pay rate for services rendered for special functions after 4:00 p.m. or on weekends.

## **Section 2.13 - Holidays with Pay**

Employees will receive the following six (6) holidays with pay provided the Holidays occur within the employee's work year: Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, and Memorial Day.

## **Section 2.14 - Professional Development**

Professional development activities such as workshops, classes, and training sessions may be provided on a group or individual basis within budget allocations at the discretion of the Child Nutrition Director.

### **Annual Training Requirements**

Required for all school nutrition program employees regardless of local educational agency (LEA) size. The hourly requirements for each position are outlined in the table below:

Position	Required Hours
Director	12 hours
Manager	10 hours
All other program staff (working more than 20 hours/week)	6 hours
Part-time program staff (working less than 20 hours/week)	4 hours
Substitutes/Volunteers/Student Workers/Temporary	2 hours
Hired after January 1	Must complete half of the above training hours For their position during the first year of employment when hired after January 1.

Please note:

- Any excess training hours from a school year can be carried over to meet the previous year's requirements or used to meet the following year's requirements.

## **ARTICLE III LEAVES**

### **Section 3.01 - Sick Leave**

The school District may require an employee to furnish a medical statement from a qualified physician as evidence of illness in order to qualify for sick leave pay if sick leave requested is due to the illness or injury of the employee. Final determination as to the eligibility of an employee for sick leave will be made by Northfield Public Schools.

#### **Employees Working 15 to 19.99 Hours Per Week:**

Three (3) prorated days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota law. Sick leave days are noncumulative from one year to the next.

#### Employees Working 20 Hours Per Week or More:

Ten (10) prorated days per year with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, and/or for other individuals to the extent provided by Minnesota law. Sick leave days are cumulative to 120 days.

#### **Section 3.02 - School Conference and Activities Leave**

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to two prorated days 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.

#### **Section 3.03 - Bereavement Leave**

##### Employees Working 15 to 19.99 Hours Per Week:

Up to two (2) days per year may be used in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of a death of family members or friends.

##### Employees Working 20 Hours Per Week or More:

Up to ten (10) days per year of leave with pay in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of death of family members or friends.

#### **Section 3.04 Personal Leave**

##### Employees Working 15 to 19.99 Hours Per Week:

Employees working less than 20 hours per week on average are not eligible for Personal Leave.

##### Employees Working 20 Hours Per Week or More:

At the discretion of the Kitchen Manager and Child Nutrition Director, Child Nutrition personnel may be granted Personal Leave of up to five (5) prorated days per year. Personal Leave days will be deducted from unused Sick Leave. Personal Leave prorated days may not be carried over from one academic year to another. No more than three (3) personal leave days can be used consecutive. No more than one (1) employee per building can use personal leave on any given day. Personal leave may not be used during the last two weeks of the school year.



Requests for personal leave must be made via the District's substitute/leave system at least three (3) working days in advance, except for emergencies. Recommendations for leave approval from the Kitchen Manager are subject to final approval by the Child Nutrition Director.

### **Section 3.05 - Leave of Absence Without Pay**

Child Nutrition personnel may apply for a Leave of Absence Without Pay in the event of personal circumstances regardless of the number of hours worked per week. A request for a leave of absence without pay must be submitted no less than thirty (30) days prior to the requested day(s) off unless emergency circumstances prevent such notice. A Leave of Absence Without Pay of up to five (5) prorated days may be approved by the Child Nutrition Director. The Child Nutrition Director will consider how many employees are scheduled to be absent at the requesting employee's site when considering the request. Typically no more than two (2) employees may be scheduled to be absent in school sites who have 10 employees or more in one work day for any reason other than illness or emergency. School sites with less than 10 employees may not have more than one (1) employee scheduled absence. Additional days may be granted without pay at the recommendation of the Child Nutrition Director and the approval of the Superintendent or his/her designee.

### **Section 3.06 – 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 Child Nutrition is required to permit the scheduling of a substitute. An employee is also required to notify the Director of Child Nutrition or Kitchen Manager immediately upon being excused from judicial duty.

## **ARTICLE IV GROUP INSURANCE**

### **Section 4.01 – Eligibility**

#### **Employees Working Less than 20 Hours Per Week:**

No Group Insurance is provided to Child Nutrition employees who work less than 20 hours per week.

#### **Employees Working 20 Hours Per Week or More:**

Employees scheduled to work all of the scheduled student days in session or more shall be eligible for Group Insurance Benefits.

Insurance coverage will be effective upon enrollment of the employee and acceptance by the carrier. All District participation and contribution toward benefits shall cease effective on the last working day of the month in which the Child Nutrition employee terminates employment. However, employees may be continued in the group for a period determined by COBRA legislation at the employees' own expense.

During the term of this policy, the employer will purchase the group insurance policies described in this section. It is understood and agreed that the provisions of this section are merely descriptive of the coverage provided, and that the eligibility of the employee for benefits shall be governed by the terms of the master insurance

contracts in force between the employer and the insurer providing such coverage. The effective date for employer contributions shall be January 1 of each year of this agreement.

#### Section 4.02 - Health and Hospitalization Insurance

Eligible employees and their spouse and dependent children may participate in the District group health and hospitalization insurance plan. The school district will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

##### 2022-24 Health Insurance District Contribution

	30-40 hrs/wk <u>1.0 factor</u>	25 < 30 hrs/wk <u>.6 factor</u>	20 < 25 hrs/wk <u>.5 factor</u>
<u>SINGLE</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement
<u>FAMILY</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement

#### Section 4.03 - Dental Insurance

Eligible employees and their spouse and dependent children may participate in the District group dental insurance plan. The District will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be paid by the employee through payroll deduction.

##### 2022-24 Dental Insurance District Contribution

	30-40 hrs/wk <u>1.0 factor</u>	25 < 30 hrs/wk <u>.6 factor</u>	20 < 25 hrs/wk <u>.5 factor</u>
<u>SINGLE</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement
<u>FAMILY</u>	Same as teachers settlement	.60 × teachers settlement	.50 × teachers settlement

#### Section 4.04 - Life Insurance

The School District shall provide, at District expense, a group term life insurance plan providing \$35,000 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 4.05 - Income Protection

The employer shall pay the full premium for group long-term disability insurance coverage. There shall be a 60-day waiting period before disability income protection goes into effect.

## **Section 4.06 – Retirement**

All District contributions for benefits shall cease upon retirement. Child Nutrition employees who retire after age 59 may continue participation in the District's group health and hospitalization insurance plan until eligible for Medicare provided they pay the full cost of the premium. Participation beyond that shall be in accordance with applicable laws and regulations.

## **ARTICLE V LONGEVITY**

### **Section 5.01 - Longevity Appreciation**

Employees working 20 hours/week or more Longevity Appreciation:

2022-24

After 5 years:	\$1,000/yr	After 15 years:	\$1,400/yr
After 10 years:	\$1,200/yr	After 20 years:	\$1,700/yr

Employees working less than 20 hours/week Longevity Appreciation:

After 5 years: \$700/yr

### **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 the total number of pay periods during the fiscal year, beginning with the first paycheck of each school year. All longevity pay will be based on the latest hiring date in cases of broken service.

## **ARTICLE VI RETIREMENT**

### **Section 6.01 – 403(b) Matching Plan**

Each year by October 1, eligible 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 \$2,000 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.

**NORTHFIELD PUBLIC SCHOOLS**  
**POLICY COVERING THE EMPLOYMENT OF**  
**NURSE ASSIGNED TO ST. DOMINIC'S SCHOOL**

**July 1, 2022 through June 30, 2024**

In keeping with State Laws, the Northfield District shall provide health services to students of St. Dominic's School. The following guidelines will be observed in the delivery of such services:

The individual assigned to the school shall be considered an employee of the Northfield District and shall be under the supervision of the District's licensed school nurse. The District nurse shall be responsible for administering the budget accounts associated with this position including supplies, travel and funds allocated for additional clerical services. The District nurse shall also be responsible for assuring that the services provided to students at St. Dominic's School are similar to those provided to students in other schools of the District.

**Wages**

**2022-2023**

	<u>ADN/RN</u>	<u>BSN/RN</u>	<u>MSN/RN</u>
Step 1	\$33.30	\$34.30	\$35.33

**2023-2024**

	<u>ADN/RN</u>	<u>BSN/RN</u>	<u>MSN/RN</u>
Step 1	\$33.90	\$34.92	\$35.96

**Hours**

The person employed in this position shall be authorized to work an equivalent to seven (7) hours per week. The work year shall correspond to those weeks that school is in session.

The Director of Finance shall be responsible for submitting all reports regarding this program to the State Department of Education.

Recruiting, screening and selection of applicants for this position shall be the responsibility of the School District. Selection shall be made by the Superintendent's designee after receiving recommendations from the District school nurse and the Principal of St. Dominic's School.

INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Technology Employees

JULY 1, 2022 THROUGH JUNE 30, 2024

## ARTICLE I EMPLOYMENT

### **Section 1.01 – Introduction**

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 – Basic Services**

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 eight (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 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 30<sup>th</sup>, shall for the purposes of salary increases be given credit for (1) year of experience.

## **Section 2.03 – Longevity**

After 6 years of employment:	\$500	20 years or more of employment:	\$1,250
7-12 years inclusive:	\$750	After 30 years' employment:	\$1,500
13-19 years inclusive:	\$1,000		

The longevity amounts are on an annual basis and are to be paid in addition to the base 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.

## **Section 2.04 - Holidays**

Employees who work at least 20 hours per week, with a duty year of 52 weeks or more, 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~~ Martin Luther King, Jr. Day. 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**

Vacations for employees who work at least 20 hours per week, and work 52 weeks per year, shall be as follows:

Year of Service in <u>District</u>	Number of Vacation <u>Days</u>
1-13	15
14+	20

Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, vacation is considered earned on a monthly basis. Individuals hired after July 1<sup>st</sup> will receive pro rata vacation.

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. Any earned vacation days not used prior to the completion of the employee's service, will be paid to the employee at the current rate when the employee's service is completed.

### **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 52 weeks:            12 days/year

Sick leave shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), 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.

### **Section 3.03 – Disaster Leave**

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 bereavement.

1. Bereavement leave may be used in the case of a death of family members or friends.

Time off for bereavement shall be deducted from unused sick days.

### **Section 3.05 - Personal Leave**

The employee shall be allowed five (5) personal leave days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor. No more than 3 consecutive days can be used for any absence. No more than two employees can use personal leave on any given day. 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 – 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.

### **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. 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 – District Obligation**

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 effective date for employer contributions shall be January 1 of each year.

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 effective date for employer contributions shall be January 1 of each year.

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 \$50,000 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. 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 - 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 5.03 – Professional Membership Dues**

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.

### **Section 5.05 – Vehicle Damage Stipend**

The School District shall pay a Vehicle Damage Stipend of \$400 (divided over 24 pay periods) per year to each Network Manager, Assistant Network Manager and Technology Specialist to cover damage to their personal vehicles caused by transporting district technology equipment as part of their assigned duties.

## ARTICLE VI RETIREMENT 403(b) MATCHING PLAN

### **Section 6.01– 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**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
Assistant Network Manager*	52 weeks	\$74,341
Technology Specialist* (4 positions)	52 weeks	\$63,104
Student Information Systems Specialist	52 weeks	\$76,507

\*indicates exempt employee

**APPENDIX B  
SALARIES AND DUTY YEAR  
2023-24**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
Assistant Network Manager*	52 weeks	\$76,809
Technology Specialist* (4 positions)	52 weeks	\$65,199
Student Information Systems Specialist	52 weeks	\$79,047

\*indicates exempt employee

**STEP INCREMENTS**

Steps for full-time service added to the base salary (pro-rated for part-time):

<b>Experience</b>	<b>2022-24</b>
1 <sup>st</sup> Year	\$0
2 <sup>nd</sup> Year	\$1,000
3 <sup>rd</sup> Year	\$1,500
4 <sup>th</sup> Year	\$2,000

# 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. Certain Definitions. 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 Statutes 124E.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. Captions. 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. Gender and Number. 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. Voluntary Authorization. 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. Independent Status of the School. 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. Financial Obligations Are Separate. 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. No Authority To Obligate or Bind Other Party. 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. Limited Use of "District" Name. 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. Oversight Responsibilities of the District. 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. Authorizer Fee. 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 Conflict of Interest Policy. 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. Limitation on Actions. 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. Assumption of Liability. 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. Articles of Incorporation. 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. Bylaws. 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. Governance. 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. School Board Meetings. Meetings of the School's Board and its committees shall comply with the Minnesota Open Meeting Law, Minnesota Statute Chapter 13D.

Section 6.3. Exhibits. 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. Compliance with all Applicable Laws. The School shall comply with all Applicable Laws.

Section 6.5. Programs Offered by the School. 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) In-School Time Programs. 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

☒ Grades 6-12 with a maximum enrollment of 130 students

(b) Out-of-School-Time Programs. 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) Club and Athletic Programs. 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. Academic Curriculum Program. The School will implement and adopt the academic program and curriculum set forth in Exhibit E.

Section 6.7. Methods of Assessment. The School shall evaluate students' work based on, at a minimum, the assessment strategies identified in this Contract and its annual report.

(a) Academic Measures – The District will monitor student academic performance and school culture, which provides the basis for high academic performance.

1. Regular Assessments. The District will monitor academic achievement by reviewing student testing and assessment.
2. 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. Assessment and Test Results. 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. Professional Development. 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) Site-visits. 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.

1. 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. District Initiated. 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) Notice to School Leader or Board Chair. 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) Notice to School Board of Charter Revocation/Termination. The District initiates notice whereby charter authorization will be withdrawn pursuant to Article X.

Section 6.8. School Calendar and School Day Schedule. 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) To Department of Education. The School will comply with all reporting requirements established by the Department of Education.

Section 6.10. Accounting Standards. 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. Annual Financial Statement Audit. 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. UFARS and MARSS. 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. Contributions and Fund Raising. 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. Annual Reports. 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. Employment. 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. Collective Bargaining Agreements. Collective bargaining agreements, if any, with employees of the School shall be the responsibility of the School.

Section 6.17. Transportation. 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. Notification of Claim. 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. Expenses. 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. Board Data. 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) Teacher Licensure. 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) Other Reporting. 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 Cooperation and Third Parties. 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. Conflict of Interest and Assurances. 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. Tuition Prohibited. 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. Establishment of Religion Prohibited. The School shall be nonsectarian in its programs, admission policies, employment practices, and all other operations.

Section 7.3. Home School Support Prohibited. 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. Open Admissions. 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. Lottery Admissions. 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. State Laws. 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. Compliance. 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. Special Education Director. 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. Financial Parameters. 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) Health and Safety. The School shall meet the same federal, state, and local health and safety requirements applicable to a school district.

(c) Immunization. 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) Human Rights Act. 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) Student Discipline and Dismissal. 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) Fee Law. 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. Federal Laws. 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. Intellectual Property. 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. Student Records. The School shall comply with Applicable Law regarding the management and transfer of student records.

## **ARTICLE IX AMENDMENT**

Section 9.1. Amendments. 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. Change in Existing Law. 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. Grounds for Revocation/Termination or Nonrenewal. 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. Procedures for Revoking/Terminating or Not Renewing Contract. The District's process for revoking/terminating or not renewing the Contract is as follows:

(a) Notice of Intent to Revoke/Terminate or Not Renew. 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) School Board's Response. 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) Informal Hearing. 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) Plan of Correction. 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) Withdrawal of Notice of Revocation/Termination or Nonrenewal. 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) Effective Date of Revocation/Termination or Nonrenewal. 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. Dissolution. 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. Distribution of Property Upon Termination of Contract. 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. Property Owned by School. 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. Contract Renewal or Transfer to Different Authorizer.

(a) Contract Renewal

1. Considerations Determining Renewal. 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. Considerations Warranting Nonrenewal. 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. Application. 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) School Performance. 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) Proposed Goals. A proposal for goals for the following contract period; and (3) Other Information. 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) Transfer to Different Authorizer. 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. Insurance. 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. School Lease. 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. Legal Liabilities. 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. Indemnification of the District and Commissioner. 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. Term of Contract. 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. Notices. 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. Severability. 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. Successors. 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. Entire Contract. 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. Assignment. This Contract is not assignable by either the School or the District.

Section 12.7. Non-Waiver. 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. Governing Law. 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. Counterparts. 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. Construction. 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. Force Majeure. 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. No Third Party Rights. 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. Non-agency. School is not an agent of the District and the District is not an agent of the school.

Section 12.14. Termination of Responsibilities. 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. Survival of Provisions. 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.

As the designated representative of the District, I hereby issue this Contract to the School on the date set forth:

DATE:

NORTHFIELD PUBLIC SCHOOLS

By: \_\_\_\_\_

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

By: \_\_\_\_\_

Melanie Cashin

Its: Board Chair

## 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>



NOV 30 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

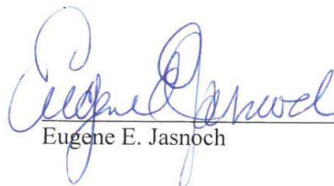
Common Area  
Expenses: Tenant responsible for pro-rata share of common area expenses

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.

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.

 Date: 4/10/02  
Eugene E. Jasnoch

## **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 Minnesota Statutes, Chapter 317A, 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 inure to the benefit of, or be distributable to its members, trustees, officers, or other 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 <sup>th</sup> Street East	Nerstrand, MN 55053
Jim Blaha	3325 West 70 <sup>th</sup> Street	Northfield, MN 55057
Mary Rose Block	2672 West 89 <sup>th</sup> 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.

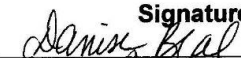
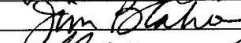

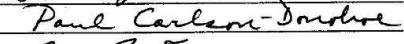
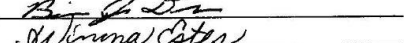
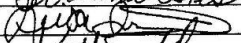
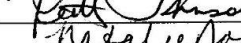
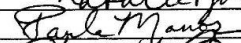

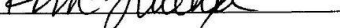



ARTICLE VII  
DISSOLUTION

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		10/25/01
Jim Blaha		10-25-01
Mary Rose Block		10-29-01
Janna Carlson-Donohoe		10-25-01
Paul Carlson-Donohoe		10/25/01
Brian Dever		10/25/01
Winona Estes		10-25-01
Leisa Irwin		10/25/01
Keith Johnson		10/25/01
Natalee Johnson		10/25/01
Paula Manor		10/25/01
Steve O'Malley		10-25-01
Kim Zweber		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)
Electives	7.25 Credits	*Prorated by the number of enrollment years



**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, magnetism, 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?



<i>One term course, 2-3 classes per week (.25 Civics)</i>	
<b>US Government &amp; Civics: Sovereignty &amp; Tribal Rights</b>	<b>Elective Q2 2021-22</b>
<p>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 “<i>This Land</i>” 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.</p> <p><i>One quarter course, 2-3 classes per week (.25 US History Credits)</i></p>	
<b>Geography: Immigration &amp; Family History</b>	<b>Elective Q3 2021-22</b>
<p>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 immigration 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.</p> <p><i>One term course, 2-3 classes per week (.25 Geography)</i></p>	
<b>Economics: Housing &amp; Wealth in America</b>	<b>Elective Q4 2021-22</b>
<p>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?</p> <p><i>One term course, 2-3 classes per week (.25 Civics)</i></p>	
<b>Government &amp; Civics: Elections 101</b>	<b>Offered in Election Years</b>
<p>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.</p> <p><i>One quarter course, 2 or 3 classes per week (.25 US Gov/Civics Credits)</i></p>	
<b>Government &amp; Civics: “White Lies” &amp; the Fight for African American Civil Rights</b>	<b>Not Offered This Year</b>
<p>Students will examine social movements undertaken by various minority groups throughout American</p>	



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 9<sup>th</sup> 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*.  
(.25 credits)

#### **Monologues for the Actor**

**Elective**

Term 4:

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. (.025 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 reading 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 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 to 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:

- Unit 1 Tools of Geography
- Unit 2 North America
- Unit 3 Latin America
- Unit 4 Europe and Russia
- Unit 5 Africa
- 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  $\frac{1}{3} (100 - 24.14) + 24.14 = 49.43$

Reading  $\frac{1}{3} (100 - 48.28) + 48.28 = 65.52$

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 1<sup>st</sup>, 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 5<sup>th</sup> year seniors will count toward the 12<sup>th</sup> 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 its 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:  
  
Signature DB235FE972314C2...

Melanie Cashin

Printed Name

Chair

Board Position

4/29/2022

Date

08/2022

Date term expires

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

Authorizer: Northfield Public Schools

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DocuSigned by:  
  
Signature

Barb Wornson

Printed Name

Vice-Chair

Board Position

5/3/2022

Date

08/2023

Date term expires

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

Authorizer: Northfield Public Schools

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DocuSigned by:  
  
Signature

Kathleen Schmidt

Printed Name

Secretary

Board Position

4/29/2022

Date

08/2024

Date term expires

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

Authorizer: Northfield Public Schools

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DocuSigned by:  
  
524C8EB9F0E6476...  
Signature

Tammy Prichard

\_\_\_\_\_  
Printed Name

Treasurer

\_\_\_\_\_  
Board Position

4/29/2022

\_\_\_\_\_  
Date

08/2023

\_\_\_\_\_  
Date term expires

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

Authorizer: Northfield Public Schools

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DocuSigned by:  
  
Signature

Rachel Matney

Printed Name

Member

Board Position

4/29/2022

Date

08/2022

Date term expires

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

Authorizer: Northfield Public Schools

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DocuSigned by:  
  
Signature

Kirsten Zillmer

Printed Name

Member

Board Position

5/3/2022

Date

08/2022

Date term expires

**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:  
  
Signature

George Cusack

Printed Name

Member

Board Position

4/29/2022

Date

08/2022

Date term expires



**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:  
  
Signature F6A83DEA11C24E8...

Tamra Paulson

Printed Name

Member

Board Position

4/29/2022

Date

08/2024

Date term expires

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

Authorizer: Northfield Public Schools

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DocuSigned by:  
  
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
	<b>Involuntary Closure:</b> ___ 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).				
	<b>Voluntary Closure:</b> ___ 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).				
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Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
<b>CHARTER SCHOOL RESPONSIBILITIES</b>					
<b>Organizational</b>					
1	<b>Establish School Board Committee for wind-up/transition</b>  ___ 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.				
2	<b>Terminate Contracts/Cancel Programs Beyond Termination Date</b>  Take appropriate action to terminate any contracts or cancel any programs extending beyond the charter termination.				
3	<b>Reserve Funds</b>				

	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	<b>Maintain Communications and Identifiable Location</b>  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 <i>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.</i>				

Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
5	<b>Designation of Records Custodian</b>  ____ 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.				
Notifications and Further Actions					
6	<b>Notification to Parents/Guardians</b>  Notify parents/guardians and employees of school regarding the closure of the School, if such notification has				

	<p>not been made. Such notification shall include, but not be limited to, the following:</p> <p>___ Date of the last day of regular instruction.</p> <p>___ Information and offer assistance sufficient to enable the student to re-enroll in another school.</p> <p>___ List of and contact information for the charter, public and private schools in the area.</p> <p>___ Date of optional school fair, coordinated by the School with representatives of area schools.</p> <p>___ Provide the District with a copy of the notice.</p>				
7	<p><b>Final Report Cards and Student Records Notice</b></p> <p>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.</p> <p>___ 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.</p>				

Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
7	<p>___ Student records sent to the student's new school upon the new school's request.</p> <p>___ 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.</p> <p>___ Provide the District with a copy of the notice.</p>				

8	<p><b>Transfer of Student Records and Testing Material</b></p> <p>If the parents do not request transfer of records to a specific school, student records must be sent to the student's resident district.</p> <p>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.</p> <p>Testing material, including scores, test booklets, etc. required to be maintained by the School and must also be forwarded to the new school.</p> <p>No later than 10 business days after the School closes, send student records to the new school, including:</p> <p>___ Individualized Education Programs (IEPs) and all records regarding special education and supplemental services, where applicable,</p> <p>___ student health/immunization records</p> <p>___ attendance records</p> <p>___ grades</p> <p>___ assessments/testing information</p> <p>___ credits earned</p> <p>___ MARSS numbers, and</p> <p>___ all other student records.</p> <p>___ 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.</p>				
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Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
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	<p>___ 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.</p>				
9	<p><b>Notification to School Districts/Area Schools</b></p> <p>Notify resident school district and area schools that:</p> <p>___ The school is closing on (date).</p> <p>___ They will be getting students.</p> <p>___ Provide a phone number/contact person to call for records.</p> <p>___ If applicable, notification regarding cessation and transportation services should be provided.</p> <p>___ Provide the District with a copy of the notice.</p>				
10	<p><b>Notification of Funding Sources / Charitable Partners</b></p> <p>All sources of the School's operational funding must be notified in writing of the closure of the School, including any charitable partners.</p> <p>___ 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.</p> <p>___ 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.</p>				
11	<p><b>Notification of Contractors and Termination of Contracts</b></p> <p>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).</p> <p>___ Notify the contractors regarding cessation of school operations.</p> <p>___ If applicable, instruct contractors to make arrangements to remove any contractor property from the</p>				



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

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	<p>___ Provide the District with a copy of such notice.</p> <p>___ Retain records of past contracts with proof that they were fully paid. (See Records Retention below.)</p> <p>___ Telephone, gas, electric, water, insurance (premises and D&amp;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.</p> <p>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.</p>				
12	<p><b>Notify MDE/Schedule State Audit</b></p> <p>Notify Minnesota Department of Education and schedule MDE audit, as applicable.</p>				
13	<p><b>Notification of Employees and Benefit Providers</b></p> <p>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.</p> <p>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:</p> <p>___ health care / health insurance;</p> <p>___ life insurance;</p> <p>___ dental plans;</p> <p>___ eyeglass plans;</p> <p>___ cafeteria plans;</p> <p>___ teacher retirement plans; and</p> <p>___ other.</p>				

	<p>Specific rules and regulations may apply to such programs – Consult legal counsel.</p> <p>Employees should be notified of eligibility for Minnesota Unemployment Insurance pursuant to any applicable laws and</p>				
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Charter School Closure Plan

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	<p><b>Notification re: Transportation Services</b></p> <p>As required by the contractual notice requirements, cancel school district or private transportation services</p>				
15	<p><b>Notification Regarding Lawsuits</b></p> <p>Within 5 days after receiving notice and/or service of process regarding litigation against, or initiated by, the School, School Board or School employees, notify the District and provide copies of legal papers received.</p> <p>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.</p>				
<b>Assets, Insurance,</b>					

<b>Liquidation</b>					
<b>16</b>	<b>Withholding</b>  _____ Pay Federal withholding tax. _____ Pay State withholding tax.				
<b>17</b>	<b>Payroll</b>  _____ Pay Staff through last day of employment.				

Charter School Closure Plan

<b>Item</b>	<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Target Completion Date</b>	<b>Actual Completion Date</b>	<b>Status</b>
<b>18</b>	<b>List of Creditors and Debtors: UCC Search</b>  _____ 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.				
<b>19</b>	<b>Notification to Creditors</b>  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				

	<p>School's calculation of the debt and be reconciled between the parties.</p> <p>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.</p>				
20	<p><b>Notification to Debtors</b></p> <p>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.</p>				
21	<p><b>Reconciliation with District(s)</b></p> <p>The School must reconcile its billings and payments with the districts, including special education payments.</p>				

Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
22	<p><b>School Wind-Up Plan and Action</b></p> <p>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.</p> <p>___ The initial plan should be adopted within 20 days of and be updated at least twice per month.</p> <p>___ Termination of non-essential personnel and cancellation of non-essential services prior to end of classes.</p> <p>___ Make final federal, state and local tax payments (every employer, including the School, which pays wages to employees is responsible for withholding, depositing, paying,</p>				

	<p>and reporting federal, state and local income tax, social security taxes, and federal unemployment tax for such wage payments).</p> <p>___ 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.</p> <p>___ 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)).</p> <p>___ Cancellation of corporate credit cards and lines of credit.</p> <p>___ 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.</p> <p>___ 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).</p>				
23	<p><b>Protection of Assets; Insurance</b></p> <p>The School's assets and any assets in the School that belong to others must be protected against theft, misappropriation and deterioration.</p> <p>___ Existing insurance coverage should be maintained on the assets until the disposal of such assets.</p>				

Charter School Closure Plan

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				

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

	purchased with federal grant funds may be given to other charter schools.				
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Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	<p>___ 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.</p> <p>___ Assets valued at \$100,000 must be advertised and disposed via sealed bid.</p> <p>___ Assets valued between \$25,000 - \$100,000 must obtain at least two bids before disposition.</p> <p>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.</p> <p><i>School Board members, their relatives, employees and students of the school may not purchase school assets other than through auction or sealed bid.</i></p>				
27	<p><b>Interim / Final Statements</b></p> <p>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:</p>				

	<p>___ 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</p> <p>___ 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</p> <p>___ all income generated through sale or auction of assets and any other change in status of assets.</p> <p>The School will prepare and submit such statements at 30 day intervals until the final statement (below) is prepared and submitted.</p>				
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Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
28	<p><b>Final Statement</b></p> <p>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:</p> <p>___ 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</p> <p>___ each remaining creditor and any and all amounts owed to each creditor, including principal and accrued interest through the date of such statement; and</p> <p>___ statement that (a) all debts have been collected, or (b) that good faith efforts have been made to collect same, and</p>				



	<p>___ each remaining debtor of the School and the amounts owed by each debtor, including principal and accrued interest.</p> <p>___ This statement is in addition to the final Financial Statement Audit (below).</p>				
<b>Corporate Records / Accounting</b>					
<b>29</b>	<p><b>Final Financial External Audit</b></p> <p>The School must have an external audit performed in accordance with applicable law.</p> <p>___ File as requested by Minn. Statute 124E.16</p>				
<b>30</b>	<p><b>Charter Reports; Final Annual Report</b></p> <p>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.</p>				

Charter School Closure Plan

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

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

Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
	<p>___ Employee benefit programs and benefits; and</p> <p>___ Any items listed in this Closure Plan.</p>				

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

Charter School Closure Plan

Item	Action Items	Person(s) Responsible	Target Completion Date	Actual Completion Date	Status
36	<p><b>Final Distribution of Assets</b></p> <p>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.</p> <p>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.</p> <p>___ An itemized receipt must be obtained from each recipient of an asset containing the name, address and telephone number of the recipient.</p> <p>___ 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. <i>See 34 CFR, Part 80, subparts C and D.</i></p>				

Charter School Closure Plan

**[SCHOOL NAME]**  
**STUDENT RECORD TRANSFER LOG**

	NAME OF STUDENT LAST, FIRST	MARSS #	WHERE District	WHO Name of Individual	DATE mm/dd/yy
1					
2					
3					
4					
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6					
7					
8					
9					
10					
11					
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## **Exhibit M**

### **Continuing Oversight – Accountability**

The District evaluates its charter schools in three primary areas:

1. Academic Performance
2. 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.

## Exhibit N

### CHARTER SCHOOL RENEWAL EVALUATION

Name of Charter School: Arcadia Charter School

Name of Authorizer: Northfield Public Schools (District)

Date Current Contract Expires: June 30, 2022

Term of Current Contract: Five Years (Charter Contract Section 12.1)

Date of this Report: April 1, 2021

Person to Contact Regarding this Report: Dr. Matt Hillmann

Phone: 507-663-0629

Fax: 507-663-0611

Email: mhillmann@northfieldschools.org

**Executive Summary:** The District evaluates its charter schools in three primary areas:

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

The district has determined that Arcadia Charter School has met the standard necessary for renewal of the contract for an additional five years.

Arcadia's academic performance is successful and is on track for growth with its recent strategic planning process that centers the academic governance model around project-based learning. During the term of the previous contract, Arcadia successfully completed the majority of its World's Best Workforce goals. It has also outpaced the state average for the percentage of students proficient in reading and science on the Minnesota Comprehensive Assessments. Mathematics performance continues to be an area of growth for Arcadia.

The school has had satisfactory financial governance. It has received a clean audit, has increased its fund balance, has received the state's finance award regularly, and has a strong sense of financial governance segment of each school board meeting.

The school has satisfactorily met its legal obligations to the best of the authorizer's knowledge.

**Academic Performance:** Is the educational program a success?

The educational program has been a success. A comparison on the statewide Minnesota Comprehensive Assessment-III shows Arcadia to outperform the state average in reading and science during each year of the previous contract. While the school only outperformed the state average in one of the five years of the contract in mathematics, its commitment to the ongoing improvement of mathematics instruction is evident during site visits and discussions with the school's leadership



MCA-III Statewide Performance Comparison Percent Proficient						
	Reading		Mathematics		Science	
Year	Arcadia	Statewide	Arcadia	Statewide	Arcadia	Statewide
2021	83.9%	52.3%	37.5%	44%	69.2%	42.7%
2020	N/A	N/A	N/A	N/A	N/A	N/A
2019	73.9%	59.1%	60.0%	54.9%	51.6%	50.4%
2018	75.3%	59.8%	55.7%	57.0%	65.9%	51.7%
2017	80.3%	60.1%	55.9%	58.6%	57.1%	53.9%

The school has focused on the World's Best Workforce goals as its main

#### Close the Achievement Gap(s) Between Student Groups

According to the school's data, the school has met its goals in 2018, 2019, and 2020 for the reduction of the gap between the performance of special education students and overall student performance.

The school selects its special education population for its achievement gap goals due to its higher than average percentage of students who qualify for special education (30.7% at Arcadia vs. 16.9% in Minnesota.)

#### All Students Career and College Ready by Graduation

Arcadia uses an individualized senior project as outlined in Exhibit F as its metric for students to be career and college ready by graduation. The project is presented to the entire Arcadia community, providing an authentic opportunity to demonstrate their preparedness.

According to a review of Arcadia's school data, all students met this rigorous requirement during the contract period.

### All Students Graduate

Arcadia students graduate at a rate that typically outpaces the state average.

Graduate Rate Comparison Minnesota State Report Card		
Year	Arcadia	Statewide
2021	90%*	83.3%
2020	94.7%	83.8%
2019	100%	83.7%
2018	100%	83.2%
2017	87.5%	82.7%
* 2021 data supply by Arcadia		

### Academic Governance

The school has a comprehensive commitment to academic governance. The largest growth area has been its return to centering on a project-based approach to student learning. Arcadia has recently completed a strategic planning process that will ensure project-based learning is core to the school's academic governance model.

**Fiscal Management:** Is the organization efficient and well run?

### External Audit

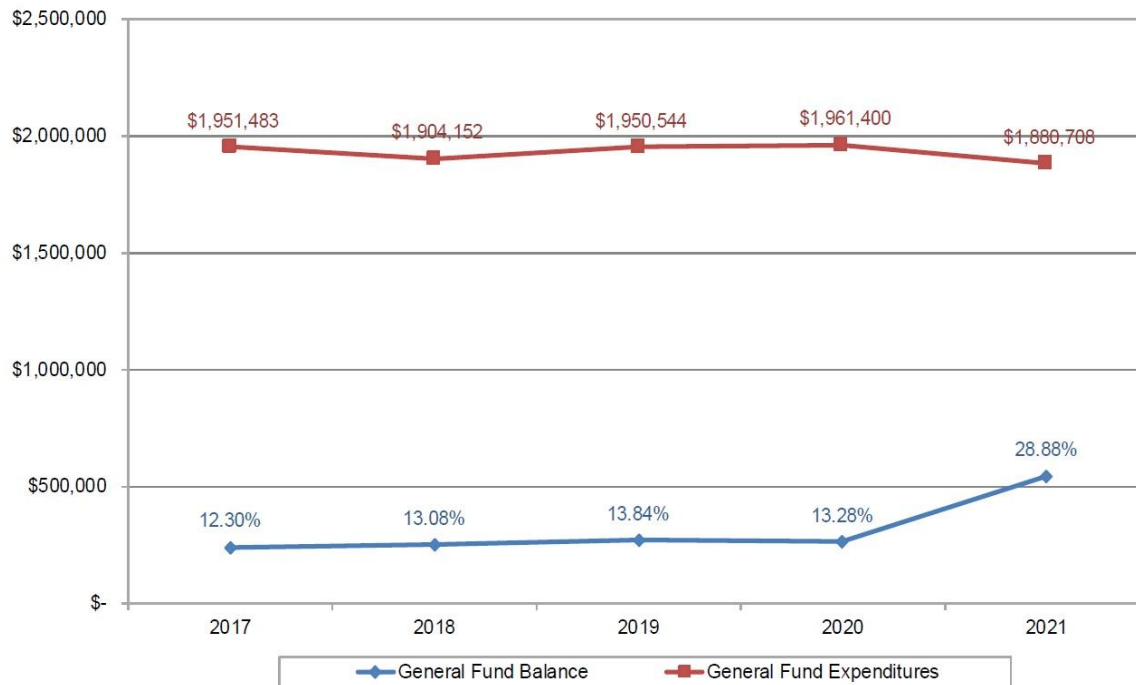
The latest audit was "clean" and had minimal findings.

### State Finance Award

Arcadia was presented with the School Finance Award Recipients for Financial Reporting in each year of the contract.

## Fund Balance

The school has done the hard work of ensuring a reasonable fund balance to guard against unanticipated expenses.



## Financial Governance

The school board's minutes show a comprehensive commitment to financial oversight, with regular finance committee reports, status updates, and budget approvals. The main driver of the school's revenue, enrollment, is near capacity and the school anticipates it will continue to operate at near its 130 student capacity.

### **3. Operations and Legal Compliance:** Is the school meeting its legal obligations?

The district believes that

**Admission Policies and Procedures.** Section 7.4 of the contract between the District and the School requires that the school have an open admissions policy and specifically prohibits limiting admission based on intellectual ability, achievement, aptitude, or athletic ability. Enrollment preferences are granted to siblings and children of staff.

**Management and Administration of the School.** The management and administration of the school is described in Exhibit C to the charter contract. Section 6.1 of the contract states that the board shall be elected in accordance with its bylaws. The School's board is organized

consistent with state law. The School Board delegates the day-to-day management of the School to an administrator who is hired and supervised by the School Board. The School Board shall decide matters relating to operations of the School including, but not limited to, budgeting and operating procedures. The School Board delegates to the school administrator implementation of the operational decisions made by the School Board. Based on the District's review, the Board complies with its bylaws.

**Financial Parameters within which the Charter Public School will Operate to Provide the Special Instructions and Services to Children with a Disability.** Contract section 8.1A enumerates the special education provisions with which the school agreed to comply, and that section also identifies the financial parameters regarding special education funding.

**Leadership.** School leadership and board management have been responsive to The District's requests.

### **Additional Legal Compliance**

Based on the District's review and the School's assurances of compliance, and except as noted below or elsewhere in this evaluation, The District believes that the School complies with the following requirements/laws, as applicable:

1. Open Meeting Law, Minn. Stat. 13D
2. Educational Data, Minn. Stat. 13.32
3. Educational Records, Minn. Stat. 120A.22 Subd. 7
4. Equal Opportunities in Athletic Programs, Minn. Stat. 121A.04
5. The Pledge of Allegiance Requirement, Minn. Stat. 121A.11 Subd. 3
6. The Pupil Fair Dismissal Act, Minn. Stat. 121A.40 – 121A.56
7. Receipt of Records, Minn. Stat. 121A.75
8. Teacher Licensure, Minn. Stat. 122A.15 Subd. 1
9. The Minnesota Public School Fee Law, Minn. Stat. 123B.34 – 123B.39
10. Keeping open a school that a school board decides to close, Minn. Stat. 124E.06 Subd. 3(d)
11. Assumption of liability by the charter school, Minn. Stat. 124E.09
12. Financial audits, audit procedures and audit requirements, Minn. Stat. 124E.16 Subd. 1
13. Charter School Board, Minn. Stat. 124E.07
14. Nonsectarian operations and affiliations, Minn. Stat. 124E.06, Subd. 3 (b)
14. The charter school's primary focus, Minn. Stat. 124E.01 Subd. 1
15. Tuition, Minn. Stat. 124E.06 Subd. 3(f)
16. Student Admission, Minn. Stat. 124E.11
17. Length of School Year, Minn. Stat. 124E.03 Subd. 6
18. Annual Report, Minn. Stat 124E.16, Subd. 2
19. Information required by and submitted to the authorizer, under Minn. Stat. 124E.10 Subd. 14
20. Provisions for transportation of pupils enrolled at the school, Minn. Stat. 124E.15
21. Formation and operation of a charter school, Minn. Stat. 124E.06

22. Types/amounts of insurance coverages to be obtained by the charter school, Minn. Stat. 124E.09
23. Charter School Revenue, Minn. Stat. 124E.20
24. Education of pupils with a disability, Minn. Stat. 125A.02, 125A.03 – 125A.24, 125A.65
25. Student Legal Records, Minn. Stat. 250B.171 Subds. 3, 5
26. Minnesota Cooperative Law, Minn. Stat. 308A
27. PSCPA, Teacher Retirement, and TRA, Minn. Stat. 353, 354, 354a
28. Nonprofit Corporations, Minn. Stat. 317A
29. State and Local Health and Safety Requirements

**Teacher Licensing.** Arcadia has demonstrated licensing compliance. Minn. Stat. 124E.12 Subd. 1 states that charter schools must employ teachers with valid licenses to perform the duty for which they were hired at the school. According to MDE's Assignment/Licensure Discrepancy report, Arcadia has not had any assignment/licensure discrepancies during the current contract term.

**Facility.** The lease and site have been reviewed by the MDE. Fire and other safety requirements are in place.



# **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](mailto:dkehler@northfieldschools.org)

[www.northfieldschools.org](http://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

**1**

All children are ready for **kindergarten**.

**2**

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

**3**

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

**4**

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

**5**

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

**6**

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

**7**

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

**8**

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

**9**

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

**10**

The district maintains 16% of its annual expenditures in its unassigned fund balance to ensure **financial stability**.

**11**

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

**Note:** The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."

## STRATEGIC COMMITMENTS



### People

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



### Learner Outcomes

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



### Equity

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



### Communication

We communicate effectively and transparently with all stakeholders.



### Stewardship

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



### Partnerships

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

## **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 2022							July							January 2023							January																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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## School Cancellation Procedures:

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

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

## Student Days:

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

## Summary:

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

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

<b>Monday, Tuesday, Thursday, Friday A Schedule</b>	<b>Monday, Tuesday, Thursday, Friday B Schedule</b>
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
<b>Wednesday late start schedule</b>	<b>In the event of a districtwide 2-hour late start the schedule will be as follows</b>
Block 1 9:10 - 10:35	Block 1 10:10 - 10:42
Block 2 10:40 - 12:05	Block 2 10:47 - 11:34
Lunch 12:05 - 12:35	Block 3 11:39 - 12:25
Block 3 12:35 - 1:35	Lunch 12:25 - 12:55
Block 4 1:40 - 2:40	Block 4 12:55 - 1:26
	Block 5 1:31 - 2:03
	Block 6 2:08 - 2:40
	Block 7 2:45 - 3:32

**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

Nurse’s Office . . . . . 504.645.1205

**HONOR ROLL**

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

~~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.	<i>To Be Determined</i>	<i>To Be Determined</i>
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**

**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)



### **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 [district e-Learning day guidelines](#) 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](http://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. OR 2) The student has attended any part of their senior year at the Northfield High School.~~ Only students who have attended part of their senior year at the Northfield High School may take part in 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](mailto: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 [district policy 524-2](#). See the [Student iPad Loan Agreement](#) 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](http://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.

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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](http://education.mn.gov) >  
Students and Families >  
Programs and Initiatives >  
Statewide Testing)

#### Additional Information

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

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



### Statewide Assessment: Parent/Guardian Decision Not to Participate

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

#### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal:

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

☐

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.

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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](http://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

<b>1</b> All children are ready for <b>kindergarten</b> .	<b>2</b> All students are connected to the <b>community</b> .	<b>3</b> All students are at grade level in <b>reading and mathematics</b> by the end of third and sixth grades.
<b>4</b> All students exhibit physical, social and emotional <b>well-being</b> .	<b>5</b> All students have a <b>connection</b> with a caring adult beyond their parents as they transition to middle school.	<b>6</b> All students have interests, goals and a <b>vision</b> for the future by the end of eighth grade.
<b>7</b> All students <b>graduate</b> from high school with a plan to reach their full potential.	<b>8</b> All <b>employees</b> report satisfaction in the workplace.	<b>9</b> All <b>parents</b> report satisfaction with their children's educational experience.
<b>10</b> The district maintains 16% of its annual expenditures in its unassigned fund balance to ensure <b>financial stability</b> .	<b>11</b> <b>Community education</b> provides relevant and accessible learning opportunities for all residents.	<small><b>Note:</b> The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."</small>

## 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

July 2022							January 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
31							29	30	31				
August 2022							February 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28				
September 2022							March 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	
October 2022							April 2023						
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
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						
November 2022							May 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30				28	29	30	31			
December 2022							June 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	

## School Cancellation Procedures:

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

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

## Student Days:

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

## Summary:

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

**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      Staff Development Days  
Aug. 31 - Sept. 1        **No School.** Kickoff Family Conferences

Sept. 2                  Teacher Preparation Day

Sept. 5                  **No School.** Labor Day  
Sept. 6                  First Day of School. Beginning of 1<sup>st</sup> Quarter

Oct. 20 - 21              **No School.** Fall Break (MEA)  
Oct. 24                  School Resumes

Nov. 3                  End of 1<sup>st</sup> Quarter (41 days)  
Nov. 4, 7                **No School.** Teacher Preparation Day  
Nov. 8                  School Resumes. Beginning of 2<sup>nd</sup> Quarter  
Nov. 23 - 25            **No School.** Thanksgiving Break

Dec. 23 - Jan. 2        **No School.** Winter Break

Jan. 3                  School Resumes  
Jan. 16                **No School.** Dr. Martin Luther King Jr. Birthday  
Jan. 20                End of 2<sup>nd</sup> Quarter (43 days); End of First Semester (84 days)  
Jan. 23 - 24            **No School.** Teacher Preparation Day  
Jan. 25                School Resumes. Beginning of 3rd Quarter and Second Semester

Feb. 20                **No School.** Presidents Day. Staff Development Day

March 24                End of 3<sup>rd</sup> Quarter (42 days)  
March 27 - 31          **No School.** Spring Break

April 3 - 4              **No School.** Teacher Preparation Day  
April 5                School Resumes. Beginning of 4th Quarter

May 29                **No School.** Memorial Day

June 9                **Last Day of School.** 2-hour early dismissal  
                             End of 4<sup>th</sup> Quarter (47 days); End of Semester (89 days)  
June 11                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. Definition of Unexcused Absences

- \*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](http://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 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 <sup>th</sup> & 8 <sup>th</sup> Grade participating in Middle School Athletics
\$75	\$30	\$15	6 <sup>th</sup> Grade participating in Middle School Athletics

Academic and Fine Arts Activities - Middle School			
Full Fee - 100%	Reduced Meal - 40%	Free Meal - 20%	
\$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%	Free Meal - 20%	
\$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**

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
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**

<del>Chess Club (September–November) (February – March)</del>	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)

Geography Bee (December)

Yearbook (September – May)

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 member sees 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 [district e-Learning day guidelines](#) 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](mailto: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 [District Policy 524-2](#) 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 Rodenticide 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**

All mandated safety and evacuation drills are conducted as required. Each classroom has the required information for these drills. 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.

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](http://education.mn.gov) >  
Students and Families >  
Programs and Initiatives >  
Statewide Testing)

#### Additional Information

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

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



### Statewide Assessment: Parent/Guardian Decision Not to Participate

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

#### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal:

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

☐

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**

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# 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](http://www.northfieldschools.org)

Director: Daryl Kehler  
[dkebler@northfieldschools.org](mailto:dkebler@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

<b>1</b> All children are ready for <b>kindergarten</b> .	<b>2</b> All students are connected to the <b>community</b> .	<b>3</b> All students are at grade level in <b>reading and mathematics</b> by the end of third and sixth grades.
<b>4</b> All students exhibit physical, social and emotional <b>well-being</b> .	<b>5</b> All students have a <b>connection</b> with a caring adult beyond their parents as they transition to middle school.	<b>6</b> All students have interests, goals and a <b>vision</b> for the future by the end of eighth grade.
<b>7</b> All students <b>graduate</b> from high school with a plan to reach their full potential.	<b>8</b> All <b>employees</b> report satisfaction in the workplace.	<b>9</b> All <b>parents</b> report satisfaction with their children's educational experience.
<b>10</b> The district maintains 16% of its annual expenditures in its unassigned fund balance to ensure <b>financial stability</b> .	<b>11</b> <b>Community education</b> provides relevant and accessible learning opportunities for all residents.	<b>Note:</b> The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."

## STRATEGIC COMMITMENTS



### People

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



### Learner Outcomes

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



### Equity

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



### Communication

We communicate effectively and transparently with all stakeholders.



### Stewardship

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



### Partnerships

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



## **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, [dkeehler@northfieldschools.org](mailto:dkeehler@northfieldschools.org)

Administrative Assistant: Katie Bauer, [kabauer@northfieldschools.org](mailto:kabauer@northfieldschools.org)

Youth Development Coordinator: Sarah VanSickle, [svansickle@northfieldschools.org](mailto:svansickle@northfieldschools.org)

### **Located at District Office and Area Learning Center**

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 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. [120A.20](#), 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 [this resource](#) 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 [northfield.schools.org](http://northfield.schools.org).

## **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**

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# PLUS Handbook

## 2022-2023

201 Orchard Street South

Northfield, MN 55057

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

[northfieldschools.org](http://northfieldschools.org)

Director: Daryl Kehler

[dkeehler@northfieldschools.org](mailto:dkeehler@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

1 All children are ready for <b>kindergarten</b> .	2 All students are connected to the <b>community</b> .	3 All students are at grade level in <b>reading and mathematics</b> by the end of third and sixth grades.
4 All students exhibit physical, social and emotional <b>well-being</b> .	5 All students have a <b>connection</b> with a caring adult beyond their parents as they transition to middle school.	6 All students have interests, goals and a <b>vision</b> for the future by the end of eighth grade.
7 All students <b>graduate</b> from high school with a plan to reach their full potential.	8 All <b>employees</b> report satisfaction in the workplace.	9 All <b>parents</b> report satisfaction with their children's educational experience.
10 The district maintains 16% of its annual expenditures in its unassigned fund balance to ensure <b>financial stability</b> .	11 <b>Community education</b> provides relevant and accessible learning opportunities for all residents.	<small><b>Note:</b> The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."</small>

## 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, [dkeehler@northfieldschools.org](mailto:dkeehler@northfieldschools.org)

Administrative Assistant: Katie Bauer, [kabauer@northfieldschools.org](mailto:kabauer@northfieldschools.org)

Youth Development Coordinator: Sarah VanSickle, [svansickle@northfieldschools.org](mailto:svansickle@northfieldschools.org)

### **Located at Area Learning Center Building**

201 Orchard St. S.

Northfield, MN 55057

507.645.1201 (office)

507.645.1250 (fax)

## ELIGIBILITY

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

### 124D.68 GRADUATION INCENTIVES PROGRAM

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

### Northfield PLUS Program

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

AND

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

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



## Schedules and Dates

Summer PLUS dates for 2022 are as follows:

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

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

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

## School Year Plus Dates and Schedule

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

## BEHAVIORAL/DISCIPLINE CHALLENGES

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

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

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

## HARASSMENT AND VIOLENCE [Policy 413](#)

### HARASSMENT OR VIOLENCE AS ABUSE

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

\*Please refer to contact information relating to discipline issues.

## ATTENDANCE INFORMATION

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

## ELECTRONICS

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

## **MANDATED REPORTING**

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

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

Rice County Child Welfare & Family Protection

507.645.9576 (Northfield)

507.332.6115 (Faribault)

## **PERSONAL POSSESSIONS**

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

## **VISITOR POLICY**

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

## **NURSE**

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

## **WEBSITE**

Northfield Area Learning Center and the PLUS program website can be accessed at [northfieldschools.org](http://northfieldschools.org)

## **CHILD NUTRITION**

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

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

## **SECURITY**

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

## **INJURY**

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

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

## **CONTACTS**

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



# **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 or 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 law generally have the right to view their school records according to state and federal laws.  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.	Students have the responsibility to follow established building and district procedures regarding access to their school records.

### DRESS CODE

Rights/Opportunities	Responsibilities
Students have the opportunity to wear clothing of their choosing and to engage in personal grooming which is not potentially disruptive to the education process, which does not pose a threat to the health or safety of other students and which is not lewd, vulgar, obscene, sexually explicit or discriminatory.	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 gang 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 participate in all school activities and school education programs for which they are eligible within legal limits. (Policy 102 Educational & Employment Opportunity)	Students are responsible to follow the rules and regulations of the school-sponsored activity in which they participate or others participate. Students are not to discourage the participation of other students.

### FAIR TREATMENT

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

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

## FREE SPEECH

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to free speech so long as such speech does not violate the rights of others.	Students are responsible to express opinions, publish 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

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to be free from any form of harassment, arising out of the physical or verbal conduct of other students, school staff or others. (Policy 514 Bullying Prohibition; Policy 413 Harassment and Violence; Policy 526 Hazing Prohibition, Policy 522 Student Sex Nondiscrimination)	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. <a href="#">School Board Policy 413</a> and its associated procedures and <a href="#">School Board Policy 522</a> 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: <a href="mailto:mviesselman@northfieldschools.org">mviesselman@northfieldschools.org</a> While not required, individuals can make complaints using <a href="#">this form</a> .

## LEARNING

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

## NONDISCRIMINATION

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

## PLEDGE OF ALLEGIANCE

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

## PRIVACY

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students generally have the right to privacy in their persons and personal property when engaging, participating or pursuing curricular activities on a school location.	Students are responsible to refrain from bringing onto school property or to school-sponsored events any item or material that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other people.
Students have the opportunity to utilize school lockers, desks and other designated area for storing appropriate items of personal property subject to the 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 are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.
Students have the right to confidentiality regarding personal matters in discussion with school personnel.	Students have the responsibility to inform school 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.
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## STUDENT GOVERNMENT

Rights/Opportunities	Responsibilities
Students have the opportunity to participate in student government. The purpose of the existence of student government is to represent and to be responsive of the needs of all students.	Student government representatives have the responsibility to communicate and work with student body, faculty and administration and to be aware of 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 environment, free of <u>violence, racism, homophobia, xenophobia, transphobia, religious intolerance, and chemicals</u> , (drugs, tobacco, e-cigarettes, and alcohol). Students should expect the schools to utilize a variety of prevention techniques to <u>prioritize their safety</u> <del>ensure chemical-free school grounds.</del>	Students are responsible for cooperating with school authorities to keep our schools free of <u>violence, racism, homophobia, xenophobia, transphobia, religious intolerance, and chemicals</u> . <del>drugs, tobacco and alcohol.</del> Students should report any <u>safety concerns, including violence racism, homophobia, religious intolerance, and chemicals (drugs, tobacco, e-cigarettes, and alcohol)</u> <del>presence of chemicals on school grounds.</del> Students should also understand the use of prevention techniques ( <del>e.g. drug dogs</del> ) as a partnership between students, staff, <u>the community</u> , 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](#).

### 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	<ul style="list-style-type: none"><li>• 3-5 day suspension</li><li>• Referral for chemical evaluation</li><li>• Police referral</li></ul>	<ul style="list-style-type: none"><li>• Social worker intervention</li><li>• 5-10 day suspension</li><li>• Chemical assessment</li><li>• Police referral</li><li>• Possible recommendation for expulsion</li></ul>	<ul style="list-style-type: none"><li>• 10 day suspension</li><li>• Recommendation for expulsion</li><li>• Police referral</li><li>• Chemical assessment</li></ul>

### 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	<ul style="list-style-type: none"><li>• 10 day suspension</li><li>• Recommendation for expulsion</li><li>• Police referral</li></ul>

### ARSON

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

Grades	First Offense
Grades K-12	<ul style="list-style-type: none"> <li>• 10 day suspension</li> <li>• Recommendation for expulsion</li> <li>• Police referral</li> <li>• Restitution</li> </ul>

### 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	<ul style="list-style-type: none"> <li>• 5-10 day suspension</li> <li>• Possible recommendation for expulsion</li> </ul>
Grades 6-12	<ul style="list-style-type: none"> <li>• 10 day suspension</li> <li>• Recommendation for expulsion</li> <li>• Police referral</li> </ul>

### 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	<ul style="list-style-type: none"> <li>• 3-5 day suspension</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• 5-10 day suspension</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• 10 day suspension</li> <li>• Possible recommendation for expulsion</li> <li>• Police referral</li> </ul>

### 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	*	*	<ul style="list-style-type: none"> <li>• 1-3 day OSS Possible expulsion</li> </ul>
Grades 9-12	*	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Possible suspension</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day OSS</li> <li>• Possible expulsion</li> </ul>

(\*) *Principal discretion.*

### BURGLARY

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

Grades	First Offense	Second Offense
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Grades K-12	<ul style="list-style-type: none"> <li>● 5 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> </ul>
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### 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 returned at end of day	<del>Confiscated</del> <del>parent pick up</del> Confiscated and returned at end of day	Confiscated parent pick up
Grades 9 - 12	Confiscated and returned at end of day.	Confiscate and hold for two days	Confiscate and hold for 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	<ul style="list-style-type: none"> <li>• The teacher will address the student with evidence when the infraction occurs and notify parents</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• All of the disciplinary action of the first offense will occur</li> <li>• 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</li> <li>• The teacher will file an incident referral form with the Assistant Principal, who will conference with the student and notify parents</li> </ul>	<ul style="list-style-type: none"> <li>• All of the disciplinary action of the first offense will occur</li> <li>• Assistant Principal will initiate a parent/student/counselor conference</li> <li>• The student will receive 1 day of ISS</li> </ul>
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(\*) *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	*	<ul style="list-style-type: none"> <li>• Revocation of parking permit to identified time period</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• 3 day suspension</li> <li>• Permanent revocation of parking permit</li> <li>• Police referral</li> </ul>

(\*) *Principal discretion.*

### FALSE REPORTING/MISREPRESENTING THE TRUTH

Deliberately reporting false information is prohibited.

Grades	First Offense	Second Offense	Third Offense
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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	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Possible recommendation for expulsion</li> </ul>

(\*) *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	*	<ul style="list-style-type: none"> <li>● Suspension</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 2-3 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>
Grades 6-12	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Police referral</li> <li>● Restitution</li> </ul>

(\*) *Principal discretion.*

## FIRE EXTINGUISHER, UNAUTHORIZED USE

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

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1 day suspension	<ul style="list-style-type: none"> <li>● 2 day suspension</li> <li>● Restitution</li> </ul>
Grades 6-12	*	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>

(\*) *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	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> </ul>

## **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.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
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.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
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.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
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.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Grades K-5	*	*	*
Grades 6-12	*	<ul style="list-style-type: none"><li>• 1-5 day suspension</li><li>• Police referral</li></ul>	<ul style="list-style-type: none"><li>• 5-10 day suspension</li><li>• Possible recommendation for expulsion</li><li>• Police referral</li></ul>

(\*) *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 Dismissal	<ul style="list-style-type: none"><li>• 3-5 day suspension</li><li>• Police referral</li><li>• Possible recommendation for expulsion</li></ul>
Grades 6-12	<ul style="list-style-type: none"><li>• 1-3 day suspension</li><li>• Police referral</li></ul>	<ul style="list-style-type: none"><li>• 3-5 day suspension</li><li>• Police referral</li></ul>	<ul style="list-style-type: none"><li>• 5-10 day suspension</li><li>• Police referral</li><li>• Possible recommendation for expulsion</li></ul>

(\*) *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

(\*) *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	<ul style="list-style-type: none"><li>● 3-5 day suspension</li><li>● Police referral</li><li>● Possible recommendation for expulsion</li></ul>
Grades 6-12	<ul style="list-style-type: none"><li>● 1-3 day suspension</li><li>● Police referral</li><li>● Restitution</li></ul>	<ul style="list-style-type: none"><li>● 3-5 day suspension</li><li>● Police referral</li><li>● Restitution</li></ul>	<ul style="list-style-type: none"><li>● 10 day suspension</li><li>● Recommendation for expulsion</li><li>● Police referral</li><li>● Restitution</li></ul>

(\*) *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](mailto:mviesselman@northfieldschools.org)

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	<ul style="list-style-type: none"><li>● 10 day suspension</li><li>● Possible recommendation for expulsion</li><li>● Police referral</li></ul>		

(\*) *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	<ul style="list-style-type: none"><li>● 3-5 day suspension</li><li>● Restitution</li></ul>
Grades 6-12	<ul style="list-style-type: none"><li>● 1-3 day suspension</li><li>● Police referral</li><li>● Restitution</li></ul>	<ul style="list-style-type: none"><li>● 3-5 day suspension</li><li>● Police referral</li><li>● Restitution</li></ul>	<ul style="list-style-type: none"><li>● 5-10 day suspension</li><li>● Recommendation for expulsion</li><li>● Police referral</li><li>● Restitution</li></ul>

(\*) *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	<ul style="list-style-type: none"><li>● 5 day suspension</li><li>● Police referral</li></ul>	<ul style="list-style-type: none"><li>● 10 day suspension</li><li>● Possible recommendation for expulsion</li></ul>
Grades 6-8	<ul style="list-style-type: none"><li>● 5-10 day suspension</li><li>● Police referral</li><li>● Possible recommendation for expulsion</li></ul>	<ul style="list-style-type: none"><li>● 10 day suspension</li><li>● Recommendation for expulsion</li><li>● Police referral</li></ul>
Grades 9-12	<ul style="list-style-type: none"><li>● Up to 10 day suspension</li><li>● Recommendation for expulsion</li><li>● Police referral</li></ul>	

## 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	<ul style="list-style-type: none"> <li>● 1 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 2-3 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> </ul>
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(\*) *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	<ul style="list-style-type: none"> <li>● Parent meeting</li> <li>● 1-3 days off the bus</li> </ul>
Grades 6-12	*	<ul style="list-style-type: none"> <li>● Parent contacted</li> <li>● Up to 5 days off the bus</li> </ul>	<ul style="list-style-type: none"> <li>● Parent meeting</li> <li>● Up to 10 days off the bus</li> </ul>

(\*) *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	<ul style="list-style-type: none"> <li>● 1 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 1-3 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> </ul>

(\*) *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

(\*) District School Attendance/Diversion Plan procedures will be followed

### 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	<ul style="list-style-type: none"> <li>• 5-10 day suspension</li> <li>• Recommendation for expulsion</li> <li>• Restitution</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• 10 day suspension</li> <li>• Recommendation for expulsion</li> <li>• Restitution</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• 10 day suspension</li> </ul>

### 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	*	<ul style="list-style-type: none"> <li>• 1-5 day suspension</li> <li>• Restitution</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• 5-10 day suspension</li> <li>• Possible recommendation for expulsion</li> <li>• Restitution</li> <li>• Police referral</li> </ul>

(\*) 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.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	<ul style="list-style-type: none"> <li>• Written parking violation warning</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative referral</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of parking permit or tow at owners expense</li> </ul>

(\*) 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	*	<ul style="list-style-type: none"> <li>• 3-10 day suspension</li> <li>• Possible recommendation for expulsion</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• 10 day suspension</li> <li>• Police referral</li> <li>• Recommendation for expulsion</li> </ul>
Grades 6-12	<ul style="list-style-type: none"> <li>• 3-10 day suspension</li> <li>• Police referral</li> <li>• Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• 5-10 day suspension</li> <li>• Police referral</li> <li>• Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• 10 day suspension</li> <li>• Police referral</li> <li>• Recommendation for expulsion</li> </ul>

(\*) 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 [Policy 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.
  - 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).
  - 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

Offense	1st	2nd	3rd
Alcohol, Chemicals Possession or Use	NO	YES - P	YES - R
Alcohol, Chemicals Intent to Distribute	YES - R	X	X
Arson	YES - R	X	X
Assault, Aggravated	YES - R	X	X
Assault, Physical	NO	NO	YES - P
Bullying	NO	NO	YES - P
Burglary	NO	YES - R	X
Fighting	NO	NO	YES - P
Fire Alarm, False	NO	NO	YES - P
Firearms	YES - R	X	X
Gang/Threat Group Activity	NO	NO	YES - P
Harassment and Violence	NO	NO	YES - P
Robbery or Extortion	NO	NO	YES - R
Sexual Misconduct	YES - R	X	X
Theft, Receiving or Possessing Stolen Property	NO	NO	YES - R
Threat, Direct/Indirect	YES - RH	YES RM	X
Vandalism, Major Acts	YES - R	X	X
Vandalism, Minor Acts	NO	NO	YES - P
Weapons	YES - P	YES - P	YES - R

## **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](mailto:mviesselman@northfieldschools.org)

## 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	<a href="mailto:mhillmann@northfieldschools.org">mhillmann@northfieldschools.org</a>
Executive Admin Asst: Anita Aase	507.663.0629	<a href="mailto:aaase@northfieldschools.org">aaase@northfieldschools.org</a>
Office Specialist, Marianne Moser	507.663.0600	<a href="mailto:mmoser@northfieldschools.org">mmoser@northfieldschools.org</a>
<u>Bridgewater Elementary</u>	507.664.3300	
401 Jefferson Parkway, Northfield	507.664.3308 (fax)	
Principal: Nancy Antoine	507.664.3301	<a href="mailto:nantoine@northfieldschools.org">nantoine@northfieldschools.org</a>
Admin Asst: Jessica Huebsch	507.664.3301	<a href="mailto:jhuebsch@northfieldschools.org">jhuebsch@northfieldschools.org</a>
<u>Greenvale Park Elementary</u>	507.645.3500	
500 Lincoln Parkway, Northfield	507.645.3505 (fax)	
Principal: Sam Richardson	507.645.3501	<a href="mailto:srichardson@northfieldschools.org">srichardson@northfieldschools.org</a>
Admin Asst: Renee Malecha	507.645.3501	<a href="mailto:rmalecha@northfieldschools.org">rmalecha@northfieldschools.org</a>
<u>Spring Creek Elementary</u>	507.645.3470	
1400 Maple Street, Northfield	507.645.3469 (fax)	
Principal: Scott Sannes	507.645.3471	<a href="mailto:ssannes@northfieldschools.org">ssannes@northfieldschools.org</a>
Admin Asst: Amy Truman	507.645.3471	<a href="mailto:atruman@northfieldschools.org">atruman@northfieldschools.org</a>
<u>Northfield Middle School</u>	507.663.0650	
2200 Division Street S., Northfield	507.663.0660 (fax)	
Principal: Greg Gelineau	507.663.0669	<a href="mailto:ggelineau@northfieldschools.org">ggelineau@northfieldschools.org</a>
Assistant Principal: Michael O'Keefe	507.663.0667	<a href="mailto:mokeefe@northfieldschools.org">mokeefe@northfieldschools.org</a>
Admin Asst: Amy Stowe	507.663.0651	<a href="mailto:astowe@northfieldschools.org">astowe@northfieldschools.org</a>
<u>Northfield High School</u>	507.663.0630	
1400 Division Street S., Northfield	507.645.3455 (fax)	
Principal: Joel Leer	507.645.3400	<a href="mailto:jleer@northfieldschools.org">jleer@northfieldschools.org</a>
Assistant Principal: Rico Bohren	507.645.3401	<a href="mailto:rbohren@northfieldschools.org">rbohren@northfieldschools.org</a>
Assistant Principal: Nancy Veverka	507.645.3450	<a href="mailto:nveverka@northfieldschools.org">nveverka@northfieldschools.org</a>
Admin Asst: Lori Christophersen	507.645.3473	<a href="mailto:lchristophersen@northfieldschools.org">lchristophersen@northfieldschools.org</a>
<u>Area Learning Center</u>	507.645.1201	
201 Orchard Street South, Northfield	507.645.1250 (fax)	
ALC Director: Daryl Kehler	507.645.1201	<a href="mailto:dkehler@northfieldschools.org">dkehler@northfieldschools.org</a>
Admin Asst: Katie Bauer	507.645.1201	<a href="mailto:kbauer@northfieldschools.org">kbauer@northfieldschools.org</a>
<u>Northfield Community Education Center</u>	507.664.3650	
700 Lincoln Parkway, Northfield	507.664.3651 (fax)	
Director of Community Education: Erin Bailey	507.664.3650	<a href="mailto:ebailey@northfieldschools.org">ebailey@northfieldschools.org</a>
Admin Asst: Jodi DiMaggio	507.664.3657	<a href="mailto:jdimaggio@northfieldschools.org">jdimaggio@northfieldschools.org</a>
<u>District Services</u>	507.663.0600	
201 Orchard Street South, Northfield	507.663.0611 (fax)	
Director of Instructional Services: Hope Langston	507.645.3436	<a href="mailto:hlangston@northfieldschools.org">hlangston@northfieldschools.org</a>
Admin Asst: Debbie O'Meara	507.663.0622	<a href="mailto:domeara@northfieldschools.org">domeara@northfieldschools.org</a>
Director of Special Services: Cheryl Hall	507.645.3410	<a href="mailto:chall@northfieldschools.org">chall@northfieldschools.org</a>
Assistant Director of Special Services: Sara Pratt	507.645.1234	<a href="mailto:spratt@northfieldschools.org">spratt@northfieldschools.org</a>
Admin Asst: Jordan Streiff	507.645.3410	<a href="mailto:jstreiff@northfieldschools.org">jstreiff@northfieldschools.org</a>
Director of Technology Services: Nate Knutson	507.664.3399	<a href="mailto:nknutson@northfieldschools.org">nknutson@northfieldschools.org</a>
Admin Asst: Debbie O'Meara	507.663.0622	<a href="mailto:domeara@northfieldschools.org">domeara@northfieldschools.org</a>



## **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 Northfield School District.

### **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, defamatory, profane, sexually explicit or discriminatory.
  - 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.
- ⊘. 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 (principal, assistant principal, and/or designee), 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 (3<sup>rd</sup> Cir. 2013)  
*D.B. ex rel. Brogdon v. Lafon*, 217 Fed. Appx. 518 (6<sup>th</sup> Cir. 2007)  
*Hardwick v. Heyward*, 711 F.3d 426 (4<sup>th</sup> Cir.2013)  
*B.W.A. v. Farmington R-7 Sch. Dist.*, 554 F. 3d 734 (8<sup>th</sup> Cir. 2009)  
*Madrid v. Anthony*, 510 F. Supp.2d 425 (S.D. Tex. 2007)  
*Lowry v. Watson Chapel Sch. Dist.*, 540 F.3d 752 (8<sup>th</sup> 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)

**Policy 513     STUDENT PROMOTION, ~~AND~~ RETENTION, AND PROGRAM DESIGN**

**I.     PURPOSE**

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.     Promotion**

~~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,~~ Physical 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

b.     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,

twice-exceptional, and English learners.

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 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 Insurance 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 one business 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 tThis 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])