

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

Monday, June 13, 2022 ~ Regular Board Meeting  
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/85256955680?pwd=UExqSmMwNzVVOXRZeXB4ZUliRnRNdz09>  
Passcode: 985887

**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. Superintendent Operations and COVID-19 Update
  - c. Northfield High School Facility Task Force Report
  - d. Request to Hire an Additional Non-Licensed Special Education Staff
6. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Recreation Agreement 2022-2025
  - d. Personnel Items
7. Items for Individual Action
  - a. Policy Committee Recommendations
  - b. Revised 2021-22 Community Education Budget
  - c. Proposed 2022-23 Budgets - All Funds
  - d. Proposed 2023-2024 School Year Calendar
  - e. Co-Curricular Adds or Reductions
  - f. FY 2022 Audit Engagement Letter and HIPPA Business Associate Agreement
  - g. Resolution Establishing Dates for Filing Affidavits of Candidacy
8. Items for Information
  - a. End of Year Enrollment Report
9. Future Meetings
  - a. Monday, July 11, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Monday, August 8, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - c. Monday, August 22, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

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

Monday, June 13, 2022 ~ Regular Board Meeting  
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/85256955680?pwd=UEXqSmMwNzVYOXRZeXB4ZUliRnRNdz09>  
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TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed.D., Superintendent  
RE: Explanation of Agenda Items for Monday, June 13, 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 Coaches, Early Childhood Family Education, Hand In Hand, High School, KidVentures and Portage Secondary handbooks for the school year 2022-23.
  - b. Superintendent Operations and COVID-19 Update. Dr. Hillmann will provide an update about district operations, and local and county COVID-19 data.
  - c. Northfield High School Facility Task Force Report. Dr. Hillmann, Director Mertesdorf and Sal Bagley of Wold Architects and Engineers will provide an overview of the Northfield High School facility task force report and summarize the board's work session.
  - d. Request to Hire an Additional Non-Licensed Special Education Staff. Cheryl Hall, Director of Special Services, requests to hire one Child Specific Special Educational Assistant/Personal Care Assistant (EA/PCA) 6.75 hours per day due to increased student needs recently identified for safety and intensive services as required in the Individual Education Program (IEP) plan. The total projected cost of salary and benefits is \$31,000.00 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$22,606.00.
6. 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 23, 2022
    - Minutes of the Special Closed School Board meeting held on June 2, 2022.
  - b. Gift Agreements
    - \$3,000.00 from Northfield Rotary Club for Rotary Scholarship
    - \$1,267.43 from Greenvale Park PTO to purchase a printer and cartridges
    - Greenvale Park PTO donated STEAM supplies valued at \$3,237.28
    - \$1,000.00 from Northfield Booster Club for the coaching coordinator position at the high school
    - \$25,952.00 from Andrew Christopher Holmquist for the Matthew Holmquist Arts Scholarship
    - \$1,000.00 from Cannon River Sportsmen's Club, Inc. for the Cannon River Sportsmen's Club Scholarships



- c. Recreation Agreement 2022-2025. The board is asked to approve the enclosed agreement between the City of Northfield and Northfield Public Schools in the operation of a community education and recreation program (Program). The City approved this recreation agreement at the June 7, 2022 City Council meeting. The City shall pay the School District for the purpose of providing the Program and the Program shall include, but not be limited to, opportunities for leisure, recreation, enrichment and other activities that promote the health, safety and welfare of the community. The Program shall support the learning and participation of adults and children in the community through access to community recreational programs and activities offered through the School District on behalf of the City. The City shall pay to the school district a designated sum for each fiscal year during which the Agreement is in effect, which fiscal year is from July 1 through June 30, for fiscal years 2022-23, 2023-24, and 2024-25.
- d. Personnel Items
- i. Appointments
1. Jennifer Antoine, Summer KidVentures Site Assistant for up to 40hrs/week at Spring Creek, beginning 6/10/2022-9/2/2022; Step 4-\$15.48/hr.
  2. Sybil Betsinger, .5 FTE Long Term Substitute Licensed Social Worker at the NCEC, beginning 8/25/2022-6/9/2022. MA, Step 10
  3. Emily Borgerding, 1.0 FTE Long Term Substitute First Grade Teacher at Greenvale Park, beginning 8/25/2022-6/9/2023; BA10, Step 10
  4. Grant Bouvin, Targeted Services Summer BLAST Site Assistant for up to 6 hours/day Mon.-Thurs. at the High School, beginning 7/5/2022-8/11/2022; Step 1-\$14.11/hr.
  5. Millie Bouvin, Summer Recreation Program Assistant with Community Education, beginning 6/13/2022-8/31/2022; \$10.33/hr.
  6. Emily Broden, Summer Recreation Program Assistant with Community Education, beginning 6/13/2022-8/31/2022; \$10.33/hr.
  7. Scott Broughton, 1.0 FTE Companeros Spanish Immersion Teacher at Bridgewater, beginning 8/25/2022; BA, Step 9 - pending obtaining MN licensure in elementary education.
  8. Cory Callahan, Summer Weight Room Supervisor with Community Ed Recreation, beginning 6/13/2022-8/31/2022; \$30/hr.
  9. Adelmo Ciucci, Summer Weight Room Supervisor with Community Ed Recreation, beginning 6/13/2022-8/31/2022; \$30/hr.
  10. Kari Engle, 1.0 FTE Long Term Substitute First Grade Teacher at Greenvale Park, beginning 9/22/2022-1/31/2023; BA, Step 2
  11. Clara Falcon-Geist, Summer Recreation Lifeguard with Community Education, beginning 6/13/2022-8/31/2022; \$10.39/hr.
  12. Ty Frank, Summer Recreation Program Assistant with Community Education, beginning 6/13/2022-8/31/2022; \$10.33/hr.
  13. Mackenzie Glassing, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 6/6/2022-9/2/2022; Step 4-\$15.48/hr.
  14. Seth Hansen, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 6/6/2022-9/2/2022; Step 1-\$14.11/hr.
  15. Brittney Hubbard, 1.0 FTE Early Childhood Special Education Teacher at the NCEC, beginning 8/24/2022; MA, Step 7
  16. Ellianna Ims, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 6/6/2022-9/2/2022; Step 4-\$15.48/hr.
  17. Jens Kasten, Summer Recreation Lifeguard with Community Education, beginning 5/25/2022-8/31/2022; \$10.33/hr.
  18. Beth LaCanne, Summer Recreation Program Supervisor with Community Education, beginning 5/25/2022-8/31/2022; \$15.39/hr.
  19. Alissa Lien, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 6/6/2022-9/2/2022; Step 4-\$15.48/hr.
  20. Clara Lippert, Summer Recreation Program Assistant with Community Education, beginning 6/13/2022-8/31/2022; \$10.33/hr.
  21. Simon Lippert, Summer Recreation Program Assistant with Community Education, beginning 6/13/2022-8/31/2022; \$10.33/hr.
  22. Martha Meyer, Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, beginning 7/5/2022-8/11/2022; Step 2-\$14.48/hr.
  23. Zachary Morelan, Summer Recreation Program Supervisor with Community Education, beginning 5/27/2022-8/31/2022; \$10.64/hr.
  24. Samantha Mosley, Summer Recreation Program Supervisor with Community Education, beginning 5/27/2022-8/31/2022; \$10.64/hr.
  25. Nolan Nagy, Summer Seasonal Grounds/Custodial Worker for 8 hours/day District Wide, beginning 6/13/2022-8/19/2022; Year 1-\$15.00/hr.
  26. Ella Peoples, Summer Recreation Program Assistant with Community Education, beginning 6/20/2022-8/31/2022; \$10.50/hr.

27. Cooper Rand, Summer Recreation Program Assistant with Community Education, beginning 6/13/2022-8/31/2022; \$10.33/hr.
28. Mackenzie Schewe, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 6/6/2022-9/2/2022; Step 4-\$15.48/hr.
29. Remy Soulak, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 6/6/2022-9/2/2022; Step 2-\$14.48/hr.
30. Alexander Sparks, Summer Seasonal Grounds/Custodial Worker for 8 hours/day with the District, beginning 6/20/2022-8/19/2022; Year 1-\$15.00/hr.
31. Timothy Torstenson, Recreation-Camp Director with Community Ed, beginning 6/20/2022-8/31/2022; \$20/hr.
32. Kaitlyn Townzen, 1.0 FTE Early Childhood Special Education Teacher at NCEC, beginning 8/24/2022; MA, Step 7
33. Winston Vermilyea, Summer Recreation WSI with Community Ed, beginning 6/11/2022-8/31/2022; \$14.64/hr.
34. Brent Yule, Summer Weight Room Assistant with Community Ed Recreation, beginning 6/13/2022-8/31/2022; \$20/hr.

ii. Increase/Decrease/Change in Assignment

1. Michelle Anderson, EA at Greenvale Park, add Summer Targeted Services PLUS/BLAST Site Assistant as needed at the High School and Greenvale Park, effective 7/5/2022-8/11/2022; Step 4-\$15.48/hr.
2. Anna Bae, KidVentures Student Site Assistant for 15 hours/week at Bridgewater, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/10/2022-9/2/2022; Step 3-\$14.85/hr.
3. Katie Bauer, Office Administrative Assistant at the ALC, add Portage Online Content Tutor for approximately 300 hours during the 2022-2023 school year, effective 9/6/2022-6/9/2023; \$10,500 Stipend
4. Josie Beacom, KidVentures Site Assistant for 23.5 hours/week at Greenvale Park and Spring Creek, change to KidVentures Site Assistant for up to 40 hours/week at Greenvale Park and Spring Creek, effective 6/10/2022-9/2/2022.
5. Adriana Bermudez, EA/Health Aide at the NCEC, change to EarlyVentures Assistant Teacher for up to 40 hours/week at the NCEC, effective 6/10/2022-9/2/2022. Step 1-\$16.04/hr.
6. Russel Boyington, KidVentures Site Assistant for 23.5 hours/week at Bridgewater, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/10/2022-9/2/2022.
7. Hannah Breiland, Event Worker at the Middle School, 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.
8. Elizabeth Brewer, EA at the Middle School, add Targeted Services Summer PLUS and BLAST Site Assistant as needed at Greenvale Park/High School, beginning 7/5/2022-8/11/2022; Step 4-\$15.48/hr.
9. Stephen Cade, Teacher at the High School, add Portage Online Content Tutor for approximately 300 hours during the 2022-2023 school year, effective 9/6/2022-6/9/2023; \$10,500 Stipend
10. Kayla Christmas, EA at Greenvale Park, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/10/2022-9/2/2022. Step 3-\$14.85/hr.
11. Anita Corwin, EarlyVentures Site Assistant for 37.5 hours/week at the NCEC, change to EarlyVentures Site Assistant for up to 40 hours/week at the NCEC, effective 6/13/2022-8/24/2022.
12. Tiffany Donkers, EarlyVentures Teacher for 36 hours/week at the NCEC, change to EarlyVentures Teacher for 30 hours/week at the NCEC, effective 6/13/2022-8/24/2022.
13. Claire Edwards, KidVentures Site Assistant for 28.5 hours/week at Spring Creek, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/10/2022-9/2/2022.
14. Nancy Fox, Building Supervisor with Community Ed Recreation, extend end date to 6/1/2022-8/31/2022. \$17.41/hr.
15. Aimee Gerdesmeier, KidVentures Site Leader for 35 hours/week at Spring Creek, change to KidVentures Site Leader for up to 40 hours/week at Spring Creek, effective 6/10/2022-9/2/2022.
16. Sara Gerdesmeier, EarlyVentures Teacher for 35 hours/week at the NCEC, change to EarlyVentures Teacher for 22.5 hours/week at the NCEC, effective 6/13/2022-8/24/2022.
17. Mariah Grisim, EA at Bridgewater, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/10/2022-9/2/2022. Step 4-\$15.48/hr.
18. Becki Haar, Teacher at Spring Creek, change to Portage Elementary Teacher for the 2022-2023 school year, effective 5/25/2022-6/9/2023.
19. Kelly Hebzynski, Teacher at the Middle School, add Portage Online Content Tutor for approximately 300 hours during the 2022-2023 school year, effective 9/6/2022-6/9/2023; \$10,500 Stipend
20. Gretchen Heil, Teacher at Spring Creek, add Homebound Instructor for up to 5 hours/week at Spring Creek, effective 5/23/2022-6/9/2022.
21. Grace Higgins, KidVentures Student Site Assistant for 17 hours/week at Greenvale Park, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/10/2022-9/2/2022; Step 2-\$14.48/hr.
22. Lisa Hovden, Teacher at the Middle School, add Portage Online Content Tutor for approximately 300 hours during the 2022-2023 school year, effective 9/6/2022-6/9/2023; \$10,500 Stipend
23. Tammy Iszler-Johnson, .5 FTE Occupational Therapist at Bridgewater, change to 1.0 FTE Occupational Therapist at Spring Creek, effective 8/25/2022.
24. Julene Johnson, KidVentures Site Assistant for 4 hours/week at Bridgewater, change to KidVentures Site Assistant sub as needed for KV/EV at the NCEC, effective 6/10/2022-8/24/2022.
25. Jens Kasten, 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.
26. Jill Keeley, EarlyVentures Teacher for 40 hours/week at the NCEC, change to EarlyVentures Teacher for up to 40 hours/week at the NCEC, effective 6/13/2022-8/24/2022.
27. Heather Kuehl, Teacher at the Middle School, add Portage Online Content Tutor for approximately 300 hours during the 2022-2023 school year, effective 9/6/2022-6/9/2023; \$10,500 Stipend

28. Briana Lanham, KidVentures Site Assistant for 28.5 hours/week at Spring Creek, change to KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/10/2022-9/2/2022.
  29. Laura Little, CNA at the Middle School, 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.
  30. Tonya Merritt Skluzacek, KidVentures Site Leader for 35 hours/week at Bridgewater, change to KidVentures Site Leader for up to 40 hours/week at Spring Creek, effective 6/10/2022-9/2/2022.
  31. Peggy Mills, KidVentures Site Assistant for 23.5 hours/week at Spring Creek, change to KidVentures Site Assistant sub as needed, effective 6/10/2022-8/24/2022.
  32. Amanda Morelan, EA/PCA for 4 hours/day at Bridgewater, change to EA/PCA for 6.75 hours/day at the Middle School, effective 8/29/2022.
  33. Zach Morelan, Program Supervisor with Community Ed Recreation, add Program Assistant with Community Ed Recreation, effective 5/25/2022-8/31/2022. \$10.33/hr.
  34. Samantha Mosley, Program Supervisor with Community Ed Recreation, add Program Assistant with Community Ed Recreation, effective 5/25/2022-8/31/2022. \$10.33/hr.
  35. Lacey Neuman Bissonnette, Site Leader at Greenvale Park, add Targeted Services Summer PLUS Club Leader for up to 6 hours/day at Greenvale Park, effective 7/5/2022-8/11/2022; \$23.01/hr.
  36. Lacey Neuman Bissonnette, Site Leader for 35 hours/week at Greenvale Park, change to on call as needed, effective 6/13/2022-8/24/2022.
  37. Danielle Olson, Social Worker at the NCEC, add Summer Social Worker on Mondays, Wednesdays, and Fridays at the NCEC, effective 6/10/2022-8/23/2022.
  38. Julia Peterson, KidVentures Student Site Assistant for 17 hours/week at Greenvale Park, change to KidVentures Site Assistant Sub as needed, effective 6/10/2022-9/2/2022.
  39. Chris Riaz, Teacher at the ALC, add Portage Online Content Tutor for approximately 300 hours during the 2022-2023 school year, effective 9/6/2022-6/9/2023; \$10,500 Stipend
  40. Melissa Spitzack, Building Supervisor with Community Ed Recreation, extend end date to 6/1/2022-8/31/2022. \$17.41/hr.
  41. Isaiah Stiner, KidVentures Student Site Assistant for 17 hours/week at Spring Creek, change to KidVentures Site Assistant Sub as needed, effective 6/10/2022-9/2/2022.
  42. Rebecca Stoufis, Teacher with Portage, 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
  43. Cindy Thomas, EA at the High School, add Summer Targeted Services PLUS/BLAST Site Assistant as needed at the High School and Greenvale Park, effective 7/5/2022-8/11/2022; Step 4-\$15.48/hr.
  44. Lisa Williams, KidVentures Site Assistant for 8.5 hours/week at Greenvale Park, change to KidVentures Site Assistant Sub as needed, effective 6/10/2022-8/24/2022.
  45. Liz Winter, EarlyVentures Teacher for 40 hours/week at the NCEC, change to EarlyVentures Teacher for 10 hours/week at the NCEC, effective 6/13/2022-8/24/2022.
- iii. Leave of Absence
1. Jessy Nivala, Teacher at Greenvale Park, Family/Medical Leave of Absence, beginning on or about 9/22/2022-1/31/2023.
- iv. Retirements/Resignations/Terminations
1. Matt Berg-Wall, Teacher at Greenvale Park, resignation effective 6/9/2022.
  2. Lori Christophersen, Prom co-advisor at the High School, resignation effective 6/3/2022.
  3. Brea Cruce, EA at the Middle School, resignation effective 6/9/2022.
  4. Dan Dupay, Head Lacrosse Coach at the High School, resignation effective 6/6/2022.
  5. Kristin Freeman, Site Assistant with Community Ed, resignation effective 6/9/2022.
  6. Kim Luke, EA with Portage, resignation effective at the end of the 2021-2022 school year.
  7. Stephanie Mahal, Occupational Therapist with the District, resignation effective at the end of the 2021-2022 school year.
  8. Nick Mertesdorf, EA at the High School, resignation effective at the end of the 2021-2022 school year.
  9. Tori Salaba, Basketball and Lacrosse Coach at the High School, resignation effective 6/5/2022.
  10. Deb Seitz, Student Council Advisor at the Middle School, resignation effective at the end of the 2021-2022 school year.
  11. Brynne Stellner, Teacher at the High School, resignation effective 6/9/2022.
  12. Taylor Strelow, Community School Coordinator at Greenvale Park, resignation effective 7/12/2022.
- 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. Community Education Staff for the period July 1, 2022 through June 30, 2024.
  2. COTA-Speech Language Staff for the period July 1, 2022 through June 30, 2024.
  3. Custodians for the period July 1, 2022 through June 30, 2024.
  4. Head Custodians for the period of July 1, 2022 through June 30, 2024.
  5. Interpreters for the period of July 1, 2022 through June 30, 2024.
  6. Non-Union Administrators for the period of July 1, 2022 through June 30, 2024.
  7. Office Employees for the period of July 1, 2022 through June 30, 2024.
  8. Other Staff 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)

## 7. Items for Individual Action

- a. Policy Committee Recommendations. The board is requested to approve the EarlyVentures, Elementary, Parent Co-Curricular, and Portage Elementary handbooks for the school year 2022-23.

**Superintendent's Recommendation:** Motion to approve the EarlyVentures, Elementary, Parent Co-Curricular, and Portage Elementary handbooks for the school year 2022-23.

- b. Revised 2021-22 Community Education Budget. This budget revision was presented at the May 23, 2022 board meeting by Director Bailey and Director Mertesdorf. The revised 2022-2022 budget reflects revenues of \$3,332,242 and expenditures of \$3,126,588.

**Superintendent's Recommendation:** Motion to approve the Revised 2021-2022 Community Education Budget as presented.

- c. Proposed 2022-23 Budgets - All Funds. In the packet is the annual proposed budget book for 2022-2023. The individual funds have been presented and reviewed in detail at school board meetings over the past few months. A summary of revenue and expenditure amounts are listed below.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General Fund	\$59,781,175	\$61,308,958
Child Nutrition	\$ 2,236,019	\$ 2,491,863
Community Education	\$ 3,093,342	\$ 3,297,216
Building Construction Fund	\$ 3,000	\$ 1,676,009
Debt Service	\$ 6,276,751	\$ 5,926,053
Internal Service	\$ 10,415,363	\$10,706,543

**Superintendent's Recommendation:** Motion to approve the proposed 2022-2023 budgets as presented for all funds.

- d. Proposed 2023-2024 School Year Calendar. Superintendent Hillmann presented the proposed 2023-2024 school year calendar at the May 23, 2022 board meeting.

**Superintendent's Recommendation:** Motion to approve the proposed 2023-2024 school year calendar as presented.

- e. Co-Curricular Adds or Reductions. The board is requested to approve the additions, reductions, or modifications to positions and the associated stipend amount recommended by the district's co-curricular committee. The co-curricular committee is led by the activities director and includes coaches, advisors, and administrators. The salary schedule itself remains in the NEA Master Agreement and the stipend amounts for each "level" will still be part of the negotiations process with the NEA.

With the addition of a girls section and state tournament last year there is a need for a full time girls wrestling coach/assistant varsity coach paid position through the district. Girls wrestling is a fast growing sport and participation is anticipated to increase. The co-curricular committee recommends adding a .70 FTE girls' head wrestling coach at a cost of \$4,620.00. This coach would also assist with boys varsity and JV when not needed to go to a girls tournament.

The combined girls and boys cross country team averaged 40 and 47.5 participants over the last four years. Other programs with similar numbers, such as softball, baseball, hockey and lacrosse each have a separate head coach and assistant coaches. With the number of girls and boys participating, the management and coaching of the team has become increasingly difficult to manage and coach, providing a safe and quality experience for the kids. The co-curricular committee recommends adding a boys cross country head coach and eliminating one assistant position at a net increase of \$2,031.00, Level -12%.

**Superintendent's Recommendation:** Motion to approve the addition of a .70 FTE girls' head wrestling coach at a cost of \$4,620.00, and the addition of a boys cross country head coach and eliminating one assistant position at a net increase of \$2,031.00, Level - 12%.

- f. FY 2022 Audit Engagement Letter and HIPPA Business Associate Agreement. Director of Finance Val Mertesdorf recommends approval of the CliftonLarsonAllen, LLP Audit Engagement Letter for the audit of the 2021-2022 school year. The engagement letter establishes the parameters and fees associated with the annual audit required by statute. We acknowledge that Northfield Public Schools and CliftonLarsonAllen, LLP entered into a HIPPA Business Associate Agreement (BAA) on June 10, 2019. This agreement is intended to protect the privacy and provide for the security of personal health information in compliance with the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009, and the regulations and policy guidance thereunder ("HIPAA Rules").

**Superintendent's Recommendation:** Motion to accept the 2021-2022 Engagement Letter from CliftonLarsonAllen, LLP in the amount of approximately \$20,580 plus expenses, and \$3,150 per federal program audited.

- g. Resolution Establishing Dates for Filing Affidavits of Candidacy. As the first step in the process leading to the school board election to be held on Tuesday, November 8, 2022, the board is requested to adopt the attached Resolution Establishing Dates for Filing Affidavits of Candidacy. Upon adoption of this Resolution the Notice of Filing Dates will be posted and advertised in the Northfield News, according to the deadlines indicated on the election calendar published by the Minnesota Secretary of State's Office. Affidavits of Candidacy for the three school board vacancies may be filed at the District Office, 201 Orchard Street South, beginning August 2, 2022 and ending August 16, 2022. An election will be held to fill three vacancies with four-year terms. The terms of Julie Pritchard, Tom Baraniak and Jeff Quinnell expire on Monday, January 2, 2023.

**Superintendent's Recommendation:** Motion to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy as presented.

8. Items for Information

- a. End of Year Enrollment Report Dr. Hillmann will review the end of year enrollment report. This report will be available in the table file.

9. Future Meetings

- a. Monday, July 11, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, August 8, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, August 22, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

# **COACHES and ADVISORS CO-CURRICULAR ACTIVITIES HANDBOOK**

**NORTHFIELD**



**RAIDERS**

**Northfield Public Schools  
2022-2023**

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## INTRODUCTION

The intent of this handbook is to provide coaches and advisors with the policies and procedures of the Northfield Public Schools' Activity Program. Personnel connected with the program are responsible for becoming acquainted with the material contained in this handbook.

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.

## DEPARTMENT ORGANIZATION

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

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

1. **Coaches Advisory Council** - this council is made up of the head coaches of all varsity athletic teams ~~and the advisors of cheerleaders~~. 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.
2. **Activities Co-Curricular Committee** ~~Advisory Council~~ - this council is made up of the advisors and directors of the activity programs administered by the Activities Director. This group will meet a minimum of one time during each school year to discuss problems, policies and other issues which involve these activities and to act in an advisory capacity to the Activities Director. All advisors/directors are expected to attend these meetings.
3. **Activities Advisory Committee** - this committee is made up of parents, teachers, students and coaches as established by the Northfield School Board. This group may meet five times per school year to discuss issues relating to the activities program and to act as an advisory group to the Activities Director. Representatives from the coaching staff will be elected for two-year terms.
4. **R.A.L.I.E.** (Raider Activity Leaders Inspiring Enthusiasm) - this committee is made up of students who undergo an application process and who are involved in at least one co-curricular activity. They are under the direction of the Activities Department along with other RALIE advisors. This group will deal with various issues involving the activities program and the high school in general. A main purpose of this group will be the development of leadership skills along with working to improve enthusiasm, school pride and school spirit. Another main objective of this group will be to work in the area of chemical use/abuse prevention. This group will also have input into policies and decisions made within the department and will also function to improve communication between coaches/advisors and students.
5. All coaches and advisors (head and assistants) are encouraged to give input to the Activities Department. This can be done through the head coach or advisor or by direct contact with the Activities Director.

## ACTIVITIES PROGRAM

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

## MSHSL CALENDAR

### NORTHFIELD HIGH SCHOOL CO-CURRICULAR ATHLETIC PHILOSOPHY

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

The goal of the program is to benefit students (grades 7-12) who participate directly, and to benefit students and community members not directly involved. Although striving to win is important, the purpose is to provide an experience for all participants where they are valued, feel a sense of belonging and contribute their talents to something bigger than themselves. Success can be measured in Individual improvement and the achievement of personal and team goals.

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 on 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 a coach-athlete ratio of 1:15 should be encouraged. The ability to compete on an equal basis with opponents shall be the focus.
5. Varsity programs are for the most highly-skilled athletes. Careful attention should be paid to the quality of the experience and to ensuring the greatest possible opportunity for success against all opponents. A coach-athlete ratio of 1:15 is encouraged. "Playing time" shall go to the athlete who is most-able to make a positive contribution to the "best effort to win."
6. Coaches must maintain communication with athletes, parents, and the community.
7. The athletic program should promote, teach, and exemplify proper conduct for players, parents, coaches, and spectators.
8. Athletic fees are set by the school board at the recommendation of the Activities Advisory Committee.
9. No student will be denied participation because of inability to pay the athletic fee, (See Eligibility Permission Form).

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

## **OBJECTIVES OF THE NORTHFIELD ATHLETIC PROGRAM**

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

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

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

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

5. Provide a positive role model for younger students.

**For the Northfield Community:**

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

**For the Northfield School District:**

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

**Coaching Job Descriptions**

The following segment provides the job descriptions for coaches involved in Northfield High School activity programs.

**Responsible Authority - Activities Director****Job Description - Head Athletic Coach****TITLE - Head Coach****QUALIFICATIONS**

1. Meets the Minnesota State Statute to be a head coach in Minnesota (see MSHSL website).
2. Prefer employment as a teacher in Northfield School District.
3. Has the ability to organize and supervise a total sports program.
4. Prefer previous successful coaching experience in assigned sport.
5. The Head Coach must have substantial knowledge of the technical aspects of the sport.
6. Works collaboratively with students, parents and other members of the community.

**REPORTS TO**

The Activities Director, who provides overall objectives and final evaluation in conjunction with the high school principal.

**SUPERVISES**

1. Students participating in his/her sport and any other students when such control is needed.
2. In several instances, the Head Coach must advise, coordinate and support a staff of high school assistant coaches and middle school coaches in conjunction with the High School Activities Director, Middle School Activities Director, and respective principal.

**JOB GOAL**

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of acceptable values, pride of accomplishment, Acceptable social behavior, self-discipline and self-confidence.

**GENERAL**

1. The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives and philosophy of the NHS Activities Program.
2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance of function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.
4. Work collaboratively with all other coaches within the district when sharing student-athletes and facilities.

**DUTIES AND RESPONSIBILITIES**

1. Has a thorough knowledge of all the policies approved by the Northfield Board of Education and is responsible for its implementation by the entire staff of that sports program.
2. Has knowledge of existing system, state, MSHSL and Conference regulations; implements the same consistently and interprets them for staff.
3. Strives to improve skills by attending clinics and using resources made available.
4. Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental/conference and Region/Section meetings that require attendance and attends unless excused by the AD.
5. Maintains discipline and works to generate an attitude of good sportsmanship and fair play.

## **STAFF RESPONSIBILITIES**

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to insure staff awareness of the overall program.
2. Trains and informs staff, and encourages professional growth by encouraging clinic attendance according to school policies.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Performs such other duties which may be assigned by the Activities Director/Principal.

## **ADMINISTRATIVE DUTIES**

1. Provides leadership and direction to lower level programs, those within the school system as well as those in the community, when appropriate.
2. Maintains a record of team statistics, recommends who receives awards as outlined in the awards policy and distributes all awards.
3. Assists the Activities Director in scheduling games, scrimmages, practices, transportation, etc.
4. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates programs with maintenance and school employees.
5. Provides assistance to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
6. Provides proper safeguards for maintenance and protection of assigned equipment sites.
7. Ensures safety for all participants by regular inspection of all equipment and facilities and by conducting all practices and contests in a safe manner.
8. Advises the Activities Director and recommends policy, method or procedures changes.

## **RESPONSIBILITIES TO STUDENTS**

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives attention to a student athlete's grades and conduct.
3. By his/her presence at practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
4. Follows all procedures and policies concerning injuries, medical attention and emergencies.
5. Completes paperwork on all disabling athletic injuries on proper forms and submits to activities or the nurse's office within 24 hours.
6. Directs student managers, assistants and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or serious disciplinary measures are taken.
8. Assists athletes in their college or advanced educational selection by providing information to colleges and to athletes as requested and when appropriate.
9. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterward to help players with problems, to become involved in staff discussions, and to properly supervise students.
10. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.

## **FINANCE AND EQUIPMENT**

1. Participates in the budgeting function with the Activities Director by establishing needs for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
2. Is accountable for all equipment, collects all equipment at season's end, keeps accurate record of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning the same.
3. Properly marks and identifies all equipment before issuing or storing.
4. Monitors equipment rooms and coaches' offices, authorizes who may enter, issue or requisition equipment.
5. Permits the athletes to only be in authorized areas of the building at the appropriate times.
6. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
7. Secures all doors, lights, windows and locks before leaving the building if custodians are not on duty.
8. Instills in each player a respect for equipment and school property, its care and proper use.

## **PUBLIC RELATIONS**

1. Organizes parents, coaches, players and guests for pre-season meetings.
2. Promotes the sport within the school through recruiting athletes who are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.
3. Responsible for the quality, effectiveness and validity of any oral or written release to local media (within coach's control).
4. Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers and fans.
5. Presents information to news media concerning schedules, tournaments and results.
6. Conducts an awards program within one month of the conclusion of the sports season according to school policies.
7. Reports or delegates reporting of all game results to the appropriate news media and makes appropriate announcements at school.

## **Job Description - Assistant Athletic Coach**

### **TITLE - Assistant Coach (High School and Middle School)**

### **QUALIFICATIONS**

1. Prefer Minnesota teaching and coaching certification.
2. Prefer employment as a teacher or substitute teacher in the Northfield School District.
3. Previous coaching experience in assigned sport is desirable.
4. Has knowledge and background in the assigned sport.
5. Works well with students, parents and community members.

## **REPORTS TO**

The Head Coach, in conjunction with the Activities Director and respective principal.

## **SUPERVISES**

Students participating in his/her sport and any other students when such control is needed.

## **JOB GOAL**

To carry out the aims and objectives of the sport program as outlined by the Head Coach. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

## **DUTIES AND RESPONSIBILITIES**

1. Has a thorough knowledge of all the athletic policy approved by the Northfield Board of Education and is responsible for its implementation.
2. Has knowledge of the existing system, state, MSHSL, and conference regulations; implements the same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/ departmental meetings that require attendance and attends unless excused by the Head Coach or AD.
4. Maintains discipline and works to generate an attitude of good sportsmanship and fair play.

### **ADMINISTRATIVE DUTIES**

1. Assists the Head Coach in scheduling games, scrimmages, practices, transportation, etc.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility time.
3. Provides proper safeguards for maintenance and protection of assigned equipment sites.
4. Ensures safety for all participants by regular inspection of all equipment and facilities and by conducting all practices and contests in a safe manner.

### **RESPONSIBILITIES TO STUDENTS**

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. By his/her presence at all practices, games and while traveling, provides assistance and guidance to and safeguards for each participant.
3. Completes paperwork on all disabling athletic injuries on proper forms and submits to the activities office or nurse's office within 24 hours.
4. Directs student managers and statisticians on respective teams.
5. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts parents when a student is dropped or serious disciplinary measures are taken.

### **EQUIPMENT AND FACILITIES**

1. Those who coach their "own team" are accountable to the Head Coach for all equipment, collect the cost of any equipment lost or not returned, arrange for issuing and storing of equipment and submits to the Head Coach an annual inventory and current records concerning same.
2. Recommends to the Head Coach budgetary items for next year in his/her area of the program.
3. Monitors equipment rooms and coaches' offices and authorizes who may enter.
4. Permits the athletes to only be in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
6. Secures all doors, lights, windows and locks before leaving the building if custodians are not on duty.
7. Instills in each player a respect for equipment and school property, its care and proper use.

### **PROGRAM RESPONSIBILITIES**

1. Assists the Head Coach in carrying out his/her responsibilities.
2. Makes press releases and school announcements as appropriate for the level he/she coaches.
3. Instructs team members as to changes in the rules and teaches the fundamentals of the sport as outlined by the Head Coach.
4. Works within the basic framework and philosophy of the Head Coach of that sport.
5. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
6. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterward to help players with problems, to become involved in staff discussions, and to properly supervise students.
7. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
8. Never criticizes, admonishes or argues with the Head Coach or any staff member within ears or eyes of players or parents.
9. Strives to improve skills by attending clinics and using resources made available by the Head Coach.
10. Attends contests, when possible, of other teams in the program.

11. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

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

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

### **Fundamentals of good sportsmanship**

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

### **Acts of misconduct**

1. Throwing of any object onto the playing surface or in the stands.
2. Behavior deemed dangerous or behavior which interferes with the rights of others to observe the game.
3. Possessing, consuming or being under the influence of chemicals.
4. Use of obscene, profane or abusive language or gestures, signs, posters, clothing 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!

## **BIG NINE CONFERENCE**

### **Responsibilities of Sportsmanship**

Coaches shall:

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

Participants should:

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

~~Cheerleaders should be expected to:—~~

- ~~— cultivate an attitude of good sportsmanship and realize their responsibility as leaders for promoting sportsmanship among spectators.~~
- ~~— lead positive cheers for their own teams. No negative cheers, disparaging or insulting comments to opposing teams or fans are to be used or tolerated.~~
- ~~— use discretion in selecting type and timing of cheers to stimulate sportsmanlike crowd~~



~~—response.~~

- ~~4. give encouragement to injured players and recognize outstanding performance by either team.~~

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!

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

**USE OF GRADE 7 AND 8 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 may not displace 9<sup>th</sup> grade students on 9<sup>th</sup> grade level teams, unless there are safety concerns. In the case of safety, the Activities Director will help make the determination.

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

**Category I Activities:**

1. Sports - football, soccer, volleyball, basketball, boys' hockey, wrestling, baseball, golf, tennis, track and boys' lacrosse.
2. Fine Arts Activities - Speech, debate, one-act play, high school musicals/plays, band and choir.
3. Grade 7 & 8 students will participate at the middle school and in organized programs external to the school (e.g. hockey).
4. An exceptional athlete/participant in grade 7 or 8 will be allowed to participate at the varsity (includes junior varsity) level according to the process set forth in this policy. .
5. *7th and 8th graders will not displace a junior or senior, especially if a sport makes roster cuts.*
6. *Athletes cannot move up to the next level unless there is a danger of not being able to field a team. In that case, 8th graders can move to 9th grade but not jump 9th graders. 9th graders will be moved up before an 8th grader.*

**Category II Activities:**

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

**Criteria and Process for Approval of Exceptional Athlete(s)**

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. Requests are limited to the rare exceptional athlete/participant. *Athletes cannot move up to the next level unless there is a danger of not being able to field a team. In that case, 8th graders can move to 9th grade but not jump 9th graders. 9th graders will be moved up before an 8th grader.*
2. Requests may be made by the middle school coach, AD or the high school coach.
3. All requests will be considered by the: parents, student, coaches (present grade level coach and high school coach) and administration. A unanimous approval is required of all parties. Final approval is made by the Activities Director.
4. Consideration of all requests will be based on the social, psychological, educational, and physical best interests of the

student.

5. The application and approval for an exception must be in place prior to the fourth Monday of the affected sport season.

**ACCIDENT-INJURY REPORT:** Coaches must report all injuries to athletes which require medical attention. This means any injury for which an athlete goes to the doctor. This covers injuries in either practices or games. You may fill out the “Accident Report” form yourself or just give the appropriate information to the athletic trainer or school nurse. The nurse/athletic trainer may then fill out the form and return it to you for your signature. The form is then given to the Activities Director who signs it and forwards it to the nurse. The nurse sends it to the central office where it is kept on file. The reason for this is to have records for insurance purposes. Signing this form does not admit liability. (A sample form is located in Appendix B)

**\*\*\*NOTE: This is to be done the day of or the next day following an injury.\*\*\***

**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.

**ACTIVITY ACCOUNTS:** Each sport or activity may have an activity account. This account is part of the General Fund budget for our athletic and activity programs. These accounts are administered by the Activities Office and the High School Principal’s Office. No school district funds are budgeted for these accounts. All revenue is from fundraising by, or donations to a particular activity. These funds can be spent at the discretion of the head coach or advisor (in consultation with the team members) and upon approval of the Activities Director and/or the High School Principal. Any supplies, materials, equipment, or other expenditures from the Activity Account must be approved prior to ordering.

There are many acceptable expenditures which can be made from these accounts with the general rule that money in these accounts must be spent for the direct benefit of the students. Expenditures could include transportation for scrimmages; purchase of equipment, materials or supplies not budgeted for through the General Fund; food or beverages for a team or parent gathering or meeting; awards for invitational tournaments, etc. School District employees cannot be paid any salary from Activity Account funds. Any questions on acceptable expenditures should be directed to the Activities Director. All activity accounts must maintain a balance in the “black” at all times.

**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 schools and prohibiting advertising that would alter or change the schools’ curriculum. Advertising is sold in the community to assist in the publication of game programs and as a fundraiser for the Northfield Booster Club. The NBC controls these sales. Any other contacts for advertising or other types of fundraising within the community must have the prior approval of the Activities Director.

**ANNUAL REPORT:** The Head Coach/Advisor of each sport/activity is required to turn in a completed [Annual Report form](#) within two weeks of the conclusion of the season.

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

1. The following factors shall guide each coach/advisor in the granting of awards:
  - a. Amount of actual varsity contest participation or specific contribution to a team such as scoring a specific number of points or placing at a specific level in competition.
  - b. Length of time spent in practice and faithfulness in attendance.

- c. Number of seasons engaged in activity (3 years, including the senior year, qualifies for a letter).
  - d. Attitude toward self-improvement, team play and general practice regulations and procedures.
  - e. Observance of training and academic regulations.
  - f. Special factors such as injuries, illness, etc.
  - g. General conduct - sportsmanship in all school activities including athletic and non-athletic activities.
2. A student manager earns a letter award for one season of service.
  3. Head Coaches shall explain to their squad the rules and regulations for earning an award at the beginning of each season.
  4. When writing requirements, use percentage figures for expressing "playing time." An example would be "51% of the quarters," as opposed to 20 quarters.

Any questions regarding specific requirements or policy in this area should be directed to the Activities Director.

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

- **Participation Certificates:** Awarded to anyone who successfully completes a "season" and who **does not** earn a letter. This certificate will be the same for all sports and activities.
- **Letters:** A chenille "N" will be awarded the **first time** that a student meets the criteria for lettering in a particular sport or activity. Chenille Letters for athletics and activities will be identical. **Every time** a student earns a letter they will receive a letter certificate. There will be separate certificates for athletics and activities.
- **Metal Pin Inserts:** Upon earning a letter for the first time in a particular sport or activity, the student will be awarded a gold pin insert designating that particular sport or activity.
- **Metal Bar Inserts:** Upon earning a subsequent letter in the same sport or activity, the student will be awarded a metal bar insert. The first bar will represent a second letter in the same activity, the second bar a third letter, etc.
- **Captain's Awards:** Captains will receive a captain's certificate and a metal star insert for each "season" in which they are elected as a captain. The selection of captains is covered under special awards.

**State Letter:** A specially-designed, white letter "N" with the word **"STATE"** will be awarded to those who qualify for the MSHSL state tournament or earn all state. Coaches' Association True Team State does not qualify for a white "N." 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**

## SPECIAL AWARDS

<u>Award</u>	<u>Sport/Activity</u>
● 12 Season Athlete	<del>Cheer Team</del> , all Varsity Teams
● Captain(s) Certificate	<del>Cheer Team</del> , all Varsity Teams
● Most Valuable Player	<del>Cheer Team</del> , all Varsity Teams
● Outstanding Female Senior Athlete	Individual and Team Sports
● Outstanding Male Senior Athlete	Individual and Team Sports
● Booster Club Scholarship	Senior Athlete
● Raider Award	Senior Athlete
● MSHSL Triple A Award Winners	Senior Student/Athletes (one male/one female)

### Method of Selection

1. 12 Season Athlete – Successfully completed 12 athletic seasons grades 9-12 at NHS.
2. Captains

- a. Captains may be designated prior to the season, at the end of the season, or after the season for the following year. Note: Students don't need to be a team captain, to be a team leader.
  - b. If captains are elected by the members of the team, those elected are to receive the awards (certificate and pin) at the end of the season.
  - c. If captains are not elected by the team, the coach will determine who is to receive the award.
  - d. Up to three individuals may receive the captains award.
3. Most Valuable Player (Given at the individual sport banquet)
  - a. MVP awards are elected by the members of the varsity team/group. One (1) athlete shall be designated for the Most Valuable Player Award. Upon the vote of the varsity team, the team may choose not to recognize a MVP. Any student who has been voted team Most Valuable Player, and has served a chemical eligibility, code of responsibility, or academic suspension during the academic year will not be recognized for this award at the team banquet.
4. Outstanding Female and Male Senior Athlete
  - a. The Activities Director will provide names of all senior athletes to varsity head coaches previous to a meeting where the election takes place.
  - b. Varsity Head Coaches will then make nominations in writing using the nomination form. This list of nominees will be sent to all Head Coaches. All coaches can then gather background information on athletes they coach. This information will be shared at the selection meeting.
  - c. Varsity head coaches shall nominate, second, and elect the awardee.
  - d. Written documentation of accomplishments shall accompany each nomination.
  - e. Varsity head coaches shall be given an opportunity to discuss the nominees at a meeting.
  - f. The election shall be by secret ballot. Ballots will be distributed and counted at a meeting of head coaches. Each head coach shall have one vote. A coach who is the head coach of more than one sport may have an assistant attend and vote as a representative for additional sports they coach. Absentee votes will not be accepted unless prior approval is given by the Activities Director. Head coaches who cannot be in attendance may be represented by an assistant coach upon approval of the Activities Director. If an even number of head coaches are voting the AD will also participate in the voting process.
  - g. Special consideration may be given to athletes whose participation is limited due to athletic-oriented injuries.
  - h. A candidate must receive 51% or more of the votes cast in order to receive the award.
  - i. Qualifications - Outstanding Female and Male Senior Athletes - based upon athletic ability, performance and other subjective criteria such as character and contributions to the team.
    - i. A candidate must be a senior letter winner in at least one sport.
    - ii. Performance in individual sports may be considered when voting for the team award and performance in team sports may be considered for the individual award.
    - iii. Individual sports are those sports when participants may qualify for state as individuals.
    - iv. Team sports are those when the only way to qualify for a state tournament is when an entire team qualifies.
5. Northfield Booster Club Scholarship
  - a. 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.
  - b. 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.
  - c. Involvement in RALIE, LOA, or other student leadership organizations is preferred.
  - d. The Universal Scholarship form provided by the NHS Guidance Office is used as the application form.
6. Raider Spirit Award
  - a. Nominees must be a senior who has participated in this sport for at least 3 years (others may be considered upon the recommendation of the Head Coach and approval of the Activities Director and Selection Committee).
  - b. Award is given to motivate and to recognize students who do not qualify for other awards and recognition.
    - i. Criteria: Team Player, Coachable,
    - ii. Supportive of Teammates, Supportive of Coaching Staff, Abides by all team and school rules, Exhibits good citizenship both in and out of school,

- iii. Respectful of opponents and officials, Exhibits good sportsmanship,
- iv. Maintains a positive attitude, Excited about the accomplishments of teammates and others,
- v. Participates and has a great attitude towards all aspects of the program: practices, games, team gatherings, team meetings, etc.,
- vi. Goes the extra mile -- helps with picking up equipment, volunteers for extra duties, assists coach when asked or even if not asked, etc.
- vii. Nominated by head coaches, screened by sub-committee, voted upon at Coach's Advisory Council for award.

**AWARD PROGRAMS:** 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. (No alcohol may be provided or consumed at an end of season banquet.)

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.
- When scheduling this program, the head coach/advisor is to coordinate the date, time, location, with the Activities Office.
- 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.

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

**AWARDS FOR ACTIVITIES:** All activities under the supervision of the Activities Director will use the awards system as described on pages 18-19. Each advisor/director should have the requirements for the awards given for their activity on file in the Activities Office. Letter awards are to be made with requirements for such in accordance with page 18 of this handbook.

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

## **UNEXCUSED ABSENCES**

Examples of unexcused absences include, but not limited to:

- alarm malfunction
- drivers training
- needed to help at home
- babysitting
- missed bus
- senior skip day

- personal (no reason given)
- overslept
- senior pictures
- shopping
- visiting
- work
- personal grooming
- leaving school without checking out with the Student Service or Health Office

Unexcused absences are considered to be trancies by county officials. If the student has excessive unexcused absences with excessive trancies, he/she may be petitioned to the county under Minnesota Statute 120A.34. Leaving school without permission is considered to be a truancy.

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

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

\*Students with unexcused absences or trancies will be given appropriate consequences by their Assistant Principal. Consequences will be progressive with succeeding unexcused absences and trancies.

### **EXCUSED ABSENCES**

Situations arise in which a student will have to be excused from school. Examples of excused absences include, but not limited to:

- illness\* (see note below)
- prearranged military visit
- suspensions
- family vacations\*\*(see note below)
- family emergencies
- school directed activities
- one-day college visits
- extreme weather (that create unsafe conditions)
- bus transportation problems
- religious holidays (approved by the school board)
- counseling appointments
- doctor/dentist appointments
- driver's test
- court appearance

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

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

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

**EXCUSED/UNEXCUSED ABSENCES** Excused absences include - illness 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 Unexcused tardiness for more than fifteen minutes is considered an unexcused absence.

## **ATTENDANCE AT LOCAL, CONFERENCE, REGION (SECTION) AND STATE MEETINGS:**

All head coaches/advisors are expected to attend all Coaches Advisory Council or Activities Advisory Council meetings as called by the Activities Director. The CAC and AAC will meet at least once per year. Additional meetings may be called if necessary. These meetings will be held at times which do not conflict with your activity or athletic obligations. Your attendance at these meetings is important in order for the Activities Department to conduct its business in an orderly fashion and to ensure a high level of communication among staff members. These meetings are also your opportunity for input into our program. All coaching or activity staff members are expected to attend any special coaches/advisors meetings which may be called. These will only be held on an occasional basis. All head coaches/advisors are expected to attend all conference, regional, sectional and state meetings to which they are invited. If it is not possible to attend you are to contact the Activities Office. If possible, an alternate (assistant coach) should attend in your place. If this is not possible other arrangements may have to be made. It is extremely important for your programs and the students involved in your programs that you attend these meetings both to give input as well as to keep abreast on conference, regional and statewide affairs.

**All coaches must complete the Continuing Education Requirements (CER's) per the Minnesota State High School League's instructions. In addition, Head Coaches must meet the State Statute to be a head coach in Minnesota, again, per the MSHSL requirements.**

**BUSING POLICY:** Regular school buses will be the norm, but at times when it's prudent, motor coaches will be used for transportation. Reasons for a motor coach include, but are not limited to:

- a.) ~~the length of trip.~~
- b.) the number of participants to be transported.
- c.) equipment to be transported with the team.
- d.) ~~necessary wifi for homework. (Coincides with length of trip)~~
- e.) ~~Distance to non-conference events is a consideration in determining whether the activities budget will pay for all or partial bus costs.~~

**CANCELLATION OF A SPORT OR ACTIVITY SCHEDULE:** Cancellation of a sport or activity schedule could occur for reasons such as inability to hire a qualified coach, insufficient number of student/athlete participants or inability to secure a sufficient number of contests. The definition of "insufficient number" can vary according to the sport/activity involved. This number will be determined by the head coach/advisor, activities director and building principal.

**COACHING OF STUDENTS DURING SUMMER VACATION PERIOD:** A student may compete as an individual or as a member of a non school team even though competing on a high school team in the same sport. Students may receive coaching by their high school coach during the summer (June 1-July 31), but must adhere to the MSHSL summer "blackout period." Coaches may coach their athletes on teams or at camps during the summer vacation period, provided the coach has the proper waiver forms on file in the Activities Office. This coaching contact shall end on July 31 unless an extension is granted by the Activities Director, as allowed by the MSHSL policy. Penalties for breaking this rule are similar to that for violating chemical eligibility rules, and are outlined in the permission forms which students and parents must sign prior to participation. A student may not use any type of high school uniform. Balls may be issued at school administration discretion. Goalie equipment may be issued for summer use.

**CAPTAINS PRACTICES:** Coaches/Advisors are not to organize "Captains Practices." Any practice organized by a coach/advisor or located on school property is a regular practice and the coach/advisor must be in attendance, providing proper supervision. Student/Athletes may not organize practices/workouts on their own which are held on school district property. All coaches are expected to follow the MSHSL rules in regard to out-of-season coaching in the strictest sense.

**CHEERLEADING:** ~~Cheerleaders are expected to be a positive representative of our school and athletic program. They are to have a positive influence on both the team and the fans at athletic contests. Cheerleaders for fall sports shall be selected in the spring and cheerleaders for winter sports shall be chosen in the fall. The number of cheerleading squads shall depend upon the number of girls who try out and are able to cheer at an acceptable level. Students (or others) who are not members of the cheerleading squad are not to be in uniform and are not allowed to lead cheers as a cheerleader or with cheerleaders.~~

~~**CHEERLEADERS PROVIDING REFRESHMENTS:** Cheerleaders are not to pay for or to raise money to pay for refreshments for the players. If teams would like the cheerleaders to provide refreshments, they may collect money from the players or parents of players. The cheerleaders can then take this money, purchase the refreshments and serve it to the players. Players are not to expect or to exert pressure on the cheerleaders to provide the refreshments.~~

**CLINICS/WORKSHOPS:** All coaches/advisors are ~~strongly~~ encouraged to attend clinics and/or workshops regarding their sport/activity. Coaches/Advisors are expected to “keep up” with the changes and developments in their sport/activity. The Activities Department is provided with a budget for attending one in a state clinic. There is also a separate mileage account that will be used to reimburse for travel. The budget will not pay for hotels or other meal costs associated with a clinic. Head Coaches/Advisors are also encouraged to hold local clinics/workshops for lower level coaches/advisors.

**COACHES ASSOCIATION:** All coaches are encouraged to join the Minnesota State High School Coaches Association (the school district covers the cost of membership for head coaches). This provides an opportunity to stay informed and have a voice on issues affecting your particular area as well as high school athletics in general, provides additional liability insurance, and allows the opportunity for our students/teams to be recognized for both athletic and academic success. Advisors are also encouraged to join their respective professional organizations.

### **COACHES/PROGRAM ASSESSMENT**

**Purpose:** All of us need feedback concerning our performance. Feedback helps us to feel good about ourselves; helps us to recognize what we do well; and helps us to become more effective in what we do. The intent of this program of assessment is to do just that. The ultimate goal is to help coaches maintain and improve the instruction athletes receive. Other purposes of this assessment system include:

1. Creating a climate to achieve individual improvement and advancement.
2. Affording opportunity to identify and give recognition to quality coaching and instruction.
3. Identifying the need for means of improving the quality of performance of a total staff.
4. Providing the information required to support a coach against accusations which question his/her ability to coach.
5. Providing for exchange of ideas and creating an avenue of communication between the coach and the activities director.
6. Assuring the school administration that quality coaching is a responsibility shared by the entire coaching staff and that this staff is to be accountable for the quality of performance.

**Informal:** Programs and coaches will be assessed on an informal basis continually. This could include drop-in observations, game situations and conduct, duties and responsibilities, etc.

**Formal:** A formal assessment of the coach and the entire program will take place at least once every three years. This assessment will include the following:

1. Head Coach completes a self-evaluation.
2. Players/Parents complete a survey.
3. Activities Director completes a formal evaluation consisting of:
  - a) Same evaluation form as head coach.
  - b) Identification of strengths, and areas of growth.
  - c) Target 2-4 areas of growth (if necessary).
  - d) Develop a plan for improvement (if necessary).

**During Two “Off-years:** The head coach will evaluate assistant coaches and continue to work on the established improvement plan (if so identified), and have a post-season conference with the Activities Director.

**Evaluation of AD:** As part of this assessment process the Activities Director is also assessed every three years, by a random sample of constituents with whom the AD works. The Building Principal also conducts an assessment of the AD, per the School District’s requirements.



**COACHES - CHILD CARE:** Coaches are hired by the district to coach our students/athletes. Care for your own children must not interfere with this duty. In general, coaches are discouraged from having their children at practices/games on a regular basis. There are variables which affect this decision such as age of the children, the nature of the sport being coached, when and where you practice, etc. Coaches are to consider the following:

- 1) safety of your child or children;
- 2) the effect they have on your performance, concentration;
- 3) safety of the student/athletes you are coaching;
- 4) the effect or concern it causes for other coaches you work with;
- 5) the effect it has on your athletes;
- 6) the message it sends to athletes and parents as to your dedication or commitment to your sport. When having children at practices/games is causing a problem it will be dealt with and will be handled on an individual basis.

**COACHING GUIDELINES:** There are a number of rules and policies of the Minnesota State High School League by which our programs and coaches must abide. All coaches are responsible to know and follow these rules and regulations.

**CO-CURRICULAR COMMITTEE (CCC):** This committee, made up of administrators, teachers, and the Activities Director, reviews the responsibilities and requirements associated with the approved co-curricular assignments and recommends appropriate levels or adjustments in salary for specific positions. All co-curricular salaries have been established through this committee. In addition, new positions are reviewed by the CCC as well. Concerns regarding relative pay level for a specific position or appropriate pay levels for new positions should be brought to this committee. The co-curricular pay schedule in total is established through the negotiations process. Recommendations for changes can be brought to the co-curricular committee who will then make recommendations to the Board of Education.

**CONFERENCE POLICY MANUAL:** The Big Nine Conference publishes a Conference Manual which is updated annually. All coaches and advisors are expected to read and be familiar with this manual and in particular with policies affecting their sport or activity. [Manuals are available online](#) and in the Activities Office.

**DISMISSAL (EARLY) PROCEDURES:** There are times when it is necessary for student/athletes to be dismissed early. The actual time of dismissal will be determined by the Activities Director depending upon departure of the bus. The Activities Office will send out a master list for the entire season which will include date, destination, time of departure and time of dismissal. Along with this list will be a list of all participants. These lists will be distributed to all teachers and will be used by them to determine who is dismissed early. It is the responsibility of the coach/advisor to keep the Activities Office informed of changes in the list of participants. If new students join a team or if students quit, this must be indicated on the daily attendance list. Coaches must also notify the Activities Secretary of dismissal times if Middle School students are involved in their program. Communication with the Middle School Attendance Office is critical and the communication should come from the Activities Secretary.

NOTE: Any request for early dismissal other than those on the master list must be approved by the Activities Director.

## 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
Science Olympiad	Band	Choir	Orchestra
Knowledge Bowl	Drama	RALIE	<del>Cheerleading</del>
	Speech	Mock Trial	Rock 'n Roll Revival

## Academic Eligibility Policy-Adopted June, 2019

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

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

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

**Chemical Eligibility Rules-adopted June 2008**

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

### **POLICY**

- A. Any student who is assigned in-school suspension or out of school suspension for any time period shall not participate in student activities that day or evening.
- B. Activity participants are required to make a strong academic effort in the classroom. In addition, student-athletes and activity participants will demonstrate respect for teachers and fellow students, positive attitudes, sincere efforts and good attendance. This expectation applies both to in season and out of season student-athletes and activity participants.
- C. Activity participants are expected to be trustworthy. It is absolutely necessary to have team members that can be trusted in the locker room, on the field, court, pool or gym, stage, on the bus to and from events and anywhere else he/she is a part of team activities. Activity participants indicating they cannot be trusted may be dismissed from that team.
- D. Activity participants representing Northfield High School are expected to conduct themselves in a manner that will allow their team, coaches, school, parents or community to be proud of them. Behavior that negatively impacts the reputation of the school and/or community at any time or anywhere will not be tolerated. Gestures or comments, disrespect, defiance, insubordination towards teammates, game officials, opponents, coaches, spectators, school personnel, etc. will not be tolerated.
- E. Activity participants are expected to demonstrate good citizenship and behavior in the community at all times. Behavior should be positive so that it brings credit to the student-athletes, activity participants, their activities and their school.
- If it is determined that a student-athlete/activity participant demonstrated negative behavior in the classroom, an activity in or out of school, or in the community, consequences may be imposed. When such behavior does occur, the coach/advisor, activities director and assistant principal will discuss the matter with the student.
- Depending on the visibility and the seriousness of the incident, consequences may include any combination of the following: suspension from games, practices, loss of letter points, loss of captain's position, dismissal from a team or activity, in-school or out of school suspension. A penalty may count in the sequence of MSHSL violations.

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

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

### **STEROID AND SUPPLEMENT POSITION**

Students should not use creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA) [www.wada-ama.org](http://www.wada-ama.org) except under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations.

In order to minimize the health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches will not dispense any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

### **STUDENT/COACH EJECTION FROM A CONTEST**

Penalties:

Any student or coach disqualified from an interscholastic contest by game officials will be ineligible at the minimum for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition. The second violation carries a minimum of four (4) regularly scheduled game/meet ineligibility. If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season.

**Student:** Anytime a student-athlete is ejected from a game/meet, he/she cannot participate the remainder of that day. The student is also suspended at the minimum from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

Consequences greater than the minimum penalties may be imposed depending on the reasons for ejection.

**Coach:** Anytime a coach is ejected from a game/meet, he/she does not coach the remainder of that day. The coach is also suspended at a minimum from the next scheduled, rescheduled, or contracted date at that level of competition and all game/meets in the interim at other levels of competition.

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

**EMERGENCY CARE PLAN:** An Emergency Care Plan will be developed for each sport (and level). See Appendix for copy of form (Anyone Can Save a Life). This is to be completed within the first week of practice and is to be on file with the Activities Office, and posted in the coach's office for that sport and a copy should be in each 1<sup>st</sup> aid kit. This plan must be reviewed with the team.

#### **EMERGENCY CARE PROCEDURES:**

- I. Administer immediate first aid
  - a. control bleeding
  - b. cardio-pulmonary resuscitation
  - c. treat for shock
  - d. fractured bones
- II. **Notify Parents**
- III. Call 911 - if parents cannot be reached and/or there is a medical emergency (head, neck, back, breathing, bleeding, internal injuries, shock or fracture or if unconscious).
- IV. If there is any doubt as to the seriousness of the injury and/or the injury is to the neck, back or pelvic area **DO NOT MOVE THE ATHLETE** - wait for emergency medical personnel to arrive.
- V. If the athlete must leave the field or court, he/she should be accompanied by a coach or parent. If you are the only coach, suspend the practice or game until another responsible staff member can observe and care for the injured athlete.
- VI. Report the injury to the following as soon as possible:
  - a. Activities Director - call at home if necessary.
  - b. If the Activities Director cannot be reached, contact the building principal.
  - c. Contact school nurse no later than the next day so that a District Accident Report form can be filled out.
- VII. All coaches are strongly encouraged to keep a written record of all reported injuries and the treatment administered.

**AT NO TIME SHOULD AN ATHLETE WHO HAS BEEN UNCONSCIOUS BE ALLOWED TO COMPETE OR RE-ENTER A GAME OR PRACTICE OR BE ALLOWED TO GO HOME UNATTENDED.**

**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. 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). Under no circumstances will these practices begin before the ending time of the normal school day. Middle School activities (practices/games) will not be held.

**END OF SEASON OBLIGATIONS:** Approximately two weeks prior to the end of each season, a memo is sent out describing the end-of-season obligations of all coaches. This memo includes the details of each obligation. Head Coaches and/or Advisors are expected to complete these obligations within two weeks after the end of the season. If this timeline cannot be met, the Activities Director should be contacted. End-of-season obligations include the following:

- Letter and Numeral Awards and Participation Certificate
- Annual Report - Varsity only
- School Records Updated - Varsity only
- Inventory of Equipment
- Return of all other equipment checked out: stopwatches, etc.
- Check all players' lockers to be sure they have been cleaned out
- Schedule a meeting with the Activities Director to discuss past season, personnel, and future needs and recommendations
- Schedule Awards Program
- Turn in a list of students who have outstanding equipment.

**EQUIPMENT POLICY:** All coaches and advisors are expected to keep accurate records of equipment checked out to students. Students who do not turn in equipment at the end of the season will be charged a fee to replace the equipment. Students will not be issued equipment for any other sport or activity until they have met their obligations from the previous sport or activity. If students do receive equipment before it is discovered that there is outstanding equipment, they will not be allowed to participate until the equipment has been returned or paid for. In order for this policy to work, all coaches must keep accurate records and must communicate with the Activities Office in a timely fashion. Prior to the end of the season you will be sent a form to use indicating who has outstanding equipment. Please keep the Activities Office informed when these athletes do return their equipment. The equipment form (sample in Appendix B) should be used to keep track of equipment which is checked out. If this policy is to be successful, we must be sure that student/athletes are aware of the policy and we must be consistent in administering the policy.

**EXPENSE AND MILEAGE REIMBURSEMENT:** Coaches and Advisors may receive mileage and expense reimbursement when attending workshops, clinics, meetings or other similar events involved with their sport or activity. In order to receive this reimbursement, you must fill out the appropriate form, list the event you attended, site, mileage, date, etc. This form can be picked up and turned in to the Activities Office. Upon approval by the Activities Director, you will receive payment directly from the business office. Such reimbursements will be made in accordance with School District policy.

## **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'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 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.

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

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

**REFUND:** A student who quits a sport/activity, for any reason, prior to the first contest or public appearance may receive a full refund. (Note: Refunds will not be processed until 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 first practice date through the first scheduled game of postseason competition).
- d. Refunds must be requested during the academic year of the activity.

**FOOD IN LOCKER ROOMS:** All coaches are expected to inform their team members that no type of food product is to be kept in the locker room. Coaches are also expected to enforce this rule. This rule is necessary in order to keep the locker rooms clean and free of roaches, etc.

**FUNDRAISING – HANDLING OF FUNDS:** The following rules shall be followed in regard to fundraisers and the handling of Activity Fund money:

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.
  - a. No checks or cash are to be spent or used for any purpose.
  - b. When possible, use RevTrak to conduct financial transactions. This is a district platform where families use a credit card instead of paying with cash or checks.
3. Resale Items: All money is to be turned in promptly to the Activities Office for deposit in the appropriate Activity Fund account.
4. Gift Money, Memorials, etc.: These, likewise, are to be run through the Activities Office and will be handled through the appropriate Activity Fund account. Consult the Activities Director ahead of time on matters such as these.



5. **Gift Cards may NOT be purchased from Activity Account funds.** In addition, only expenditures for students are allowed using Activity Account monies. Gifts for coaches are not allowable via Activity Account funds.
6. Under no circumstances should money be collected or spent without it being “run through” the activity account and the appropriate procedures.

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

**HEAT AND COLD RECOMMENDATIONS:** We will follow the [heat and cold recommendations from the MSHSL](#). There are guidelines for both practice and competition.

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

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

**INVENTORY:** At the end of the season, each head coach is expected to turn in a detailed, itemized inventory of all uniforms, supplies and equipment for that sport or activity. Forms are provided. While taking the inventory, coaches are to add any new items purchased and to delete any items disposed of. Missing items should be accounted for. Coaches are also asked to indicate the condition of items as they are inventoried. This enables us to keep a year by year record of all uniforms, equipment and supplies and is also very helpful during the budgeting process. This inventory is expected to be completed within two weeks after the completion of the season. (A sample form is located in the Appendix B). All uniforms, equipment and supplies are to be stored in a neat and orderly fashion. All uniforms must be clean. Anything needing repair should be brought to the attention of the Activities Director.

**KEYS AND BUILDING ACCESS:** There are various keys needed by coaches. All key requests are made by coaches to the Activities Director.

- The Activities Director reviews the request(s) submitted for approval to the Head of Buildings and Grounds.
- The coach will check the key out from the Head of Buildings and Grounds (his/her secretary). Keys may be kept from year to year, however, coaches and advisors are asked to keep close track of their keys.
- Any lost or missing keys should be reported. All coaches and advisors must be aware that the High School doors are locked when custodians are not on duty.
- The building will be open from 6:30 a.m. to 11:00 p.m. on days school is in session and on Saturdays typically from 3:00-11:00 p.m. during the school year.
- On days when school is not in session, check to see if the building will be open. If it is necessary for you to get into the building at a time when it will not be open during your season, you may use your school issued badge. Your badge will open the Lower Cafeteria entrance (Door #10). Coaches badges will be disabled at the conclusion of your season.
- Some coaches may need their badges to work at other school district buildings as well; coaches must inform the Activities Director of this possibility and access will be requested.
- Students and coaches can then access locker rooms and coach’s offices. In order to access the building when it is not “open”, you must have a security code and know how to use the security system. Whenever using the building, **it is imperative that the building is secured when you leave.** Be sure all lights have been turned off and all doors are locked



- Coaches' Badges will not be active to enter the building in off hours outside of the season.

**LOCKS AND LOCKERS:** Any athlete may get a lock from the Activities Office by paying a \$10 refundable deposit. Only school-issued locks are allowed in the locker rooms. Both lockers and locks must be recorded by number and serial number respectively. Each particular sport or activity will be given a specific area of the locker room to which the athletes are to be assigned. Head Coaches/Advisors will have access to combinations of the locks and will also have access to a master key to allow them to enter any locker as may be necessary. **It is absolutely imperative that these combination lists and keys are kept safely and out of the hands of students or other individuals not on the staff. Under no circumstances should a student use a key or look at lists of combinations.** Keys and combinations can be obtained in the Activities Office. At any time athletes may turn in their lock and receive their \$10 deposit. It is the coach/advisors' responsibility to be sure that lockers are emptied and all equipment is returned. Locks left on lockers at the end of the school year will be confiscated.

**LAUNDERING OF UNIFORMS:** Team members are responsible for cleaning school-issued uniforms. All uniforms should be clean when turned in. Uniforms may be sent out to be cleaned. Contact the Activities Director when this service is necessary.

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

**MEALS, LODGING AND OVERNIGHT TRIPS:** Any meals and lodging expenses must be paid by the coaches/advisor and/or athletes. The only exceptions to this are for those participating in state tournaments; coaches using budgeted money when attending clinics and/or meetings; or use of Activity Account money. When involved in a state tournament, head coaches/advisors should obtain a cash advance from the Activities Office. The standard amounts allowed for breakfast, lunch and dinner are \$5.00, \$7.50 and \$14.00 respectively.

- Coaches/Advisors who schedule events located a long distance from Northfield or desire to take "overnight" trips **must make arrangements in advance** with the Activities Office. Financial arrangements must be made, parents' permission obtained and other details arranged well in advance in order for such a trip to occur. In most cases all costs must be paid for by the students – either personally or through fundraising efforts.
- NOTE: There is a special [form to use when making trip arrangements and seeking approval for such a trip](#). There is a second form to use to obtain parental permission for any overnight or "extended" trip. This form must be signed by student and parent and be on file in the Activities Office prior to departure.

**OFFICIALS:** Officials for all contests are scheduled through the Activities Office; typically the officials are scheduled for the entire season prior to the first game of the season. The Activities Office confirms with the officials the day before or the day of the scheduled event. If an official does not show up contact the Activities Office or the Administrator supervising at that contest (if there is one). The next step is to contact the Activities Director via cell phone. If none of these steps results in a solution, coaches will have to use their best judgment. Possibilities include going with less than a full set of officials (for a varsity game there is a minimum number of officials required, per the MSHSL) or, if absolutely necessary, the game would have to be delayed and eventually postponed. These decisions should be made in consultation with the opponent and with NHS administration if at all possible. Games should be postponed only as a last resort and after consultation with the Activities Director if at all possible. If one of these situations occurs, be in contact with the Activities Office after the contest so that proper people are paid and follow-up on the incident can take place.

~~(Verification for payment cards "vouchers" must be filled out and turned in to the Activities Office as soon as possible after the contest so officials can be paid). The vouchers are usually handled by a site manager, administrator, but not in all cases. Sometimes the head coach will need to take care of getting the vouchers to the officials and then returning them to the Activities Office.~~

**OPEN GYMS:** Coaches are allowed to hold open gyms both in and out of season. However, they must meet the definition of open gyms as stated in the MSHSL Policy Manual. Basically these events must be **open for a variety of activities** and must be **open to all students**. There cannot be any specific coaching being done. There **MUST be a supervisor in attendance at all times**. Any open gyms must be scheduled through the Activities Office and in most cases a facilities use permit must be obtained.

**PARENT MEETINGS:** All head coaches are required to hold a parent meeting early in the season. These meetings may be held individually for each sport or they may be held in combination with one or more other sports. The main purpose of these meetings is to improve communication between coaches, players and parents. This is a great opportunity for coaches to outline their philosophy, coaching purpose, and their expectations for players and parents. You can also use this as an opportunity to explain and promote your program. Coaches should plan in advance so that these meetings can be held in a timely fashion. Many times this meeting will be scheduled along with the meetings for all of the other sports for that particular season. The Activities Office will be in contact with all head coaches when this occurs.

Topics which should be discussed with parents include the following:

- MSHSL Rules regarding eligibility (General Rules).
- MSHSL Rules regarding use of chemicals and coach's expectations.
- Rules regarding Academic Eligibility and Code of Responsibility. Include: that you will be monitoring
- their academics and perhaps obtaining GPA's and other academic information for team and individual
- awards.
- Practice and game schedules.
- Commitment expected from players and parents.
- Behavior policies and expectations - including NHS initiation policy.
- Team rules.
- Coaching philosophy (Coaching Purpose).
- Team goals and objectives.
- Philosophy in regard to playing time.
- Requirements for lettering.
- Expectations of parents and how they can help. Remind parents that their major role, and ours should be
- to make a student athlete's involvement in athletics a fun and positive experience. Speak with parents of
- how they can support their children and not get overzealous.
- Upcoming events during the season.
- Information on care of uniforms and equipment.
- Policy on returning equipment.
- Sportsmanship.
- Warning of risk and possibility of injury (waiver of participation form).
- Introduction of coaching staff.
- Answer parent questions (be sure to allow adequate time for this to occur).
- Encourage parents to communicate with their child first regarding questions, issues, etc. and then directly with you.
- Other areas you feel are pertinent to your sport/activity.
- Educate everyone regarding scholarships, professional athletic careers, publicity and awards versus
- participation for sociological betterment, self-esteem, competitive maturity and fitness.
- Student/Athletes' number one goal in participating in athletics is to have FUN!!!

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

expectations of the student/athlete in each sport. This plan must be acceptable to the Activities Director, coaches, parents and students before dual participation will be allowed. Detailed processes and procedures for this policy are available in the High School Activities Office.

**PICTURES:** All head coaches are responsible for following through with an established photo session (arranged by the Activities Office) with the designated photographer. Team and individual pictures will be taken of all levels, grades 9-12. Envelopes (available in the Activities Office) should be passed out to each team member at least one day in advance. All money and picture orders are to be handled by the photographer. Individual pictures in a variety of sizes may be purchased from the photographer.

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

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

**PRACTICES – WORKSHOP/INSERVICE DAYS:** Practices on workshop/in service days are not to be held prior to 4:00 p.m. unless the coach/advisor has received prior approval from his/her building principal the Activities Director. This rule does not apply to coaches/advisors who are not employed as teachers in the District.

**PRACTICES – PARENT CONFERENCE DAYS:** Practices on days of parent conferences must not take place during times conferences are scheduled unless the coach/advisor is not employed as a teacher in the District. Practices are also not to be held prior to 4:00 p.m. on these days unless the coach/advisor has received prior approval from his/her building principal. Once again, this does not apply to those coaches/advisors not employed as teachers in the District.

**PRIVATE LESSONS DURING THE HIGH SCHOOL SEASON:** Students may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport.

**PUBLIC RELATIONS/USE OF MEDIA:** We owe it to our programs and our participants to cooperate in any way possible to ensure that we receive as much publicity as possible. Head Coaches/Advisors are to be sure to report results to the following:

- a. Northfield News
- b. KYMN Radio (Northfield)
- c. KDHL Radio (Faribault)
- d. Minnesota.Scores.net – if appropriate
- e. Minneapolis and St. Paul Papers – if appropriate

All Coaches/Advisors should be sure to report results and recognize outstanding accomplishments over the morning announcements at the High School. This information should be emailed to the high school principal's secretary prior to 8:05 AM or can be sent in with a student. Coaches/Advisors should be alert for other possibilities to promote their programs and participants. Contacts to the local media can lead to publicity for specific purposes or events, but it will take the initiative of the coach for this to occur. Coaches/Advisors are expected to cooperate with both local and area media in honoring their requests for information regarding their teams, groups or programs. It is important that you provide this information in a timely manner.

**PURCHASING: NO** program purchases are to be made without prior approval from the Activities Office. If special needs arise it is the responsibility of the Head Coach/Advisor to present these needs to the Activities Director. All requests should be made during the budgeting process. However, occasionally special needs do arise. Coaches/Advisors at times are given permission to purchase some items themselves. For all purchases it's best to use school issued purchase orders, when possible. For everyone's protection, it is essential that we all follow-school district procedures when making purchases.

**RETIRED COACHES (honoring of):** Recognizing the service given and the dedication shown by coaches to the athletic program of the Northfield School District, the Coaches Advisory Council will recognize and honor retiring/resigning coaches. Those who qualify for the honor will receive a plaque recognizing the sports and years of service which they have provided. This plaque will be presented to the coaches at the Maroon and Gold Awards Reception. In order to qualify a coach must meet the following criteria:

1. Coach in any athletic program, grades 6-12, sponsored by the Northfield School District as either a head or an assistant coach.
  - a. Coach for at least ten seasons in one or more sports.
  - b. Years coached do not have to be consecutive in order to qualify for the award.

**SAFETY GUIDELINES:** (These are the responsibilities of all coaches)

1. Team Supervision: One of the prime responsibilities of a coach is the supervision of their team. This includes all games, practices, and pre/post game activities. No athlete should be using athletic facilities without a coach present to supervise them. The coach should be the first "member of the team" to arrive at the locker room/designated meeting site and be the last "member of the team" to leave. This responsibility cannot be delegated to a student manager, aide, equipment manager or a coach of another sport.
2. Facilities Inspection: Check all facilities you will be using for safety. This should include but is not limited to fields, gyms, activity areas, pools, rinks, courts, track, apparatus of all kinds, etc. Problems should be reported to the Activities Director.
3. Equipment Inspection: Check all equipment issued to players or used by players for safety. Particular care should be given when inspecting protective equipment. Report all problems to the Activities Director.
4. Fitting Equipment: The coach has the principal responsibility for the fitting of equipment. This role should not be delegated to managers or players. Equipment such as helmets must be fit according to manufacturer's instructions.
5. Training Kit and Ice: The coach should see that the training kit is properly stocked with first aid supplies. The kit must be readily available during practices, scrimmages, and games as does a cooler with ice.

**SCHEDULING:** The scheduling of all contests should be done in cooperation with the Activities Director. This applies to all contests scheduled, grades 7-12. Head Coaches/Advisors are asked for their input on establishing schedules. Feel free to discuss this topic with the Activities Director at any time. If you are contacted directly by another school, be sure to check with the Activities Office and have us finalize the arrangements. This is essential to ensure that we comply with MSHSL regulations and avoid conflicts with other events and the use of our facilities.

**SCHEDULING AND USE OF FACILITIES:** Any time you will be using any of the school facilities you should check in the Activities Office to be sure that the facility is available. Any use of school facilities after 2:45 PM (on a school day) requires us to obtain a building use permit from Community Services. This can easily be done and our programs have the first priority for use of facilities. The Activities Office will assist in obtaining these permits in season. Out of season, refer to procedures to request a facility permit below. Preferably, facilities are used when custodians are on duty. However, there are occasions when it is necessary for coaches/advisors and their teams/groups to use buildings at other times. This can be done but you must be sure to take the proper steps to ensure building security. Whenever using facilities when custodians are not on duty; be sure to receive clearance from the Activities Office.

- [Procedures to Request a Facility Permit](#)

## **Scheduling Conflict Resolution: Athletics and Music**

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

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

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

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

#### **ATHLETICS**

1. The athlete is a starter
2. The athlete is a likely sub
3. The athlete is not likely to play

#### **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
  - \* Absence of this athlete might
  - \* Band/Choir is a graded, curricular class
  - negatively affect game outcome

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

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

### **USING FACILITIES WITHOUT CUSTODIANS ON DUTY:**

1. You, the coach/advisor and employee of the School District, must be the person in charge. You must be the first to arrive and the last to leave.
2. Below is a list of duties to follow - without exception - when you are in charge of a building. The basic rule is to leave the building in better condition than you found it!
  - Schedule during regular custodial hours whenever possible.
  - Large group activities (concerts, dances, athletic contests, etc.) should always have a regular custodian on duty.
  - Activities using kitchens require kitchen employees and must have a regular custodian on duty.
  - Schedule space with Community Services to avoid double booking.
  - Be the first to arrive, last to leave.
  - Know location of AED's.
  - Keep users in the area assigned and avoid “spill over” to other parts of the

- Building. Secure entrance once the assigned group has arrived.
- Conduct general clean-up following the activity. Be sure to check locker rooms and bathrooms.
- Leave area in the same condition, or better than you found it.
- Double check that all lights are off, all doors completely shut and locked.
- Report any problems to Community Services and the Activities Director.
- If the building is not “open” and staffed you must have an ID Badge and know how to use the Badge and security system.

**SCRIMMAGES/LOWER LEVEL GAMES:** Scrimmages and other lower level games other than those scheduled by the Activities Office may be scheduled by the coach/advisor. Any such events scheduled must be cleared through the Activities Office. Facility availability must be cleared for home events and transportation must be arranged for out of town events. Transportation for such events must be paid for through an activity account or by a sports’ booster club, unless budgeted. ~~UNDER NO CIRCUMSTANCES ARE STUDENTS WILL RIDE ON DISTRICT APPROVED TRANSPORTATION TO DRIVE TO~~ **EVENTS LOCATED OUTSIDE THE SCHOOL DISTRICT’S BOUNDARIES (exception Clay Target).** When scheduling and running scrimmages, coaches are reminded of MSHSL Policy as it relates to scrimmages. Officials may not be paid and other rules or conditions must be changed so that the event is not conducted in the same manner as a game. Consult the MSHSL Handbook or the Activities Director if you have questions regarding this.

**STATE TOURNAMENT ATTENDANCE/EXPENSES:** ~~Coaches/Advisors are encouraged to attend the State Tournament of their respective sport even though their team is not participating. Coaches will be allowed to be released from teaching duties in order to attend tournaments but such absences must be cleared through the Activities Director and building principals. Normally the rule is that the coach/advisor may miss one day of classes to attend tournament events. However, this depends on the schedule of tournament games – time, location, etc. Therefore, requests for released time will be handled on an individual basis. Mileage will be paid for transportation to these events. Tickets may not be purchased through activity account money, but general fund monies may be used if budgeted for in advance. Other expenses are to be paid by the coach. Student/Athletes are also encouraged to attend State Tournaments of the activities in which they participate. They must follow school policy in regard to being excused from classes using advanced make-up procedures. Tickets may be purchased through the activity account. All other expenses must be paid for by the students. Coaches may not excuse individuals or an entire team to attend a state tournament if it causes loss of class time. Coaches not participating in the state tournament, but want to attend their sport’s state tournament, will need to obtain prior approval from the Activities Director and Building Principal. Coaches must use personal leave to do so. Expenses would need to be paid by the coach.~~

**STRENGTH-TRAINING PROCEDURES AND POLICIES:** All coaches and athletes are encouraged to use the Strength-training facility at the High School. This is open for general use after school from 3:15-5:15 on school days. The doors to this facility are to be locked at all times when it is not in use. Athletic teams “in-season” have priority in using the strength-training facility. **There MUST be adult supervision at all times** whether use is by individuals or teams. Particular concern must be paid to safety and to follow the rules which are posted and/or conveyed by the weight room coaches/supervisors. Those using the facility must establish and follow a specific program approved by the strength-training supervisor.

**SUPERVISION:** Supervision of athletes/participants is the most important duty of coaches/advisors. At **NO TIME** are athletes/participants to be left unsupervised. Any time that there is an official gathering of a team or group the coach/advisor or an assistant must be present. A coach/advisor must also be the **first person to arrive** and the **last person to leave** - this includes practices, games, open gyms, team meetings, social gatherings, etc. Any informal gatherings not supervised by a coach should clearly not be set up or directed by a coach and **must not** be held on school property. We must all be constantly reminded of our liability. If there is any doubt make sure that you or an assistant do supervise.

**SWIMMING POOL USE:** The Middle School swimming pool may be used by athletic/activity teams/groups. In order to use the pool it must be scheduled through Community Services. There **MUST be a CERTIFIED lifeguard on duty** and adult supervision as listed previously. Anyone using the pool must shower before entering the pool.

## **TICKET POLICIES/CONFERENCE AND REGION PASSES:**

**ATHLETICS:** Ticket prices, as established by the Big Nine Conference, for all regular season home athletic events are \$5.00 for students and \$7.00 for adults. Children not yet in school are admitted free and senior citizens (62 and older) are admitted at the student rate.

### **~~Passes:~~**

**~~Adult: \$75~~**

**~~Senior Citizen/Military: \$50~~**

**~~Student K-12: \$20~~**

**CONFERENCE PASSES:** ~~Issued High School Varsity Coaches of those sports where admittance is required.~~ One pass is good for admittance for two to any regular season athletic event at Big Nine Conference schools. ~~Additional~~ Conference passes may be available in the Activities Office and may be checked out by coaches. These passes may also be checked out for the purpose of scouting. All passes checked out should be returned after use so they are available to others. Those who need passes for scouting have priority over other users.

**REGION/SECTION PASSES:** Also available and can be checked out from the Activities Office. These passes are good for bearer and a guest. Other rules for the use of these passes are the same as for conference passes. With your cooperation there should be passes available for all legitimate needs. As staff members, you are encouraged to attend as many Northfield athletic and activity events as possible.

**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 \$7 for adults and \$5 for students. Admission will be charged for many concerts, with the price set at \$1 for students and \$3 for adults.

**~~PASSES FOR ACTIVITY EVENTS:~~** ~~All salaried personnel working on a production will receive two complimentary tickets, to be used by that person or their immediate family (or significant others). In order to manage the tickets and seating, it is necessary that these tickets be requested so that tickets may be set aside.~~

**PROCEEDS:** All proceeds from admissions to athletic events are deposited in a general fund revenue account. Indirectly all revenue is used to offset the costs of the athletic program. This is also true of all revenue generated from fees. Proceeds from activity events are used to offset the cost of that particular program or event. ~~This money is deposited in an activity account for that particular activity.~~

**TRAINING ROOM/TRAINER/SUPPLIES:** The Athletic Training Room is for the use of all athletic programs. All training supplies and equipment are stored in this room. Coaches have the responsibility to make sure they have the proper medical supplies and equipment available at all practices and games. The minimum is a well-stocked medical kit and ice. Stocked kits are available in the training room. If supplies are needed, the kit may be exchanged for one that is stocked. All kits should be checked in and out. Coaches should contact the trainer or the Activities Office if they are in need of any supplies not available in the training room and should budget for specific medical supplies needed for their program. **Students are not to be in the training room unless they are under the supervision of a coach or trainer.** Northfield High School employs the services of an Athletic Trainer(s). The trainer(s) will provide service in the training room after school and at many events. Exact training room schedules will be determined for each sport season. The trainer(s) is available to give free injury evaluations. This can be done during regular training room hours or with an appointment. This is an excellent first step when not sure whether or not the injury is serious enough to see a doctor. The trainer is available to establish both rehabilitation and injury prevention programs. They will also serve as a liaison between the coach, athlete, parent, and the medical profession. Coaches are strongly encouraged to take advantage of the services which are available.

**TRANSPORTATION:** The Activities Director will make the necessary transportation arrangements, including early dismissal of students from class, if necessary. Coaches will be able to view the transportation schedule on [www.Big9.org](http://www.Big9.org) and must communicate with the Activities Office secretary to make any adjustments. The complete season transportation schedule

will be ready to view prior to the start of the season; coaches should view the schedule and request adjustments well in advance. You will also receive a confirmation of the vehicle ordered the week prior to your trip. It is the responsibility of the coach/advisor to check this transportation schedule for accuracy of time, date, and type/size of bus(es). It is the coaches' responsibility to contact the Activities Office to verify and confirm any changes to the transportation schedule. Be sure to do this several days in advance of your trip. By following these procedures we eliminate problems or mistakes in the scheduling of transportation.

**TRAVEL RELEASES:** Student participants are to ride to and back from all contests and events with the team unless special arrangements have been made in advance with the coach and/or the Activities Director. On return trips students may ride with their own parents or the parent of a friend/teammate, only if the coach/advisor has written permission from the student's parents. This permission slip is to be kept by the coach/advisor for up to one week after the conclusion of the trip. There may be rare exceptions where students are allowed to leave with someone other than parents but only if cleared in advance with the coach/advisor and/or the Activities Director. Forms for this purpose are available in the Activities Office. (A sample form is in the Appendix B).

**UNIFORMS:** All athletic teams ~~and cheerleaders~~ representing Northfield High School shall wear school-owned and issued equipment and uniforms. All uniforms will use school colors unless special approval is granted. Any exceptions must receive approval from the Activities Director. All such-issued equipment and uniforms are the responsibility of the student/athlete. These uniforms are not to be worn for personal use. They are only to be worn for practices, games or other specific school activities, or to promote school spirit.

**VIDEO TAPING - USE OF AV EQUIPMENT:** ~~The Activities Department has the use of digital video cameras, tripods, video projection machines and a movie screen. Other AV equipment is available and can be checked out from the High School Media Center. Coaches/Advisors are all encouraged to use this equipment for the taping of games and practices (many teams have their own equipment as well). Videotape is an excellent teaching tool. Equipment which belongs to the Activities Department can be checked out through the Activities Office. Since many different programs are using this equipment, it is imperative that the equipment is properly cared for and is returned to the Activities Office immediately after its use. Blank digital video tapes (if needed) may be checked out through the Activities Office.~~

**VOLUNTEER COACHES/ADVISORS:** Volunteer coaches/advisors may be used at various levels of the District 659 activities programs, upon prior approval of the Activities Director and a District 659 initiated background check. Volunteer coaches have the same MSHSL requirements as paid coaches/advisors. This applies to personnel, including student teachers, who are not under contract for coaching/ advisor services with District 659.

Volunteer coaches **MUST MEET** with the Activities Director prior to coaching. The general responsibilities of volunteer coaches/advisors (including student teachers) should be assigned by the coach/advisor in charge of the particular sport and team that the volunteer will assist. The volunteer should be regarded as an extra aid to the coach.

The volunteer coach/advisor:

1. does not assume the sole responsibility for a student or group of students and always works directly with the contracted coach. This does not prohibit the volunteer coach from working alone with a student or group of students. It emphasizes the ultimate responsibility and accountability of professional personnel for all activity performed by volunteer personnel.
2. does not treat any injuries sustained by students, though appropriate first aid may be applied.
3. does not represent the school district in any respect that is traditionally delegated to contracted coaches.
4. does not make reports to parents, guardians, or school administration.
5. does not prescribe disciplinary action relating to student-athletes.

The volunteer coach is expected to keep all privileged information concerning the team and the school to himself/herself and to exhibit the ultimate degree of loyalty to the school district. Volunteer coaches are covered by school district insurance when performing in a capacity as described above and in performing duties to the extent as directed by a supervising coach. The basic rule is that negligent acts would be covered but deliberate acts are not covered.



**WORK-RELATED INJURIES:** Any coaches or advisors who are injured while on the job should immediately report the injury, even if considered minor, to the Activities Director. The Activities Director will collect all appropriate information, complete and sign the “Supervisors Report of Accident” and forward it to the Personnel Office. This procedure is important to ensure coverage of injuries under workers’ compensation.



# ECFE Parent Handbook

Welcome to Northfield Public Schools and the Early Childhood Family Education program! ECFE is an enjoyable, informal place to learn with other parents and meet new friends. We are delighted to have you join us!

Our mission is to *strengthen families and support all parents in providing the best possible environment for the healthy growth and development of their children.*

## **We Believe:**

- You provide your child's first and most important learning environment.
- Being a parent is one of the most valuable roles you will have.
- At no other time will your child's development be as great as the first five years.
- All families have strengths.

## **The Goals Of ECFE Are To:**

- Give children opportunities to discover and learn.
- Support parents in raising their children.
- Offer information about child development and parenting techniques.
- Help parents and their children communicate with each other.
- Promote positive parental attitudes.
- Provide information on community resources.

## **Learning Through Play**

Our philosophy at ECFE is to weave learning through play. Learning comes best when children are given space, materials, and time to play. We encourage learning through expressive activities, imaginative play, large and small muscle activities, and activities that encourage social and emotional skills. We utilize both our indoor and outdoor classrooms for our programs.

## **Early Childhood Family Education**

Community Education, Northfield Community Education Center  
700 Lincoln Parkway, Northfield MN 55057  
507-664-3750

## **WEATHER CANCELLATION POLICY**

ECFE follows the school district schedule. If school is closed all day, all ECFE classes are canceled. If school begins 2 hours late, all morning classes are canceled, but afternoon and evening classes meet. If school is dismissed early, all afternoon and evening ECFE classes are canceled. Cancellations are announced on KYMN 95.1 radio, most TV stations, [www.northfieldschools.org](http://www.northfieldschools.org). You will also receive an email.

## **CLASSROOM INFORMATION**

**ABSENCE:** Please call if you are unable to attend a class or if your child will not be in sibling care (507-645-1200). Our voice mail is available 24 hours a day. No refund is given after class sessions begin except under special circumstances.

**ARRIVAL:** Enter Door #1 of the NCEC, come through the office and follow the ECFE signs to the classrooms. Please try to arrive no earlier than five minutes before class time to be respectful of our teachers' prep time. It's important not to miss parent/child interaction time so your child is able to do everything the other children are doing.

**CELL PHONES:** ECFE is a cell phone free zone. Please turn your phone to silent before class begins. If you wish to take a photo of your child, please be sure no other children are in the photo for privacy reasons.

**CLOTHING:** Please dress your child in comfortable play clothes—they will get dirty! Children must wear shoes in the classroom. We like to spend time in our Outdoor Classroom when weather permits. Please make sure your children have appropriate outdoor clothing each week. If you forget boots or a coat, we have some extras on hand!

**DISMISSAL:** At the end of class, please return to the early childhood classroom with the rest of the parents before using the restroom or picking other children up from sibling care. Children may become frightened if they don't see their parents when other parents arrive. You may exit the building from door #5 but you will not be able to get back in the same door.

**EMAIL:** ECFE staff will communicate with families via email. Checking your email often will ensure you don't miss important class updates or resources. We use the email address listed in your ~~Rschool~~ Eleyo account (where you register for classes) so please be sure that information is up to date.

**HOLIDAY AND BIRTHDAY POLICY:** ~~We strive to create a classroom environment where everyone feels welcome, and avoid the stimulation and consumerism that often accompanies holidays. We do not celebrate religious or ethnic holidays. We do enhance curriculum with seasonal changes or themes common to a variety of traditions, such as Easter, Kwanzaa, Hanukkah, Ramadan or Christmas. We will acknowledge birthdays by singing to the child. Per district policy, birthday treats cannot be eaten in class.~~

## **CLASS STRUCTURE**

**PARENT/CHILD INTERACTION TIME:** This is a valuable time for you to follow, observe and interact with your child. A licensed early childhood teacher prepares the classroom with developmentally appropriate hands-on art, science, literacy and music activities for families to enjoy together. There is so much learning going on during this time! Visit activities that your child is interested in by getting down on his or her level, use simple language to describe what is happening, and ask questions. Waiting for your turn, cooperating with others, and cleaning up after yourself are great skills for adults to model and children to learn.

**AGE FOR ENROLLMENT:** The age range for our Busy Body (toddler) class is 12 months-age 3, because children

may or may not be ready to move up to the preschool classroom at 2 years, 6 months. In order for children to enroll in the preschool (Explorers) class, the child **MUST** be exactly 2 years, and 6 months (or older) by Sept 1 for fall session, or January 1 for winter and spring sessions.

**CIRCLE TIME:** All parents and children are encouraged to participate in circle time. Circle time consists of welcome greetings, stories, songs, and other skill-building activities. You are asked to model desired behavior by staying in the circle. If your child doesn't want to participate or leaves circle time, a staff member will step in and try to redirect your child.

**CHILDREN'S TIME IN SEPARATING CLASSES (Preschool Classroom):** Children stay in the classroom with a licensed early childhood teacher. Children get a chance to practice their independence and peer interaction skills while parents separate to another room with a parent educator. Children have a simple snack where good manners are modeled. Children have their snack while seated at the table but are not required to eat a snack. Parents will sign up to bring a simple, healthy snack; we will provide water to drink. Due to the seriousness of peanut allergies, please do not bring snacks with peanuts in them. Please let the teachers know if your child has any type of allergy.

**CHILDREN'S TIME IN NON-SEPARATING CLASSES (Infant/Toddler Room):** A licensed early childhood teacher creates a developmentally appropriate environment with art, sensory and manipulative activities for you and your child to experience and enjoy together. This is a valuable time for you to follow, observe and interact with your child. You can label things, describe what your child is doing and ask questions. There is a short circle time where we ask parents to model how to sit and participate. The children are encouraged to join, but may not be ready to sit the full time. The children do not have snacks and parents/caregivers stay in the classroom for parent discussion. During the parent discussion time staff will engage in play with children so caregivers may focus on the topics being discussed. We request that you do not bring snacks or beverages for yourself or your child into the infant/toddler classroom.

**PARENT EDUCATION TIME:** This time is planned to be relevant and tailored to participant needs, and children's ages. A licensed parent educator brings knowledge and information based on current research and past experience with families. The parent educator facilitates the discussion, but parents are always encouraged to respectfully share their experiences. A list of group guidelines is posted in each classroom.

**CURRICULUM:** Our Parent Education curriculum is based on the *Parent Education Core Curriculum Framework* and adapted to meet the needs of parents within each classroom. Our Early Childhood curriculum is based on the *Indicators of Progress (birth – 3 and 3 – 5)* and integrated with the parent education curriculum.

**SEPARATION:** Separation can be challenging. Please say goodbye to your child before leaving. We will do everything possible to make separation go smoothly. If a child remains distressed after separation, the parent will be called from parent time to the children's classroom or sibling care. Please return to the children's classroom at the same time as all the other adults, and then pick up siblings in sibling care (if applicable).

**SIBLING CARE:** Experienced staff offer care for siblings from birth to 5. Two children must be registered for sibling care to run, so sibling care is not always guaranteed. All siblings should arrive toileted or with dry diapers. Please bring a labeled blanket, pacifier or any other comfort item your child uses at home. Please pick up the child(ren) in sibcare promptly. The sibling care room will not be staffed until 5 minutes before the start of class; please be respectful of staff prep time. Children will not be allowed to stay if they are showing any signs of illness. (Sibling care is always offered for Newborn Baby Talk with no pre-registration and includes school-age children only during the summer.) Babies who have moved out of their car seats/front carriers must be registered for

## **sibling care.**

**DISCIPLINE POLICY:** We believe discipline is teaching and is a natural part of the growth and development of children. We have set up our classroom environments to keep limit-setting to a minimum. We work to have developmentally appropriate expectations/guidelines, and then If children struggle to follow classroom guidelines, staff will try one of the following teaching methods:

- Use a calm voice to distract or redirect the child to another activity.
- Remove the toy or materials that are being used improperly.
- If two children are having difficulty, coach them to make amends.
- If a child is very overwhelmed, staff may ask her to take a break until she has calmed and is ready to rejoin the group.
- Staff takes each child's individual needs and comfort levels into consideration when teaching these skills.

**PHOTO CONSENT:** If you do not want pictures of your or your child taken or used, please request a non-consent form from staff.

**SUPERVISION:** This building is large and has many places to run and hide. Please have your eyes on your child at all times.

**TOYS FROM HOME:** Bringing toys from home is discouraged, except for special comfort items or special theme days.

## **HEALTH & SAFETY**

### **ILLNESS POLICY:**

ECFE follows the Northfield School District illness policies.

- Keep children/siblings home if they have a temperature, red or sore throat, unknown rash, vomiting, diarrhea, or severe congestion in the last 24 hours.
- They should have no fever with no medication in 24 hours.
- Watch colds with care since any communicable disease may begin with a cough or cold symptoms. Children should not attend classes or sibling care during acute stages of a common cold, sore throat, tonsillitis or conjunctivitis.
- If your child develops symptoms after attending a class and may have exposed other children to a communicable disease, inform the center as soon as possible so staff can contact other parents if necessary.

**IMMUNIZATION RECORDS:** Minnesota law requires that families provide an immunization record or notarized conscientious exemption for every child enrolled in ECFE, including children enrolled in sibling care. These forms must be updated yearly.

**MANDATED REPORTING:** State law requires all public school staff to report suspected physical abuse, sexual abuse, or neglect of children to Rice County Child Protection Services. It is always our intent to support and provide resources to families in our program.

**SAFETY DRILLS:** Procedures for exiting for fire and tornado drills are posted on the door of each room. In the event of a fire, staff escort children from the Early Childhood classrooms and Sibling Care room following the building fire exit plan. Parents in the Parent Ed room follow the same route and are asked to help staff escort children

from the building. Tornado and Lock Down safety drills are conducted indoors periodically throughout the year.

**TOILETING:** Please visit the family bathroom at the main entrance before class time and change diapers if necessary. If your child needs a diaper change during class, you will be called and asked to change it. There are changing tables in both the men's and women's bathrooms outside the gray double doors near the office as well as in the parent ed room and the sibling care room. The small bathrooms with yellow doors are for building staff only.

## **OTHER RESOURCES/OPPORTUNITIES**

**CHILDREN'S LIBRARY:** The parent lounge outside the main office has bookshelves that offer free books to all families. Feel free to borrow a book, or keep it! If you would like to donate books please let the ECFE staff know.

**COMMUNITY EDUCATION ADVISORY COUNCIL:** We could use your talents and experience to support various aspects of our early childhood programs. We meet monthly except for July and December and provide childcare. Please consider becoming a part of this important council.

**CONFERENCES:** Although we do not have conferences in ECFE, you are welcome to request a one-on-one conference to discuss your child at any point throughout the year. Please contact your child's teacher at any point if you would like to set something up.

**EARLY CHILDHOOD SCREENING:** This is a free check of a child's height, weight, immunizations, health, vision, and development and helps to identify any health or developmental concerns before a child enters school. State law requires that children are screened before they enter kindergarten. It is best to screen at age 3, but we welcome 4 and 5 year olds as well. Call 507-645-1200, email [screening@northfieldschools.org](mailto:screening@northfieldschools.org) or visit the district website to make an appointment.

**PARENT LIBRARY:** A parent book library is located in the Parent Education room. Books can be checked out for two weeks at a time. Fill out the "old school" style library card and drop it into the box on the bookshelf.

**PARENT COACHING:** Under certain circumstances a licensed teacher is available to make home visits. If a family is unable to attend site-based or outreach classes or is looking for extra support, a teacher may bring children's activities and parenting ideas for parents and children at home.

**SPECIAL EVENTS:** ECFE holds a variety of special events throughout the year. Look for these and other events in the parent education room, on the parent lounge bulletin board and in the brochure.

**VOLUNTEERS:** Early Childhood has many volunteer opportunities. If you have talents you would like to share, please talk with your classroom teacher, parent educator, the early childhood coordinator or the front desk of the Community Education Office.

# **Northfield Public Schools Hand In Hand Preschool Handbook**



**Northfield Community Education Center  
700 Lincoln Parkway, Northfield, MN 55057  
507-645-1200**

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## Important Phone Numbers

Community Education Center front office	507-645-1200
Nurse's Line	507-645-1205
Attendance line	507-414-8771
Sara Line-Early Childhood Coordinator	507-645-1232
Gabriela Nieves (para Espanol)	507-301-8957
Benjamin Bus	507-645-5720
<del>Mary Hansen</del> ECFE (Early Childhood Family Education)	507-664-3649
Martha Donahoe (preschool tuition/ E.C screening)	507-645-1200
Hiawatha Transit	1-866-623-7505
*Messages for staff may be left with the front desk	507- 645-1200



## **SAFETY**

Your children's safety is our main concern. Please check in with the main office staff if you need to pick up your child early or drop something off for them. Although we can often recognize parents/guardians, by making your presence officially known we can be more fully aware of who is in our building at all times. In addition, each family will receive a packet to fill out including **health/emergency forms** as it is very important we have that on file. Hand in Hand practices regular fire, severe weather, and lock-down drills throughout the year.

## **INTRODUCTION**

This handbook is designed to give you specific information regarding Hand in Hand Preschool. We ask that you read through it and keep it in an accessible place where it can be referred to as needed. Please speak with your child's teacher if further information or clarification is needed. The District's full policy regarding guidance and discipline may be found in the [Student Citizen Handbook](#). We believe that open communication between parents/guardians and teachers is an essential part of your child's educational experience. We realize that children between the ages of three and five are continuing to develop their understanding of the world and sometimes their interpretations of phrases, vocabulary, time concepts, and the concepts of real vs. imaginary are not yet mature. Occasionally, misunderstandings may occur. If you wonder about something your child has told you regarding school, please contact us, so that together we can clarify. Please refer to the class note/calendar/Seesaw describing our activities to help generate conversation about your child's day; children will transport papers and messages each week in a backpack/bag your child will bring to and from school each day. In addition, newsletters will be emailed out to families.

## **HAND IN HAND TEACHERS**

Hand in Hand Preschool teachers hold a ~~minimum of~~ bachelor's degree in ~~Early Childhood~~ Education and are licensed by the State of Minnesota to teach young children. Many hold a Master's in Education. All staff participate in district training, professional development, as well as contributing to the weekly district-wide Professional learning Communities where we work to improve teaching techniques and student progress.

## **PHILOSOPHY OF HAND IN HAND PRESCHOOL**

The most important goal in our program is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. The developmentally appropriate activities we plan for the children, the way we organize the room, select toys and materials, plan the daily schedule, and talk with the children are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

## **EXAMPLES OF APPROXIMATE SCHEDULE**

### **HALF DAY**

Meet/greet, small motor activities 15 minutes

Circle time: calendar with counting/patterns, weather, music/movement 30 minutes

Flextime: small group skill-building, centers, and choice time 60 minutes

Stories/songs, bathroom break/snacks 30 minutes

Outside/gym large motor time 30 minutes

### **FULL DAY**

Welcome, sign in, free choice time 60 minutes

Snack/Stories 15 minutes

Circle time, stations, literacy 60 minutes  
Large motor/outside time 30 minutes  
Lunch 30 minutes  
Second Step (Social/Emotional) and stories 30 minutes  
Rest time/quiet activities 90 minutes  
Stories, movement songs 30 minutes  
Snack 15 minutes  
Outside time 45 minutes

## **CURRICULUM/ASSESSMENT** \*Specific Curriculum mapping documents are available upon request

Young children learn best by *doing*, not just repeating what someone else says but actively experimenting to find out how things work in the world we live in. We believe that play provides the foundation for school learning. It is the preparation children need before they learn those highly abstract symbols such as letters (which are symbols for sounds) and numbers. Play enables us to achieve the key goals of our early childhood curriculum; play is the “work” of young children! Teachers use a combination of *Everyday Mathematics*, *Ladders to Literacy*, *Handwriting Without Tears*, and *Second Step* to support our curriculum at Hand in Hand Preschool. The Minnesota Department of Education’s Early Childhood Indicators of Progress state standards acts as a framework for our instruction.

At Hand in Hand preschool, we use authentic, observational assessment. The system is not only designed to work with our curriculum, but it is aligned with the Minnesota State standards for early learning, the Early Childhood Indicators of Progress; it helps us get to know what our students know and can do. With this information, we individualize children’s learning, flex group, and offer engaging experiences that help build on their strengths and interests. The system is inclusive of children with disabilities, children who are developing typically, and children who demonstrate competencies beyond typical developmental expectations. It also supports the assessment of children who are English learners.

***Social/Emotional:*** To help children feel comfortable in school, trust their new environment, make friends, interact with them, and feel they are part of a group. To help children experience pride and self-confidence, be able to express themselves creatively, develop independence and self-control, and have a positive attitude toward life.

***Cognitive:*** To help children become confident learners by letting them try out their own ideas and experience success by helping them acquire learning skills such as the ability to solve problems, asking questions and use words to describe their ideas, observations, and feelings. The environment is rich in language to support early literacy and children are exposed to mathematics and logical thinking as it is embedded in the classroom and routine as well.

***Physical:*** To help children increase their large and small muscle skills, self-help skills, and feel confident about what their bodies can do.

In our younger three-year-old classes the main focus is on socialization and school routines. As educators, we realize the importance of meeting their social needs first, and by using the *Second Step* Social/Emotional curriculum staff is able to do just that before introducing beginning concepts such as colors, shapes, and other pre-academic skills.

In our older Kindergarten Readiness classes, the focus is on preparing for Kindergarten. The students are introduced to basic concepts such as counting, patterns, numbers, colors, and shapes through *Everyday Mathematics*. The students are also introduced to pre-literacy skills such as letters

and sounds with *Ladders to Literacy* in addition to building on the *Second Step* social-emotional concepts. Staff uses the *Handwriting Without Tears* curriculum to begin to introduce proper strokes and letter formation (fine motor) skills. The students are also familiarized with school expectations, transitions, and routines. The Kindergarten Readiness class lays the foundation for a great start to the Kindergarten experience.



## PEER INTERACTION/INCLUSION

Classes in the Hand in Hand Preschool are co-taught by a licensed early childhood special education teacher and a licensed early childhood general education teacher. At least one educational assistant is also assigned to each classroom. A unique aspect of the Hand in Hand Preschool is that children with special needs and typically developing children attend, interact and learn together. The staff members model appropriate actions and words to help the children find ways to work together. There are many opportunities for the children to help each other and serve as positive role models. In the process, children learn tolerance and understanding of differences, resulting in a mutually beneficial learning setting.

## INDIVIDUAL PERFORMANCE EVALUATIONS/ CONFERENCES

Each child must complete **Early Childhood Screening** within the first 90 days of enrollment, which includes vision, hearing, height/weight, a developmental check, and a social/emotional assessment. Our teachers participate in ongoing assessment/progress monitoring techniques. In addition, IEP objectives are developed for all Special Education students. Conferences are offered twice yearly (fall and spring) and provide an opportunity for parents/guardians and teachers to discuss a child's development, strengths, goals, and any concerns. Informal conferences can be arranged by contacting the teacher before or after school and requesting a time to discuss any issues.

## FAMILY INVOLVEMENT

Parent/Guardian involvement is an important part of your child's learning experience at Hand in Hand Preschool. Research has shown that children who have involved parents/guardians have more success in school. We offer many opportunities throughout the year for you to become involved in your child's preschool experience. We utilize Seesaw to communicate regularly with parents/guardians, as well as a folder system that travels back and forth each preschool day. You will receive weekly updates as well as monthly newsletters. Please do not hesitate to connect with your child's teacher at any time. We plan regular parent/guardian education events and family activity nights. Early Childhood Family Education and Adult Basic Education also offer many opportunities for parents/guardians to become involved in their children's education through regular classes, one-time events, or parent/guardian coaching/consultation! Please call Early Childhood Family

Education at **507-664-3649** or the Early Childhood Coordinator at **507-645-1232** to request information.

## **PARENT/GUARDIAN COMPONENT**

Parents/Guardians of Hand in Hand students will be asked to participate throughout the year.

Examples of parent/guardian involvement may include:

- Early childhood screening (required for all Hand in Hand students)
- Family Consultation/Coaching
- Attending family meetings, fall and spring conferences
- Attend the Community Education Advisory Council
- Parent/Guardian-Child Activities and Lending Library participation
- Guest speakers-Parent/Guardian education opportunities
- Family Events
- Attending an Early Childhood Family Education class

## **GUIDANCE POLICY**

Our policy is to provide positive guidance to help children resolve conflicts. It is our goal to build trusting relationships with and among the children and to teach appropriate behavior. By teaching children effective ways of communicating their needs, children learn independence and responsibility. Children will be encouraged to “use your words” to resolve conflicts. In this way, children learn positive and appropriate skills to express emotions. They also learn valuable social skills such as negotiation and turn-taking. Any significant behavior issues will be addressed together with parents/guardians on an individual basis. Hand in Hand staff will complete an incident form signed by parents/guardians following any incident resulting in injury or property damage. The completion of a second incident report will result in a meeting with parents/guardians, the classroom teacher, the Early Childhood Coordinator, and the Early Childhood Special Education team lead. Upon completion of the third incident report, a meeting will be held with the previously mentioned team and will result in a mutually agreed-upon plan to support the student’s success in the general education setting.

## **ACCESS TO STUDENTS & STUDENT RECORDS**

Teachers at Hand in Hand Preschool will follow the policy of Northfield School District in regard to the access to students and student’s educational files and records. All parents and legal guardians will be allowed such access unless the school has on file a court order or a restraining order, dated within a year. Please see [Policy 515](#) if you need further information. State Law mandates teachers to report suspected abuse or neglect of children to the Child Protection Agency of Rice County. It is our goal to provide support and resources to all families in our program.

## **ATTENDANCE**

Regular attendance is essential for a successful school experience. Please make every effort to have your child at school and on time each day. If your child is ill and unable to attend school, please report their absence to the school by calling **507-414-8771**. If your child receives transportation please inform them of the absence as well, **507-645-5720**. To help assure good health for students and alert health authorities to the presence of a specific disease, parents/guardians are asked to call the school each morning the student is absent and to notify the school later if a specific disease

develops. Please leave the following information: the child's name, the class time, and reason for absence.

## TRANSPORTATION

If your child is eligible through ECSE or SR to ride the school bus or the Hiawathaland Transit bus and will be absent or do not need transportation to/from preschool on any given day, please call Benjamin Bus at 507-645-5720 or Hiawathaland Transit at 1-866-623-7505.

## ILLNESS

As most diseases are spread before they are recognized, it is impossible to prevent exposure. Parents/Guardians are urged to keep their children home if they develop any symptoms suggestive of a communicable disease. The temperature should be normal at least 24 hours **BEFORE** a student returns to school. Please do not send students who have an undiagnosed rash or a profusely runny nose to school. If a student becomes ill while at school, the parent/guardian will be called. Please see additional information regarding [staying healthy](#).



## HEALTH SERVICES

A licensed nurse is available at the Northfield Community Education Center each school day. Health services are provided for all students and staff. Each student coming into the health office is assessed and given any necessary treatment. Parents/Guardians are contacted as appropriate. Each child is required to have an updated **immunization record** on file. We know the preschool years are a time of great growth and development; although we do not expect children in our program to be fully potty trained, we do not have adequate staffing to change diapers. Students will be expected to be working on potty training, wearing pull-ups or underwear, and be able to independently take care of bathroom needs (such as trying to use the toilet or changing a wet pull-up.)

## CLOTHING

Please dress your child appropriately for the weather. We will be playing outdoors almost every day. Students will be outside when the temperature is at or above 0° F. Students will need **labeled** boots, snow pants, hats, and mittens during the winter months. Please send a backpack with your child each day to transport the extra clothes, fun projects, and communication efforts. Please make sure your child is dressed comfortably for play. If your child is newly toilet trained or in the process of toilet training, we ask that you include a **labeled** change of clothes in their backpack should an accident occur. We find children are most comfortable in their own clothes. Durable, washable clothes and tennis shoes are most appropriate and safe for participation in all preschool activities. Making sure that buckles, buttons, belts, and snaps can be easily managed by your child will help them gain independence and self-esteem.

## LATE PICKUP POLICY

Morning preschool ends at 11:30 and afternoon/all-day preschool concludes at 3:45. (With the exception of Wednesday PLC schedules where a.m. preschool is from 9:45-12:00 and afternoon preschool is 1:15-3:45.) \*\*If your child is registered for preschool extended day options, they are open 7:30-8:45 am, 11:30-12:45 pm, or 3:45-5:00 pm. Please be respectful of our teachers' prep time before and after class and be prompt in picking up and dropping off your children for preschool.

**Students who have not been picked up within 5 minutes of class end times will be brought to wait in the front office.** ~~If you continue to be late picking up your child, a meeting to discuss a plan to resolve the issue will be scheduled and you will be charged \$1 per minute when you are later than 40 minutes after preschool has ended. If the signed parent/guardian agreement is not followed, your child will be terminated from Hand in Hand.~~ **If you pick up your child later than five minutes after the end of the pre-school day, you will be charged \$1 per minute beginning with the sixth minute. If the tardiness continues, your child's enrollment will be terminated from Hand in Hand on a case by case basis.** Not only do teachers and educational assistants often have meetings or other scheduled commitments following class, but this can be very upsetting to the children, so please respect our pickup policy. Children must be picked up by a responsible caregiver. To ensure adequate supervision appropriate to the child's age, and to be consistent with state guidelines, we can only release preschool children to their siblings if they are middle school and older. If the caregiver will be a regular pickup person, they should be added to the pickup list.

## EMERGENCY CLOSING OF SCHOOL

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 pickup and school opening times will be exactly two hours later than normal for elementary schools, however, the **Hand in Hand morning session would be closed.** The afternoon Hand in Hand session as scheduled.
- 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. **Parents/Guardians will be expected to pick up Hand in Hand students at the announced closing time.**

In each instance, the community will be informed by KYMN (1080AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV, and KMSP-TV. If weather conditions are poor or worsening, please listen to one of these radio stations. The decision will also be listed on the homepage of the district website and parents/guardians who have emails on file will receive an email.

## TUITION POLICY

**Hand in Hand families must stay up-to-date with payments.** Each month's tuition must be paid by the last day of the respective month. Payments received after the 5th day of the following month will be charged a \$20 late fee. Preschool slots will be terminated for families that do not follow the payment policy. Please note, families do not receive a hard copy of monthly statements. Please set up online billing/payment access with [Martha Donahoe](#) or drop payments off with her in the front office.

## SNACKS

Snack time is a favorite time of the school day! Healthy snacks are provided by the school district food service. Please inform your teacher of any food allergies or foods your child may not eat for religious or medical reasons. Milk is provided daily to all students. All families are asked to pay an annual snack fee (fee tied to how many days per week the child attends.) Checks are made payable to "Hand in Hand Preschool". Pathways Scholarships will cover 100% of these fees, and School Readiness scholarships cover a portion.

## FIELD TRIP INFORMATION

Field trips are important to our curriculum, as they help children learn about the world around them. Past field trips have included Three Links Care Center, Northfield Library, and other neighborhood parks and businesses. We also have many fun visitors to our site! Signed permission slips are required for all children attending Hand in Hand Preschool field trips. Check monthly newsletters for additional field trip information.

## TOYS FROM HOME

We request that children not bring toys from home; keeping toys at home will prevent hurt feelings and broken toys. Even toys left in backpacks can be distracting to students. Occasionally, the teachers may give the children the opportunity to bring specific toys to school for a special day, such as "Teddy Bear Day", for our letter of the week, or "Star of the Week". This information will be included in the weekly class notes. Please remember that even on special toy days, only non-violent toys will be allowed in school. Toy guns or weapons are never allowed.

## BIRTHDAY OBSERVATIONS

Birthdays are special to children! We will make your child's birthday or special day by providing a birthday crown and singing "Happy Birthday." In accordance with new federal law, families will not be allowed to bring food or small gifts to share with other students but we will still make the day special in other ways. Please speak with your child's teacher at the beginning of the school year if your family does not celebrate birthdays. ~~At Hand in Hand Preschool we~~ We strive to be respectful of all families and their beliefs. If your child is planning on having a birthday party, we ask that invitations be mailed from home rather than passed out in school unless every child in the class is invited. This helps prevent hurt feelings.







# **Northfield High School**

## **Student Handbook 2022-2023**

1400 Division Street South

Northfield, MN 55057

Main Office: 507.645.3473

Attendance Line: 507.663.0616

Fax: 507.645.3455

**HIGH SCHOOL CODE FOR ACT/SAT 241-855**

Principal: Joel Leer

Assistant Principals: Nancy Veverka and Rico Bohren

[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 HIGH SCHOOL**

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

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

Our best wishes are for a productive positive school year.

## **MISSION STATEMENT**

~~Northfield High School is a community of learners who are safe, respectful and responsible.~~

## **2022-2023 NORTHFIELD HIGH SCHOOL STAFF/ADMINISTRATION**

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

# Northfield Public Schools 2022-2023 School Calendar

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

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

## 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 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.

## 2022-2023 DAILY CLASS SCHEDULE

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

### MEDIA CENTER HOURS

Monday - Thursday 7:15 am – 3:15 pm

Friday 7:15 am – 3:00 pm

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

Ms. Legros A-Fa

Mr. Ensrud Fe-L

Mr. Turnquist M-Ra

Ms. Rasmussen Re-Z

### **~~HIGH SCHOOL CODE FOR ACT/SAT 241-855~~** **GRADUATION REQUIREMENTS**

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

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

## IMPORTANT SCHOOL NUMBERS

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

## GRADE POINTS

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

## ATTENDANCE INFORMATION

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

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

### Absence Procedure

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

If the school and parent/guardian do not connect on the day of the absence, a note or phone call from a parent/guardian will be accepted the next morning. Absences may no longer be excused after the day the student returns. Parents/Guardians are encouraged to apply for an online access number to view their student's attendance record. See website for more information on Family Access.

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

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

### Excessive Absences

~~The absence limit per semester is eleven (11). Upon the twelfth (12th) absence, the student may not earn credit in the class for the semester. (School sponsored activities/field trips, chronic medical conditions verified by a physician and extended medical excuses of at least three consecutive days verified by a physician are the only days that "do not count" in the 11 absences allowed per semester). In addition, students may lose credit upon reaching 3 unexcused absences in a class. Students with excessive absences will be referred to the Problem Student Solving Support Team (PSSST) for intervention. Students may be referred to Rice County's Student Attendance Review Board. Students who miss 15 consecutive days of school will be dropped from NHS rolls per MN Statute.~~

### Absence Appeal

~~If a student, the parent/guardian, or the school feels that extenuating circumstances caused the excused/unexcused absence limit to be exceeded, an appeal may be filed with the Assistant Principal. The student/parents/guardians are responsible for filing an appeal by contacting the Assistant Principal's Office at 663-0635.~~

### Athletic & Academic Activities

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



### **Attendance Policy - Student Activities**

In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance ~~all day that day for a minimum of the last 4 periods of the day.~~ Pre-arranged absences with the approval of the Principal, Assistant Principal, or Activities Director will be considered an exception to the policy. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy. If absences are not cleared by a parent/guardian, the absence will be considered unexcused.

### **Unexcused Absences:**

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

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

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

### **Attending Post-Season Competitions as Spectators**

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

~~Students who do not have a parent/guardian excuse them before the event will be considered unexcused. Attendance at an event will count towards the attendance policy, except for students who are participants in that activity for NHS.~~

### **Academic Eligibility Policy Adopted June, 2019**

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

### **Excused/Unexcused Absences**

Excused absences include:

- illness
- medical appointment (please make your best effort to schedule appointments 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

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

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

### **Homework Make-Up Policy**

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

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

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

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

### **Passes to Leave Campus**

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

### **Tardiness**

Anyone not in the room at the bell is considered tardy. ~~Two tardies are allowed per quarter. Teachers will make a tardy referral once a student has 3 tardies to their class. Tardy referrals will result in Flex detention. The third, fourth and fifth tardy will result in disciplinary consequences. The sixth may result in permanent removal from class.~~

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

## ACADEMIC INFORMATION

### AUDITING CLASSES

~~Auditing means taking a course for a personal benefit, but not for a grade or credit. Under special circumstances, this can be arranged through an agreement between student, teacher, school counselor and assistant principal.~~

### COURSE INCOMPLETES

Students who receive an “Incomplete” grade at the end of a quarter must make up the work within 2 weeks unless additional time has been granted by the teacher and assistant principal.

### COURSE STRUCTURE

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

### COURSE DROP/ADD POLICY

Course requests in early spring lead to schedules that are very difficult to adjust - especially when it comes to electives. If a scheduling conflict occurs, one or more student-selected alternate courses will be added to student schedules as necessary. If a schedule change is necessary for graduation or in order to carry at least six classes, students can initiate these changes on the designated schedule change day the week before school begins. Once the school year begins, the only allowed changes will be to drop a class for a study hall if there are seven classes in place or to add a class that is for required graduation credits. Students who have seven classes on their schedule and drop one in order to take a study hall must do so via a Drop/Add form before the midquarter point of the semester, which is approximately four weeks into the semester. Students who have six classes and wish to drop one must also add a replacement course via a Drop/Add form by the end of the fifth day of the semester. Students may not have two study halls/open hours (Senior Transition, TA) in the same semester. Dropping a course after the deadline results in a failing semester grade for the class.

### FINAL EXAMS

Final examinations will count no more than 20% of the final semester grade. Any exam changes must be approved by an administrator prior to exams beginning.

### GRADING SYSTEM

Student grade point averages and ranks are calculated by two possible methods. Under the “Normal” system, all courses are equally weighted according to the following system:

A+ / A =4.0	B+=3.333	C+=2.333	D+=1.333	F=0
A- =3.667	B=3.0	C=2.0	D=1.0	
	B-=2.667	C-=1.667	D-=0.667	

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

A=5.0

B=3.75

C=2.5

### **MID-YEAR GRADUATES**

Students who can meet the necessary state and local requirements are eligible to graduate after the first semester of their senior year. Students desiring to graduate early must receive permission from the principal when registering for their senior year. Students are not eligible to participate in any school activities once they graduate. However, mid-year graduates may participate in the end-of-the-year commencement program.

### **MINIMUM CLASS LOAD**

~~The minimum class load for all students at Northfield High School shall be six courses each semester. Students in grades 9-12 are required to be in school seven periods each day. unless they have arranged with the assistant principal for a senior transition or they are enrolled in post secondary courses, or online courses. Seniors may arrange to have senior transition period 1 or 7 but must have six classes and be on track for graduation to be eligible.~~

### **PASS-FAIL**

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

### **POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

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

### **REPORT CARDS**

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

### **SCHEDULE CHANGES**

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

This document is available from our counselors.

### **SENIOR HONORS PROGRAM**

Through an agreement with St. Olaf College and Carleton College, Northfield High School seniors have the

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

### **SPECIAL EDUCATION PROGRAMS**

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

## **GENERAL STUDENT INFORMATION**

### **SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS**

#### **ACADEMIC HONESTY INTEGRITY**

All students are expected to:

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

All parents/guardians are expected to:

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

All teachers are expected to:

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

All administrators are expected to:

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

#### **Incident 1:**

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

#### **Incident 2:**

1. All of the disciplinary action of the first offense will occur.
2. The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points.
3. The teacher will file an incident referral form with the Assistant Principal, who will conference with the student and notify parents/guardians.

#### **ACADEMIC ELIGIBILITY STANDARDS**

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

#### **ACADEMIC AWARDS**

~~Two types of awards are presented.~~

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

- A chenille “N” letter and certificate will be given to the student who has a weighted 3.5 or better cumulative grade point average after five semesters of high school.

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

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

~~A commended student award will be presented to students nominated by teachers who wish to recognize a student’s work in a particular department. Criteria include: most improved, making great progress, responsible, hard-working, and achieving up to potential.~~

## **ACCESSIBILITY**

The main doors located on the east side of the building have been designated as our main entrance for handicapped accessibility. An elevator is available for use within the building. Handicapped designated parking is located in the front and near the “D wing” and “M wing.” entrances. Only those vehicles with the designated handicapped license plate or window sticker are permitted to park in the handicapped area.

## **BULLYING PROHIBITION**

Bullying is defined as behavior that is:

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

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

## **CELL PHONES**

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

## **CHEMICAL HEALTH**

Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco, nicotine, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products, and

alcohol. Students should report any presence of chemicals on school grounds. Students with a chemical violation will be referred to the Student Support Team. A chemical health counselor is available to students. Call the Counseling Office for more information.

## **CHILD NUTRITION SERVICES**

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

## **CLOSING OF SCHOOL**

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

## **COVID-19**

### **DETENTION**

Detention will be held during Flex hour. ~~Students must check with the Attendance office to reschedule. A student may change their scheduled detention only once. Students must come into the attendance office prior to the scheduled detention to make the change. Students receive a reminder during period four on the day they have detention.~~

### **Detention and Rules**

1. Students must arrive on time.
2. Students must have something to study or read.
3. No talking, sleeping, or cell phone use.
4. Students must remain in the room throughout the assigned time.

## **DISCIPLINE GUIDELINES**

See district “Student Citizenship Handbook”

## **DRUG DOG SEARCHES**

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

## **e-LEARNING DAYS**

Northfield Public Schools uses e-Learning days ~~(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 at: <https://northfieldschools.org/parents/school-closings/>.

## **EIGHTEEN-YEAR OLDS**

Students who are 18 years of age or older must follow all school district policies and all school regulations,

including the regulations that are outlined in the student handbook. Additionally, when a student turns 18 years of age, the following rules will apply:

1. All rights to make educational decisions will transfer to the student, including the right to make decisions about special education, unless a conservator or legal guardian has been appointed for the student.
2. Subject to all applicable laws, the school district may continue to provide educational data to the parent(s)/guardian(s) of an adult student, provided that the parent(s)/guardian(s) continue to claim the adult student as a dependent for tax purposes. If an adult student is claimed as a dependent but the student does not want the district to share educational data with his or her parents/guardians, the student may submit a written request for the district to end all communications with the parent(s)/guardian(s). The district will evaluate such requests on a case-by-case basis to determine the appropriate course of action.
3. If the district grants an adult student's written request to stop sharing educational data with the student's parent(s)/guardian(s), and the student later changes his or her mind, the student will be required to submit a signed form authorizing the district to resume sharing educational data on the student with the parents/guardians.

### **FAMILY ACCESS/GRADES ONLINE**

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

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

### **FLEX PERIOD**

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

### **FREEDOM OF EXPRESSION**

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

The administration will make judgments based on the following criteria:

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



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

## **GRADUATION/COMMENCEMENT**

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

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

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

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

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

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

Such reports should be made to:

Molly Viesselman

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

Phone: 507.663.0600

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

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

## **HONOR STUDENT DESIGNATION**

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

## **LAW ENFORCEMENT AGENCIES**

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

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

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

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

## **LOCKERS**

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

## **LOCKER ROOMS**

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

## **NATIONAL HONOR SOCIETY**

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

## **NURSE – CALL 507.663.0634**

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

Legitimate visits to the nurse during class time are excused, counted absences.

Any and all medications that students take at school must be distributed and stored in the high school nurse's office.

Prescription medications (i.e. Ritalin, Imitrex, Zolof) that are dispensed at school need to have a written

prescription from the physician indicating medication, dose, route, time, duration and diagnosis as well as a parent/guardian signature. The physician/parental consent form can be obtained through the nurse's office. The medication must be sent in a prescription bottle as issued by a pharmacist. (A duplicate bottle can be obtained from the pharmacist upon request.) ~~Permission for~~ Tylenol, Ibuprofen and other over the counter medications may be given only with parental consent ~~on~~ via the emergency form provided to you by the school each fall. Additional forms are available upon request. Emergency Forms are mandatory, are updated annually and must be turned in to the nurse's office. Individual health care plans are written when appropriate. Students must bring an unopened, sealed bottle of Ibuprofen or Tylenol to the nurse's office if they need these medications on a regular basis.

## **PARENT/GUARDIAN GUIDE AND REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE TESTING**

See Appendix B

## **PARKING LOT/VEHICLE POLICY**

All motorized vehicles parked at Northfield High School by faculty, staff and students, must display a valid permit. The cost of a parking permit is \$100.00 per year (or \$50.00 for second semester). Additional permits (including lost permits) will be \$5.00. All parking permits must be registered with the office and may not be transferred to any other vehicle other than the vehicle described on the vehicle registration form. No sale/transfer of parking permits is permitted from student to student or sibling to sibling. Parking permits are full price per individual student. No family discount will be given. Any unauthorized parking offense will result in the following:

### **Permitted Vehicles**

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

### **Non-Permitted Vehicles**

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

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

## **PERSONAL SEARCHES**

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

believe the backpack or purse contains an item that is illegal or is prohibited by a school rule.

### **POSTING OF INFORMATION**

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

### **PROM**

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

### **SCHOOL DANCES**

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

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

### **SCHOOL DISTRICT POLICIES**

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

### **SENIOR FEES**

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

### **SENIOR TRANSITION**

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

### **SPORTSMANSHIP STATEMENT**

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

Students representing NHS are expected to conduct themselves in a manner that will not cause the school parents/guardians, our community, and team/group nor coaches/advisors embarrassment. This applies whenever the student is part of any activity; before or after a contest/performance or practice, in transit to and from activities, or at any function associated with the activity. Parents/Guardians, who are role models for

their children, are also expected to display positive sportsmanship at all contests. The Big 9 Conference has established a sportsmanship credo, which ALL individuals are expected to follow.

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

### **STUDENT DRESS POLICY**

Students are responsible to dress in such a manner that is not disruptive nor likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, including gangs. Clothing that displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.

### **STUDY CENTER INFORMATION AND STRUCTURED STUDY CENTER GUIDELINES**

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

### **Structured Study Center Placement**

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

### **VISITOR POLICY**

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

### **VOLUNTEER / EMPLOYEE CRIMINAL HISTORY BACKGROUND CHECK POLICY**

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

## **WEBSITE**

Northfield High School Website can be accessed at [northfieldschools.org/schools/northfield-high-school/](http://northfieldschools.org/schools/northfield-high-school/).

## **WELLNESS**

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

## **USE OF TECHNOLOGY AND TELECOMMUNICATIONS SYSTEMS BY STUDENTS**

The school provides students with an iPad to support their learning. Student use of technology and the Internet is governed by [district policy 524-2](#) regarding use of technology and telecommunications systems. See the Student iPad Loan Agreement for additional details about iPad implementation. **iPad Loan Agreement:** [English](#) | [Español](#)

## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

### Assessments Connect to Standards

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

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

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

### ACCESS and Alternate ACCESS for English Learners

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

### Statewide Assessments Help Families and Students

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

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

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

### Taking Statewide Assessments Helps Your Student's School

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

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

### Student Participation in Statewide Assessments

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

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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](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.

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**COMMUNITY EDUCATION**  
Learning and Recreation for Life

# **KidVentures Handbook 2022-2023**

KidVentures Main Office  
Northfield Community Education Center  
700 Lincoln Parkway  
Northfield, MN 55057  
507.664.3750

507.664.3395 (KidVentures at Bridgewater)

507.645.3507 (KidVentures at Greenvale Park)

507.645.3422 (KidVentures at Spring Creek)

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## Welcome to KidVentures!

KidVentures is excited that you have selected our school age program for your child! Our goal is to create a caring, quality learning environment that compliments your child's school day. We believe that every child is special and unique and our staff will work to provide an atmosphere that fosters their growth.

KidVentures offers low staff-to-student ratios and a variety of enrichment opportunities. KidVentures is an option-based program that includes activities which foster social and emotional development; language and literacy; the arts; math and critical thinking; science and inquiry; social studies; and health and physical education. KidVentures also encompasses the "youth voice" to incorporate a wide range of youth-driven programming.

KidVentures is open from 6:30 AM until the start of the school day and until 6:00 PM after school dismissal. During the summer and on most non-school days, KidVentures is open from 6:30 AM-6:00 PM, Monday–Friday.

KidVentures is offered through Northfield Public Schools Community Education. Like all other district programs, we are governed by the policies and guidelines of the Board of Education. KidVentures has also adopted the National Standards of Quality School-Age Care as our guide for programming and best practices.

Our program focuses on respect, creativity, safety, friendship, and fun! We welcome you and your child to KidVentures!

## Program Mission

To provide care for school age children in a safe, enriching environment that supports the individual needs of children, families, and staff while building positive relationships.

### KidVentures Sites

#### **Bridgewater Elementary**

401 Jefferson Parkway, Northfield, MN 55057  
507.664.3395

#### **Greenvale Park Elementary**

500 Lincoln Parkway Northfield, MN 55057  
~~507-645-3532~~ 507.645.3507

#### **Spring Creek Elementary**

1400 Maple Street Northfield, MN 55057  
507.645.3422

### Ventures Main Office

#### **Northfield Community Education Center**

700 Lincoln Parkway, Northfield, MN 55057  
~~507-645-1200~~ 507.664.3750

#### **Breezy Barrett, Ventures Coordinator**

507.645.1245  
BBarrett@northfieldschools.org

#### **Martha Donahoe, Administrative Assistant**

~~507-645-1200~~ 507.664.3750  
MDonahoe@northfieldschools.org

#### **Erin Bailey, Director of Community Education**

EBailey@northfieldschools.org

## Registration

KidVentures registrations are accepted on a space available basis. Registration for the following school year will open each spring. Registration for the summer program opens in mid-March. Registration information is always available online by following the Community Education tab on the Northfield Public School's website: [www.northfieldschools.org](http://www.northfieldschools.org)

Families may also call the Ventures main office at 507-~~664-3750~~ 645-1200 to inquire about availability and the registration process.

Payment of the registration fee must accompany the KidVentures registration ~~form~~. All previous balances must be cleared before a child can re-enroll into the KidVentures program. If the site you select is full, you will be notified immediately and your child's name will be placed on a waiting list. In order for your child to start on the first day of school, your registration must be received by the second week in August.

~~Families registering after the start of school can enroll by contacting the Ventures main office at 507-664-3750.~~

## Family Involvement

We strongly encourage input and involvement from all families. The quality of the staff/parent/guardian relationship greatly impacts the success of our program. Your suggestions and concerns are always welcome. Parents and guardians are also always allowed access to their enrolled child during KidVentures program hours.

### Communication to Families

Each KidVenture location uses a parent/guardian table and bulletin board to share information with families. Please check for information daily. This is where you'll find non-school day information as well as other important notices. Please share all pertinent information with staff (i.e. your child will be picked up directly from school, grandma is picking up, etc.), so staff are able to write it in the staff communication log.

### Communicating Concerns/Suggestions to Staff

Your ideas, suggestions, concerns, and feedback help us make continual quality improvements to our program. Please share your thoughts and perspectives by:

- Speaking to the staff working directly with your child.
- Scheduling a conference with the site leader.
- Calling or emailing the site leader.

If you have additional comments or issues that have not been resolved, contact the Ventures Coordinator at 507-~~664-3653~~ 645-1245.

### Family Responsibility Checklist

- Read the KidVentures Family Handbook and know the contract terms and program policies. Failure to follow policies could result in termination of child care services.

- Sign your children in and out daily.
- Check the parent/guardian table and bulletin board daily for communication.
- Notify site staff if your child will be absent (even for one day), attending after-school programs, or picked up early for any reason. **Notifying the school office is not sufficient.** If a child does not arrive after school as expected, staff will investigate immediately by attempting to contact parents/guardians, the identified emergency numbers and, if necessary, the police. A Finder's Fee will be assessed.
- Ask staff for feedback on your child's day or progress in the program.
- Model respectful behavior when dealing with staff and students.
- Provide written notice of change in contract, or withdrawal from the program by filling out the appropriate forms and submitting to the Community Education office at least two weeks in advance.
- Pay all costs incurred for your contracted days regardless of whether your child attends.
- Adequately dress your child for indoor and outdoor play.
- Make sure your child is picked up by 6 PM.

## General Information

### Lunch/Snack

KidVentures provides an afternoon snack for all children enrolled after school, on non-school days, and during the summer program. Unless otherwise specified, children must bring a lunch with a drink on non-school days. If your child wants to bring a treat for children in the program, state law requires it be individually wrapped and commercially produced.

### Energy Curtailment

The school district works with Xcel Energy to make the best use of available power. During extremely hot summer days, Xcel Energy limits power use at some district buildings.

### Apparel

Weather permitting, KidVentures goes outside daily. Children must be adequately dressed for outdoor play (boots, hats, gloves, snow pants, socks, and jackets) and all items should be clearly labeled with your child's name. KidVentures follows the district-wide recess policy which states that students will go outside if the air temperature is warmer than 0° F **AND** the wind chill is warmer than -10° F.

### Personal Property

Personal items or items of value should remain at home. KidVentures will have special "bring a toy from home days" where children may bring a personal toy. Aside from these days, all toys should remain at home. Toy weapons or any toys containing weapons are never allowed. KidVentures is not responsible for lost or damaged personal belongings.

### Transportation

Parents/Guardians are responsible for arrangement of their child's transportation to and from KidVentures. If you need to make busing arrangements, contact Benjamin Bus at 507-645-5720. KidVentures does not transport children.

## Severe Weather

- If school is closed for the day because of severe weather, all KidVentures programming will also be closed.
- If school has a delayed starting time, there will be no KidVentures before school programming.
- If school is dismissed early, KidVentures after school programming will remain open for up to one hour following the dismissal. If children come to KidVentures, their parents/guardians or the child's "emergency pick-up person" must pick them up within one hour. Late fees will be applied to any child/ren picked up after one hour.
- KidVentures closing after 3:00 p.m. -- If the weather becomes severe after children have arrived, KidVentures may decide to close early. KidVentures will contact families to let them know.
- Non-school days: In case of severe weather, KidVentures may be closed for the day, or may close early. You will be notified during the day if KidVentures closes early.
- Credit is not given towards Ventures programs for days or time missed due to emergency closings.

## Notification

K-12 families will receive a Skylert message if severe weather impacts a regular school day.

KV families receive an email from the Ventures Coordinator if severe weather impacts a non-school day.

## Radio and Television Stations

KYMN (1080 AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV, and KMSP-TV

## Release Days/Late Start/Early Release

### Release Days

KidVentures is open on most non-school days. Release days are open from 6:30 a.m. until 6:00 p.m. All KidVentures sites will be combined into one site for each release day. A calendar of dates ~~is included in your welcome packet and~~ can be found on our website at <https://northfieldschools.org/communityservices/ventures>. KidVentures provides field trips and/or on-site enrichment opportunities on release days. Families must register for release days online by the due date. ~~Release Day contracts will be available on the website, at each KidVentures location, at the Community Education office, and will be emailed out to all KidVentures families. Contracts are available on or around the 5<sup>th</sup> of the previous month.~~ Release day spaces are limited and are filled on a first-come, first-serve basis. Release days are non-refundable unless canceled in writing at least two weeks in advance.

### Late Start Wednesdays

All KidVentures sites will be open for care during late start Wednesdays. Care for just the late start - at 8:10 a.m. for Bridgewater and Spring Creek and at 8:05 a.m. at Greenvale Park. The late start runs for one hour until school begins. If you are normally contracted on Wednesday mornings, you do NOT need to complete the additional late start ~~paperwork registration.~~ If you are not contracted for Wednesday mornings, you must ~~submit~~ register online for the additional "Late Start Wednesdays" ~~form~~ and pay the designated fee per

Wednesday. Late start Wednesday registration can be found on our website. ~~forms are available on the website, at each KidVentures location, and at the Community Education office.~~

## Summer Programming

The KidVentures summer program is open from 6:30 am -6:00 pm and runs similarly to non-school days, incorporating themes and field trips. The summer program allows kids to experience a multitude of enrichment and recreation-based opportunities. Our mission is to foster a fun atmosphere where children are encouraged to explore new interests and develop new friendships. Throughout the summer, children will participate in a variety of hands-on activities that build social, emotional, physical, and academic development. Enrollment information for Summer KidVentures is available on the website in early March with registration taking place in mid to late March/early April.

## Security and Safety

### Child Protection

KidVentures must comply with the reporting requirements for abuse and neglect specified in chapter 260 E ~~section 626.556~~ including:

- Any person may voluntarily report abuse or neglect.
- KidVentures staff are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or anyone else in the program. If staff know, or have reason to believe, a child is being or has been neglected or physically or sexually abused within the preceding three years, they must immediately (within 24 hours) make a report to an outstanding agency.
- Staff may make reports to:
  - The telephone number of the Department of Human Services, Division of Licensing Maltreatment intake line at 651-431-6600, for reporting suspected maltreatment of a child occurring in a certified child care program.
  - The telephone number of the Rice County child protection agency for reporting suspected maltreatment of a child occurring within a family or in the community (1-507-332-6214).
  - The telephone number of the Department of Human Services, Division of Licensing at 651-431-6500, for reporting possible certification violations.
  - Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county protection.
- KidVentures provides training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (~~MN Statutes, 626.556~~ chapter 260 E). KidVentures documents this training in individual personnel records and monitors implementation by staff.

### Signing In and Out

For the safety of each child, KidVentures requires that a parent/guardian sign their child in and out of the program each day. This requires both your signature and the time you are signing in or out. Children are not allowed to sign themselves in or out of KidVentures. If you do not sign in or out, you may be assessed a finder's fee. Continued refusal to sign in or out will result in termination of child care. When your child arrives directly from school or by bus, KidVentures staff will sign them in to the program.



### **Our program opens at 6:30 a.m.**

Although our staff may arrive before 6:30 a.m. to prepare for the day, they are unable to provide child care until the official start time of our program.

### **Release of Children**

Children will be released only to people listed in their emergency information ~~on their emergency card~~, unless KidVentures staff have been notified in writing of an alternative pick-up. A waiver may be signed in advance if your child is to be dropped off or picked up by an older sibling. In an emergency, parents/guardians must call to inform KidVentures staff if someone other than an authorized person listed in the emergency information ~~on the emergency card~~ will pick up ~~your~~ their child. A description of the person and driver's license may be requested for verification. ~~Your Children~~ will not be released to an unauthorized person until identification and verification can be made.

### **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 KidVentures 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.

### **Late Pick Up**

Children must be picked up by closing time, which is 6:00 p.m. Families will be charged \$1 per child for every minute late. If you have an emergency and must be late, please call your KidVenture location as soon as possible to notify staff. If your child is not picked up and you (or other contacts listed on the emergency form) cannot be reached, the police may be called to pick up your child.

*Attempt to Contact Time frame:*

After 15 minutes: Call parent/guardian

After 20 minutes: Call emergency contacts listed for child

After 60 minutes: Call police

### **Absences**

Families **must** notify KidVentures site staff if children will be absent at any time for any reason. School offices do not automatically provide KidVentures with absence information. If your child does not arrive after school or on the bus as expected, program staff will investigate immediately by attempting to contact you, the emergency contacts, and if necessary, the police. Failure to notify staff of absences poses a major safety risk as a significant amount of time may elapse in trying to locate multiple children. Due to the amount of time involved in locating missing children, a Finder's Fee will be assessed to families that fail to notify KidVentures staff of absences. Increased fees will be imposed for continued occurrences.

### **~~Legal Custody~~**

~~In the event of a divorce, separation, or joint custody ruling, every effort will be made for KidVentures to treat each parent/guardian equally. If legal action has been placed against one parent/guardian it is the responsibility of the requesting parent/guardian to provide KidVentures with the necessary court ordered~~

~~documentation in order for KidVentures to act in compliance with the request. KidVentures will only accept one registration form for each child, and it is suggested that each parent/guardian has a copy.~~

### **Building and Physical Premises**

KidVentures will ensure that areas used by children are clean and in good repair and that furniture and equipment are structurally sound and are appropriate to the age and size of a child who uses the area. KidVentures will also ensure that hazardous items, including but not limited to, sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of a child. The program will also safely handle and dispose of bodily fluids and other potentially infectious fluids by using gloves, disinfecting surfaces that come in contact with potentially infectious bodily fluids, and disposing of bodily fluid in a securely sealed plastic bag.

### **Emergency Preparedness**

KidVentures follows the school district's emergency policies. If an accident should occur during KidVentures, staff will inform families as soon as possible. If immediate attention is needed, 911 will be called and paramedics will be notified of the child's hospital preference. Staff will then contact the parents/guardians or others listed on the child's emergency card.

KidVentures must inform the commissioner within 24 hours of:

- The death of a child in the program
- Any injury to a child in the program that required treatment by a physician

KidVentures must use the Injury/Incident Reporting form on the Certified Center webpage to make a report.

KidVentures has written, site specific emergency preparedness plans that use the Child Care Emergency Plan form developed by the commissioner. These plans are available for review upon the request of a child's parent/guardian. KidVentures staff are also trained on their site's emergency plan during orientation and at least once each calendar year. Training is documented in each staff person's file.

The Emergency Preparedness Plans include the following:

- Procedures for an evacuation, relocation, shelter-in-place, or lockdown
- A designated relocation site and evacuation route
- Procedures for notifying a child's parent/guardian of the relocation and reunification with families
- Accommodations for a child with a disability or a chronic condition
- Procedures for storing a child's medically 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
- The identification of hazards which include the potential impact this hazard could have on at the site and a plan for continuing operations during and after the emergency

Each KidVentures location also conducts at least one evacuation and one shelter-in-place drill each quarter.

## **Illness/Medical Conditions**

### **Illness**

If a child becomes sick during KidVentures, the parent/guardian will be notified immediately that their child is not feeling well and needs to be picked up from the program. Sick children will continue to be supervised, but will be isolated from other children in the program and will not be allowed to actively participate in program activities.

KidVentures will post or give notice to the parent/guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox. This notification will be posted on the parent/guardian board near the sign in/out and will minimally include the illness and date of potential exposure.

School district policy requires that children be fever free, without the aid of fever reducing medication, for 24 hours before returning. Parents/Guardians should also keep children home from KidVentures:

- If your child has vomited within the past 24 hours
- If your child has had diarrhea within the past 24 hours.
- If your child has an undiagnosed rash.
- If your child feels ill enough that he/she would not be able to benefit from school
- If having your child at school would significantly put others at risk for contracting your child's illness
- If your child has had a temperature of 100.0 degrees or higher in the past 24 hours

Please keep your child's emergency information current. Registration and emergency information is kept on site for each child. KidVentures is not linked to a main school office database, so parents/guardians must contact KidVentures separately with family information changes, address, absences etc.

### **Medication**

Parents/Guardians must inform the KidVentures site leader if a child has a health condition that requires regular medication, if a child requires medication in the case of an emergency (allergic reaction), or if a child is discontinuing use of a medication. If medication needs to be given during KidVentures, families will need to complete a "School Medication/Physician Order & Parent Authorization Form" to give written permission BEFORE medication can be dispensed. Medication must be in its original packaging or prescription bottle with a legible label stating the child's first and last name, Dr.'s name, medication name, and dosage instructions. Medication will only be given to the child whose name is on the label and it will not be given after the expiration date on the bottle. Unused medication will be returned to the child's parent/guardian or destroyed. Medication is not accessible from the school nurse's office.

Should medication be administered during program hours, KidVentures will document in the child's record the child's first and last name; name of the medication or prescription number; date, time and dosage; and the name and signature of the person who administered the medicine.

KidVentures follows the Northfield Public Schools' medication policy requiring a child to take antibiotics for a full 24 hours before returning to school.

Aside from medication, KidVentures must obtain written permission from a child's family to administer sunscreen, insect repellent, and hand sanitizer. KidVentures does not apply diapering products. All medications, sunscreen, insect repellent, and hand sanitizer will be administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently. All medicines, sunscreen, insect repellent, and hand sanitizer will be stored according to directions on the original container.

The site leader must be informed of special needs or medical conditions that impact your child's health, well-being, or involvement in activities. Families are responsible for keeping this information current. A conference with the family may be requested in order to provide the most appropriate care.

### **Allergies**

Prior to admitting a child for care, KidVentures must obtain documentation of any known allergies from the child's parent/guardian. This can be done through the online registration process. ~~KidVentures Emergency Card and the KidVentures Health Update, which are part of the registration packet.~~ KidVentures maintains current allergy information in each child's record. This information includes 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.

KidVentures will inform staff of each child's current allergy information. At least annually and when a change is made to allergy-related information in a child's record, KidVentures will inform staff of the change. Documentation that staff were informed of the child's current allergy information will be kept on site.

Allergy information will be available at all times, including on site and when on field trips. Food allergy information will be readily available to staff in the area where food is prepared and served.

Medication, including EpiPens, are not accessible from the school nurse's office.

### **Immunizations**

Children that are not currently enrolled in Northfield Public Schools, but will be attending the KidVentures summer program or KidVentures release days, must provide an up-to-date immunization record or applicable exemption before receiving care. The district maintains immunization records for all current Northfield Public School students and KidVentures does not provide care for non NPS students on regular school days.

### **Absences/Sick Leave**

Call your KidVentures site if your child will be absent. Tuition is not credited for sick days or other absences. If an illness extends beyond two weeks, contact your site leader.

## **Accommodations/Program Qualifications**

KidVentures is not designed to provide long term 1:1 assistance for students. If a child receives 1:1 student support in the classroom or has a behavior plan developed, KidVentures must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed. The child's start date may be delayed so that KidVentures can hire additional staff with the skills necessary to meet the child's needs and/or work with school case workers to determine the level of care.

### **\*Please Note the Following Criteria Children Must Meet to Enroll in KidVentures\***

- All children are expected to be toilet trained. KV does not have changing facilities. You will be called to pick up your child if they have a bathroom accident.
- Students must be able to independently participate in a large group setting with similar age peers.
- Students must be able to independently follow simple directions appropriate to the child's age.
- Students must have the ability to independently play and work cooperatively with similar age peers.
- Students must be able to safely and successfully transition independently from one activity to another.
- Students must be able to remain in the building or on school premises unless otherwise directed by a staff person.
- Students must refrain from hitting, kicking, biting, or any other forms of physical aggression towards peers or staff.

Information regarding your child is not automatically shared between KidVentures and other district programs except in the areas of health and safety. If you would like to have this information shared with us, please contact the Ventures Coordinator at 507-645-1245. Information regarding a student's needs will not be used to prohibit a child's enrollment in KidVentures, unless it is determined that the child will need significant assistance beyond our program's capabilities.

At any time the Site Leader or the Ventures Coordinator may offer information about available professional support.

### **Release of Information**

KidVentures follows the Data Privacy Policy of District 659, which is sent to all district families at the beginning of each school year. It is also available upon request from the district office.

KidVentures reserves the right to speak with appropriate school personnel regarding a child's behavior. All information gathered will remain confidential and will be used solely to help benefit the child in the KidVentures program.

## **Billing**

KidVentures bills are ~~generated processed at the beginning of every month. In our effort to be green, billing statements will be sent out one time per year unless a written request has been made to the Ventures main office. Families are strongly encouraged to view their accounts online. Please call the Ventures main office at 507-664-3750 to set up online access.~~ All families can access their account online and it is each family's responsibility to make payments by the due date.

## KidVentures Billing Information

- The registration fee is due when the child's contract is accepted. ~~registration forms are submitted.~~
- Please note: The payment amount due may change due to additional fees (late pick up charge, additional drop-in care, late payment fee, extra tee-shirts, etc.)
- Release Days are not included in the typical fee schedule. ~~Release day payments should be submitted with submission of a release day contract.~~ Release days will be charged upon acceptance of the release day contract.
- Tuition must be paid via check, cash, or online via credit card. Checks and cash should be brought to the ~~may be paid at each KidVentures site (cash or check), at the Northfield Public Schools Community Education office located at 700 Lincoln Parkway, Northfield, MN 55057, over the phone by calling 507-664-3750 (credit card), or online (credit card). To set up online access, please contact the Ventures main office at 507-664-3750.~~ Please make all checks payable to "KidVentures" and put your child(ren)'s name in the memo line.
- ~~Tuition payments may be paid by cash, check, or credit card. Credit card payments cannot be processed at the KidVentures locations. To pay with credit card, you must pay online, at the Northfield Community Education Center, or over the phone to the Ventures main office. Please make all checks payable to "KidVentures" and put your child(ren)'s name in the memo line.~~
- Monthly invoices are generated the first week of every month. Invoices must be paid in full by the last day of the respective month.
- There will be a \$20 late fee added to your account for all invoices not paid by the due date.
- Overdraft checks will be processed accordingly by the district's third party vendor and applicable fees may apply. If a check is returned, you must make a cash or money order payment within five days of notice. Failure to make payment on uncollected checks could result in termination of childcare services.
- KidVentures must receive written authorization for families receiving financial assistance from outside agencies before childcare can begin. If financial assistance is canceled, you will be responsible for all expenses incurred. If you receive financial assistance, you assume responsibility for fulfilling county requirements (providing information and child care schedules, submitting timely reports, and making payments not covered by financial assistance programs).

***If your account is not paid in full for the month, child care will be terminated on the 1st day of the next month, i.e. if account is not paid in full by 10/30, child care will be terminated effective 11/1.***

## Year End Financial Information

Year end statements with the Federal Tax ID number will be sent to your home in late January.

## School Year Enrollment Options

### Before and/or After School

- Families must register for a consistent schedule.

- A two day per week minimum is required (Ex. 2 am sessions and/or 2 pm sessions.) The only time that children do not need to be registered for two days per week is if they are ONLY registered for the one hour Wednesday late start.
- The days you choose will be the days you are contracted and scheduled for during the school year.
- Families may make permanent schedule changes to a child's contract by submitting a two week written notice to the KidVentures office. Complete a change of schedule form, sign, date and return to the KidVentures office with a \$5.00 contract change fee. The contract revision will become effective two weeks after the request has been received in the KidVentures office. No schedule changes will be granted until October.
- When leaving the KidVentures program, a two-week written notice must be given to the KV office. All charges will remain on your account until a two week written notice is received.

### **Release Days**

- Release days are contracted and billed separately.
- Release days may not be added at the last minute as tickets, busing, and staffing have been arranged.
- Release days fill quickly and are first come, first served.
- Families may cancel release days without penalty if notification is submitted at least two weeks in advance AND notification is in writing.
- Children registered for release days must attend the field trip or special event. If your child is not interested in the KidVentures trip or activity, please make other arrangements for the day.
- All activities are planned by the Site Leaders and reviewed by the Ventures Coordinator and deemed age-appropriate.
- Staffing ratios are increased to make sure that safety is a first priority.
- All Release days require a minimum of 15 children enrolled to operate. Families will be contacted in advance if a release day is canceled due to low enrollment.

### **Wednesday Late Start**

All KidVentures sites will be open for care during late start Wednesdays. Care for just the late start begins at 8:10 a.m. for Bridgewater and Spring Creek and at 8:05 a.m. at Greenvale Park. The late start runs for one hour until school begins. If you are normally contracted on Wednesday mornings, you do NOT need to complete the additional late start registration paperwork. If you are not contracted for Wednesday mornings, you must submit the additional "Late Start Wednesday" registration form and pay the designated fee per Wednesday. Late start registration is forms are available on the our website, at each KidVentures location, and at the Community Education office.

## **Contract Terms**

### **Schedule Changes/ Add Ons/ Withdrawal**

- Additional days may be added **IF** space is available. The additional payment is due by the end of the month.
- Families may make permanent schedule changes by submitting a "change of schedule form." Sign, date and return the form to the Site Leader or the Community Education Office with a \$5.00

contract change fee. The change of schedule will become effective within two weeks from the date the request was received.

- No contract or calendar changes can be made in the beginning of the school year until October.
- KV must receive a two week written notice for any withdrawal from the program. All charges will remain on accounts until a two week written notice is received. Families that provide written notice to withdraw immediately from KV will still be charged for two weeks of tuition.

### **Additional Fees**

- A registration fee is due upon contract acceptance ~~enrollment~~ with any new KidVentures session. ~~Registrations will not be processed until the fee is paid in full.~~
- A Late Pick-up Fee of \$1.00 per minute per child will be charged for children not picked up by the 6:00 pm closing time.
- A \$5.00 Finders Fee is charged if your child's Site Leader does not receive a call or written notice stating that your child will not be in attendance. Calling on missing children takes a significant amount of time and poses a major safety risk for the entire program. The elementary schools DO NOT automatically communicate absences or messages with KidVentures staff.
- A \$20 late fee will be added to your account for any invoice that is not paid by the due date.

### **Additional Contract**

- Full payment of contracted days is due whether or not children are in attendance.
- No credits for changes will be given for days students are out sick, ~~or~~ on vacation, or absent for any reason.
- Tuition invoices will be generated at the start of each month. Monthly invoices must be paid in full by the end of each respective month. All families are strongly encouraged to view and pay their account online.
- KidVentures reserves the right to limit or terminate service due to non-payment.
- ~~If payment is made at a child's site, please allow 2 business days for payment to reach the KidVentures main office.~~
- All billing is done at the Community Education Office, located at the Northfield Community Education Center. For billing inquiries, contact the Community Education office at 507-~~664-3750~~ 645-1200.

### **Sick/Vacation Leave**

KidVentures does not credit tuition for sick or vacation days during the school year program. For release days and the summer program (variable option), families may cancel days without penalty if done at least two weeks in advance AND in writing.

### **Staff Responsibilities**

- To provide safe, enriching, challenging, engaging, fun, and developmentally appropriate activities for children in the KidVentures program.
- To engage children, each other, and parents/guardians in a positive, respectful, and constructive manner.
- To report any evidence or suspicion of child abuse or neglect as required by MN State statutes.



- To help connect the school day with out of school time programming.
- To provide feedback to families regarding their children in the KidVentures program.
- To keep families up-to-date with KidVentures happenings and use the parent/guardian table and parent/guardian board as a means of communication.
- To build healthy, positive relationships with students and families.

## **Staffing**

KidVentures sites are staffed according to the age and number of children in attendance: 1 staff member per 12 – 15 elementary (K-5) aged students.

KidVentures staff members are selected for their education and experience in working with children. Staff are expected to demonstrate sound judgment, dependability, responsibility, and the ability to create an environment which reflects care, respect, and safety of all children. They also must positively engage all children and families.

All staff members are expected to participate in continuing education activities and professional development opportunities offered throughout the year. These in-services may include safety and supervision, child protection, behavior management techniques, diversity, curriculum, and conflict resolution. KidVentures staff are trained in First Aid/CPR. Criminal background checks are required for all newly hired Northfield Public Schools employees.

## **Behavior Expectations**

Expectations of children are communicated in a positive, consistent, and firm manner. Staff members ensure children understand expectations through consistency, multiple forms of communication, and positive reinforcement.

### **Behaviors which are considered inappropriate and harmful include:**

- Behavior which threatens the safety of children or staff. A child exhibiting these behaviors may be suspended from the program immediately. A parent/guardian conference is required before the child can return to the program.
- Behavior which directly or indirectly threatens others. This includes any form of aggression such as hitting, kicking, pushing, biting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, etc.
- Behavior which prevents a staff person from fulfilling his/her ability to be available for all children, including removing self from group or program area without staff approval, or demonstrating lack of self control (anger, blatant disrespect, or absolute refusal to follow directions of staff person in charge.)
- Behavior which intentionally causes destruction of property.
- Behavior which demonstrates child's lack of readiness for KidVentures, including not being toilet trained, not being dressed appropriately for school/weather, any behavior resulting from inadequate or untimely administration of medication, or not being able to interact appropriately in a group setting.

## **Behavior Management**

KidVentures goal is to promote a positive approach to child care and the management of behavior issues. The program is designed to offer an environment that:

- Provides a positive, safe, and enriching atmosphere for all children.
- Meets the developmental level of each age group.
- Provides space for privacy and independence as well as areas to interact as a large group.
- Maximizes the capacity of staff supervision.

KidVentures is part of Northfield Public Schools and follows the district's values. These values state that children are expected to: respect self, other children and staff; accept each others' individual differences; accept the consequences of their behavior; let staff know their needs; and respect others' equipment and property.

Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child. If a child demonstrates behavior which has a negative impact on themselves or others, staff will make adjustments in one or more of these areas: environment, grouping of children, activities, and/or staffing. Staff will help the child understand the impact of his/her behavior and identify acceptable alternatives to unacceptable behavior. Staff and peers provide positive modeling of appropriate behavior. Children are encouraged to take responsibility for their actions.

## **Suspension from School**

If a child is suspended from school or sent home by a school staff, they may not attend KidVentures during the suspension. Children who are suspended are not allowed to be on School District property. Charges for child care will remain in effect as scheduled.

## **Behavior Incident Reports**

A serious disciplinary action such as those listed above will result in a Behavior Incident Report being filed. Charges will be assessed for behavior leaves resulting in one, three, and five days off. Should a child receive a sixth Behavior Incident Report, charges will cease 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. This Behavior Incident Report Policy is inclusive of all School Age Child Care Program options, i.e., Summer and School Year Programs, as well as Non-School Enrichment/Late Start/Early Release Days when children attend a KidVentures field trip. Behavior Incident Reports accumulate consecutively throughout these program options

### **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, and Site Leader.

### **2nd Behavior Incident Report:**

Parents/Guardians will be contacted for a meeting to include the parent/guardian, child, and Site Leader. The process continues should a parent/guardian refuse to attend a meeting. The parent/guardian 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:**

Parent/Guardian 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.) The parent/guardian 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:**

The parent/guardian 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.) The parent/guardian 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:**

The parent/guardian 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 their absence.) The parent/guardian 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, and the child will not be able to return to the program. Charges will end with the last date of service.

### **6th Behavior Incident Report:**

The parent/guardian will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be allowed to return to the program. Charges will end with the last date of service.

After one (1) full calendar year of absence from the program following the sixth Behavior Incident Report, a child may be considered for re-entry into the program if the following criteria are met:

1. A goal-setting meeting with parents/guardians and staff will be scheduled to discuss the child's behavior and changes that need to occur for a successful return to the program.
2. Parents/Guardians understand that the receipt of one (1) Behavior Incident Report constitutes immediate dismissal from the program with no remaining chances for return.
3. All outstanding balances have been cleared from the parent/guardian account.
4. The child will return to the program based upon enrollment availability. If the child's site has a waiting list, s/he will not preempt other children. The child cannot be placed on a waiting list until the above criteria have been met.

## **Dismissal from the Program**

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

**Child-related probable cause for dismissal:**

- High absenteeism or non-attendance for 10 or more scheduled consecutive days, without parent/guardian notification.
- Significant harmful/inappropriate behavior toward staff, children or other parents/guardians.
- KidVentures cannot meet the needs of the child.

**Parent/Guardian-related probable causes for dismissal:**

- Failure to complete, sign, and return appropriate program forms.
- Harmful, threatening, or inappropriate behavior toward staff, children, or other parents/guardians.
- Consistent late or non-payment of tuition and program fees.
- Refusal to cooperate and work with KidVentures staff to correct behavior concerns.
- Repeated instances of failure to sign child in and out
- Lack of adherence to KidVentures policies and procedures.
- Repeated instances of late pick up.



# **Northfield Secondary Portage Online**

## **Student Handbook 2022-2023**

Northfield Secondary Portage Online School (6-12)  
201 Orchard Street South  
Northfield, MN 55057  
507-645-1201 (Main Office)  
612-695-2139 (Attendance line, call or text)

Director: Daryl Kehler [dkeehler@northfieldschools.org](mailto:dkeehler@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 NORTHFIELD SECONDARY PORTAGE**

This handbook has been designed to be helpful in answering questions about the Northfield Secondary Portage program, 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 SECONDARY PORTAGE STAFF/ADMINISTRATION**

Visit the [Northfield Staff Directory](https://northfieldschools.org) 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							January	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
						1 2	1	2	3	4	5	6	7	2	New Year's Day Holiday
3	4	5	6	7	8	9	8	9	10	11	12	13	14	3	School Resumes
10	11	12	13	14	15	16	15	16	17	18	19	20	21	16	No School, Dr Martin Luther King Jr Day
17	18	19	20	21	22	23	22	23	24	25	26	27	28	20	End of Second Quarter
24	25	26	27	28	29	30	29	30	31					23-24	No School, Teacher Preparation Day
31														25	Beginning of Third Quarter
August 2022							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	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	20	No School; Staff Development Day
28	29	30	31				26	27	28						President's Day
September 2022							March 2023							March	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
						1 2 3				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	24	End of Third Quarter
25	26	27	28	29	30		26	27	28	29	30	31		27-31	No School; Spring Break
October 2022							April 2023							April	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
						1							1		
2	3	4	5	6	7	8	2	3	4	5	6	7	8	3-4	No School; Teacher Preparation Day
9	10	11	12	13	14	15	9	10	11	12	13	14	15	5	School Resumes; Beginning of Fourth Quarter
16	17	18	19	20	21	22	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							May	
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				29	No School, Memorial Day
December 2022							June 2023							June	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
						1 2 3					1	2	3		
4	5	6	7	8	9	10	4	5	6	7	8	9	10	9	Last Day of School (2-hr early dismissal) End of fourth quarter
11	12	13	14	15	16	17	11	12	13	14	15	16	17	11	Graduation
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			
Dec 23-Jan 2 No School; Winter Break															

## 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.

## 2022-2023 SECONDARY DAILY SCHEDULE

Learning Coaches and Content Tutors are available to schedule synchronous meetings anytime a student is in need of support. Students in Middle School will be expected to meet via Zoom with the Learning Coach at least once per week. If a student remains on track, ~~there are no required meetings and~~ they are considered Level 1. If they start to fall behind, then the student is elevated to Level 2 and referred to the MTSS team. Then, the table below will apply depending on the level of support needed. The level of required synchronous meetings increases as a student demonstrates the need for increasing support to be successful in the Portage program. Content Tutor instruction is aligned to the specific needs of the class and/or individual students as identified in the courseware platform dashboard.

Student MTSS Tier	Monday	Tuesday	Wednesday	Thursday	Friday
Tier I - Making good progress	Learning Coach Synchronous Meeting for student success skills - required	Optional Content Tutor instruction	Optional Content Tutor instruction	Required Content Tutor instruction	Optional Content Tutor instruction
Tier II - Experiencing challenge in one or more courses	Learning Coach synchronous meeting for student success skills - required	Optional Content Tutor instruction	Required Content Tutor instruction	Optional Content Tutor instruction	Required Content Tutor instruction
Tier III - Experiencing multiple challenges in one or more courses	Learning Coach synchronous meeting for student success skills - required	Required Content Tutor instruction	Required Content Tutor instruction	Required Content Tutor instruction	Required Content Tutor instruction

### NEW

MTSS Tier table	Middle School	High School
Tier 1 - making good progress	Zoom meeting required once per week	Zoom meeting as needed
Tier 2 - experiencing challenge in one or more courses	Zoom meeting required 2-3 times per week	Zoom meeting required 1-2 times per week
Tier 3 - experiencing	Zoom meeting required 3-5	Zoom meeting required 2-3

challenge in most or all courses	times per week	times per week
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### Secondary SPED Student Schedule

The special education case manager works collaboratively with the family and general education teacher to develop a personalized program and schedule to meet the needs of each Portage student with direct and/or indirect IEP service minutes. Depending on the individual IEP goals, a student may receive synchronous one-on-one teaching from the special education teacher, via small group instruction, or from an educational assistant with supervision from the special education teacher.

### IMPORTANT SCHOOL NUMBERS

24-HOUR ATTENDANCE LINE	612-695-2139
Main Office to contact principal or teachers	507-645-1201
Counselor for grades, transcripts	507-645-1201
High School Activities Office	507-663-0632

### ATTENDANCE AND ENGAGEMENT INFORMATION

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

Attendance for Portage students consists of making regular and continuous progress in their coursework, following the pacing prescribed in the learning platform or communicating with staff. Students are expected to regularly engage with their learning coach which includes responding to emails within 24 hours, participating in check-in meetings as designated by the learning coach and updating the district if there is any change in contact information.

For a student to remain in good standing for attendance, they need to attend 5 of the 7 days each week. The days are flexible, however staff will be available Monday through Friday during the regularly scheduled school hours so please keep this in mind if assistance is needed. **Attendance counts as communication with a staff member or logging into Edgenuity.** The Portage Administrative Assistant will communicate the attendance with families a minimum of once per week if attendance criteria is not being met.

#### Absence Procedure

If a student must be absent for the day, the student's parent/guardian must call or text the Attendance Line at 612-695-2139 the day of the absence or earlier. The attendance line is available 24 hours a day for your convenience, however the office will respond within the school day hours. 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, written communication from a parent/guardian will be accepted the next morning. Parents/guardians are encouraged to apply for an online access

number to view their student's attendance record. See district website for more information on [Family Access](#).

### **Excessive Absences**

Attendance for online learning programs is different from the traditional setting in that a student is expected to engage in the learning process which counts as attendance instead of being physically in a building. Below are the Participation Guidelines expected of students. If a student becomes disengaged from the learning, they will be referred to the Multi-tiered System of Supports (MTSS) team and their schedule will become more prescriptive to ensure proper support is provided for the student to be successful and making progress.

#### **Participation Guidelines for Secondary Portage Students**

- Check messages and emails daily - be active receivers of communication
- Five days per week log in to learning platform via the student portal
- Commit to the course requirements for meetings and expectations when enrolling in a Portage course
- Students who are not meeting participation guidelines will be referred to the MTSS team for additional support
- Frequency of family/student communication is determined by the need of individual students
  - Level 1 - students on track: as needed
  - Level 2 - students not on track: minimum weekly check in. These students may also use tutors and require daily communication. **Refer to the MTSS tier table.**

## **ATHLETIC AND ACADEMIC ACTIVITIES**

All students are encouraged to participate in the athletic/academic programs and are eligible to participate while enrolled in the Northfield District. Please note that MN High School League eligibility requirements do apply. Please access the Activities Office Website [here](#) for more information.

### **Attendance Policy - Student Activities**

In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance that day. 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.

### **Academic Eligibility Policy Adopted June, 2019**

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

## **ACADEMIC INFORMATION**

### **COURSE STRUCTURE**

Courses through Edgenuity are typically one semester (.5 credit) in length, although students can take year long or quarter length classes if needed. Each semester class is designed to take 90 hours to complete, this

means students are expected to spend 3-4 hours per week per course actively engaged to stay on pace. Students' pace is individualized, but Portage staff will refer to the student's pacing frequently. This means the pace of a typical High School student, which amounts to completing the graduation requirements in four years. Once a student completes a course, they will be given the grade that is entered on the student's transcript and is used to determine cumulative grade point average and class rank.

### MINIMUM CLASS LOAD

The Portage caseload is structured similarly to the traditional high school schedule. To be considered a full time student, a student will be scheduled for a minimum of 5 courses in Edgenuity per semester with the expectation to have them complete by the end of each semester. Students may determine how they want to focus on the courses, for example they could work on 2-3 courses at a time or they could work on all at the same time.

### PACING

The online format offers an individualized pace, however it is important to stay on the usual pace so the student doesn't get behind in credits. In order to do this, the Portage Online program has quarterly progress reports instead of a traditional report card. This will include the credits needed each year, as well as where the student is currently in terms of credit progression. Because the courses can be completed earlier or later (depending on the student's pace), this method will avoid Fs or incompletes for traditional grading terms.

Normal High School pace	Credit per year	Credit at the end of each year	Portage pace
9th grade	6	6	3 semester courses completed each quarter
10th grade	6	12	3 semester courses completed each quarter
11th grade	6	18	3 semester courses completed each quarter
12th grade	5	23	3 semester courses completed each quarter
<b>Total</b>	<b>23</b>		

### IN-PERSON LEARNING OPPORTUNITIES

**Portage Middle School students** may enroll in no more than two in-person classes at Northfield Middle School each year. The following classes are available to any Portage student in the 2021-2022 school year:

- Amistades (for students formally enrolled in elementary Companeros)
- Band, Choir, Orchestra

Additionally, any Portage student may enroll in the following classes only if space is available:

- CTE (Career Technical Education)
- FACS
- Middle School Art

**Portage High School students** may enroll in no more than two in-person classes at Northfield High School each year.

- AP Courses
- Band, Choir, Orchestra
- Woods, ~~Welding~~ Metals, Autos, ~~CAD, Mechatronics~~ Robotics, Engineering
- Art department

## GRADUATION REQUIREMENTS

Students earn a Northfield High School diploma and therefore must earn **23 credits** as follows:

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

## GRADE POINTS

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

## MID-YEAR GRADUATES

Students who can meet the necessary state and local requirements are eligible to graduate after the first semester of their senior year. Students desiring to graduate early must receive permission from the principal when registering for their senior year. Students are not eligible to participate in any school activities once they graduate. However, mid-year graduates may participate in the end-of-the-year commencement program.

## PASS-FAIL

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

## PORTAGE COURSE OFFERINGS

The following courses are offered through Portage Online using the Edgenuity platform.

English 6, 7, 8, 9, 10, 11, 12

Math 6 & 7, Algebra 8, Geometry, Algebra II, PreCalculus, Statistics

Science 6, 7, 8, Earth Science, ~~Chemistry/Physics~~, Biology, Chemistry, Physics

Social Studies 6, 7, 8, US History, Civics, World History, ~~Human~~ Geography, Economics

Spanish 1, 2, 3; ~~French 1, 2, 3~~; ~~German 1, 2, 3~~

Intro to Art, Art History, Fundamentals of Digital Media

Physical Education, Health, Physical Fitness, Foundations of Personal Wellness, Lifetime Fitness

Electives: Teaching and Training Careers, Online Learning and Digital Citizenship, Career Management, Career Explorations, Small Business Entrepreneurship, Personal Finance, Financial

Math, Keyboarding and Applications, Food Safety and Sanitation, Intro to Careers in Health Sciences, Psychology, Family and Community Services, Intro to Human Growth and Development, Engineering and Design, Science and Math in the Real World

### **POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

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

### **REPORT CARDS**

Due to the individualized nature of Portage, the program will use progress reports every quarter instead of report cards. This will show families and students the typical pace and where the student is at in relation to that.

### **SCHEDULE CHANGES**

Students must communicate with the school counselor or principal to initiate any change in their class schedule. **Please Note: A Portage student is only allowed to return to in-person at the High School or Middle School at the semester break.** If a student qualifies for the grades 9-12 ALC and would like to enter at the start of one of their grading periods that is also allowed.

### **SPECIAL EDUCATION PROGRAMS**

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

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

### **ACADEMIC INTEGRITY**

All students are expected to:

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

All parents/guardians are expected to:

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

All teachers are expected to:

- Review the Student Citizenship Handbook's Scholastic Dishonesty section with students as often during the school year as appropriate.
- Teach the skills necessary to prevent a violation of academic integrity.
- Enforce the policy in all instances of academic dishonesty following the procedures below.

All administrators are expected to:

- Support the spirit of academic integrity with students, parents, and staff members in conferences and in classrooms.
- Follow the student disciplinary process as outlined in the Student Citizenship Handbook. Incidents of academic dishonesty will be cumulative for four years. The procedures whereby a student will be held accountable for infractions of scholastic dishonesty are as follows:

#### Incident 1:

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

#### Additional Incidents:

1. All of the disciplinary action of the first offense will occur.
2. The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points.
3. The teacher will notify the program Director, who will conference with the student and notify parents.

### **ACADEMIC ELIGIBILITY STANDARDS**

To review academic eligibility for student activities, refer to the [Co-Curricular Handbook](#).

### **ACCESSIBILITY**

The online platform Edgenuity has several accessibility features which staff can share with families upon request.



## **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.

## **CHEMICAL HEALTH**

Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco, nicotine, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products, and alcohol. A Chemical Health Counselor is available to students. Call the main office for more information.

## **CHILD NUTRITION SERVICES (for students on campus during lunch)**

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 (Applies to students attending a school building)**

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

## **DISCIPLINE GUIDELINES**

See district [Student Citizenship Handbook](#).

## **e-LEARNING DAYS (Applies to students attending a school building)**

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.

## **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) of an adult student, provided that the parent(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, the student may submit a written request for the district to end all communications with the parent(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), 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.

### **FAMILY ACCESS/GRADES ONLINE**

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

Parents 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.

### **FREEDOM OF EXPRESSION**

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

The administration will make judgments based on the following criteria:

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

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

### **GRADUATION/COMMENCEMENT**

Students who have or will have successfully completed graduation requirements by the last day of the school year may participate in the Portage Online commencement program and receive a Northfield High School diploma. Students 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.

Students who are one-half credit short of either the required courses or of the total credits required may participate in commencement but will not receive a diploma until all graduation requirements are completed. Any student who is more than 1/2 credit short of either requirement is not allowed to participate in commencement.

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

## **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 school resource officer, or other appropriate law enforcement agency when a public law has been violated at school. The police may be alerted to cyberbullying or harassment. Prosecution by criminal complaint does not preclude disciplinary action by the school district. In addition, the student's parent/guardian may be held liable as permitted by statute.

## **LOCKER ROOMS (Applies to students attending a school building)**

For those students that attend part of the day at the High School; students **MUST** have a pass from a teacher/school personnel to enter school locker rooms during the school day.

## **LUNCH (Applies to students attending a school building)**

Portage students attending on-site classes may purchase meals when in school during meal times. ~~Our free meal program has been extended through the end of the school year 2021-22, as provided by the United States Department of Agriculture.~~ All students enrolled in the school district for on-site learning can receive free breakfast and lunch every day.

Milk is included in the price of a breakfast and lunch meal. Students who take milk only at meals will be charged \$0.50 per carton.

~~Even though all students will be receiving free meals during this time, it is **very important** that you complete the meal benefit application if your family has been approved in the past or if you feel your family may qualify for these benefits.~~ Our schools receive funding to support students based on the number of families that qualify for free or reduced meals. You may also receive reduced rates for fee based activities.

## **PARENT/GUARDIAN GUIDE AND REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE TESTING**

See Appendix B

### **PARKING LOT/VEHICLE POLICY (Applies to students attending a school building)**

All motorized vehicles parked at Northfield High School by faculty, staff and students, must display a valid permit. The cost of a parking permit is \$150.00 per year (or \$75.00 for second semester). Additional permits (including lost permits) will be \$5.00. All parking permits must be registered with the office and may not be transferred to any other vehicle other than the vehicle described on the vehicle registration form. No sale/transfer of parking permits is permitted from student to student or sibling to sibling. Parking permits are full price per individual student. No family discount will be given. Any unauthorized parking offense will result in the following:

#### **Permitted Vehicles**

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

#### **Non-Permitted Vehicles**

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

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

### **PERSONAL SEARCHES (Applies to students attending a school building)**

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

Please remember that if a student is using a school issued device, the Northfield staff may search the device at any time.

### **PROM**

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

### **SCHOOL DISTRICT POLICIES**

The most successful school creates mutual trust and respect among students, parents, teachers and administrators. A complete list of school district policies are available ~~on file in the Office of the~~

Superintendent and [online](#).

## **SPORTSMANSHIP STATEMENT**

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

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

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

## **STUDENT DRESS POLICY**

Although most activities will be done virtually, if students participate in a Zoom meeting or attend a school building for class or an activity, the following applies. 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.

## **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.

## **VOLUNTEER / EMPLOYEE CRIMINAL HISTORY BACKGROUND CHECK POLICY**

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 before serving students affiliated with Northfield Public Schools. This is subject to change dependent on the public health situation.

## **WEBSITE**

Northfield Portage online website can be accessed [here](#).

## **WELLNESS**

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

## **USE OF TECHNOLOGY AND TELECOMMUNICATIONS SYSTEMS BY STUDENTS**

Student use of technology and the Internet is governed by [district policy 524-2](#) regarding use of technology and telecommunications systems. See the Student iPad Loan Agreement for additional details about iPad implementation. iPad Loan Agreement: [English](#) | [Español](#)

## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

### Assessments Connect to Standards

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

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

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

### ACCESS and Alternate ACCESS for English Learners

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

### Statewide Assessments Help Families and Students

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

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

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

### Taking Statewide Assessments Helps Your Student's School

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

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

### Student Participation in Statewide Assessments

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

Updated April 21, 2022 - Page 1 of 2



## Consequences of Not Participating in Statewide Assessments

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

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



([education.mn.gov](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



## Superintendent Operations and COVID-19 Update | June 13, 2022

Matt Hillmann, Ed.D.

**Executive Summary:** This report provides an overview of the district's operations, bright spots, anti-racism work, and response to COVID-19.

The district has completed its third COVID-19-impacted school year. The chart below compares the number of cases in Northfield School District (staff and students) in 2020-21 vs. 2021-22

School	2020-21	2021-22
Area Learning Center	2	32
Bridgewater	21	203
Greenvale Park	18	192
High School	128	376
Middle School	50	295
Northfield Community Education Center	16	111
Spring Creek	25	192
District Offices	3	13
<b>Totals</b>	<b>263</b>	<b>1,415</b>

The district's goal was to prioritize uninterrupted in-person learning. As a system, we accomplished that goal, however, we recognize many staff, students, and parents experienced individual interruptions due to illness or quarantine.

We provided parents with detailed data through the district's COVID-19 dashboard and kept them informed with 30 district-level updates. A multitude of COVID-19 testing solutions were offered, including one of the early school-based PCR-equivalent testing clinics in the state. Through a Minnesota Department of Education grant, our district Cue testing center administered 1,854 COVID-19 tests at the district office between November 1, 2021 and June 7, 2022. Thousands more rapid antigen test kits were provided to families beginning in December 2021.

The district also pledged to regularly review data and make changes based on the latest scientific analysis of the virus and the local public health situation. The district was able to reduce its mitigation strategies in February 2022. The vast majority of traditional events were held this school year. The virus will not completely subside, but it is at a point where it can be managed differently for many reasons.

I am genuinely grateful to our community for their support and criticism. System decisions about mitigation strategies to prevent spread, protocols for those who tested positive for the virus, and protocols for those who were close contacts were met with appreciation by many and derided by others. This range of opinion is standard for a democratic society. As we move forward, I ask that we come to a point of collective forgiveness for one another. These have been difficult times. I will lead a district that embraces difficult discussions about how to best serve our students, staff, families, and community. Time will help us better understand and apply lessons learned during this crucible phase in our lives. Time will also help us heal as a community.

## ACES coming to Northfield Middle School

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

Northfield Middle School will be the first expansion site of an innovative out-of-school time program in 2022-23. The “Athletes Committed to Educating Students” or “ACES” program aims to “reduce the academic opportunity gap and improve the likelihood of success for underserved students.” Northfield Public Schools was selected for this pilot expansion program in partnership with the Northfield Healthy Community Initiative (HCI).



“Over the last three decades, ACES has helped thousands of students across the Twin Cities strengthen their academics and build crucial social-emotional skills,” said Christina Saunders, ACES Executive Director. “We’ve seen students improve test scores and increase school attendance, develop meaningful relationships with peers and mentors, and so much more. At a time when our young learners need support more than ever, we are proud to take this important step – in partnership with Northfield Public Schools and HCI – to make a difference for students in the Northfield community.”

One of the district’s strategic commitments is partnerships that help us accelerate progress toward our student achievement benchmarks. Our team expressed deep confidence that the partnership with ACES would do precisely that. There is a strong and natural alignment between the ACES model and what we are striving for in the district.

## Graduations

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



The district successfully held its graduation ceremonies for the Area Learning Center on June 1 and at Northfield High School on June 5. We wish our new alumni the best as they move forward into their bright futures!

## Uvalde, Texas Tragedy

I shared the following message with families after the Uvalde, Texas tragedy.

These tragedies pierce our hearts in ways that are nearly impossible to fully understand. We struggle to explain how this can still happen in a modern society. As educators, we care deeply about your children and want them to be physically and emotionally safe.

Student safety is our top priority. No school district or community has all the answers. We work hard every day to create an environment where every student feels valued and supported. As parents, we want to explicitly share with you things we are doing to achieve that goal.

We start with relationships, prevention, and support:

- We prioritize relationships and use surveys to measure that middle and high school students have at least one adult they trust at school. If students trust an adult, they will share their concerns about their friends. This metric is part of our middle school and high school continuous improvement plans.

- We have a formal social/emotional learning instruction in grades PreK-8th grade (Second Step curriculum.)
- We have an innovative program at Northfield High School called Students Supporting Students. This program trains around 30 student leaders using a program developed by Hazelden. These trusted students help direct students in need to the right services for mental health or other issues.
- 10th graders are trained in teen Mental Health First Aid. This training helps students to identify, and how to respond to, friends and peers who are demonstrating signs of mental health challenges.
- We use the National Association of School Psychologists' PREPaRE program with our building crisis teams to prevent and prepare to respond to crises.
- We use a community-wide anonymous reporting system called Tip 411 to report any concerns about violence.
- At each of our elementary schools, we employ a licensed school social worker, a school psychologist, and a behavior coach.
- We employ a licensed school social worker, a school psychologist, and several school counselors at our secondary schools. This year, we added an additional school counselor to each of our secondary programs (middle school, high school, area learning center, and online program). They will continue as we move forward.
- We have a strong relationship with local law enforcement. Our current school resource officer had a career in social work before becoming a police officer.
- Staff members complete required anti-bullying training.
- Each school has a threat assessment process that reviews concerning student situations.
- We have a comprehensive district crisis plan that is reviewed annually. We conduct the five state-required lockdown drills annually.

We also have made physical improvements to our schools designed to enhance security while maintaining a welcoming learning environment:

- Every K-12 school has a secure front entrance where visitors must be "buzzed" into the office and/or the building once the school day starts.
- Each classroom door is able to be locked from the inside without a key. That may not sound significant, but it is not the norm on classroom doors in schools before the last decade.
- Every building has a lockdown button in the main office that automatically locks all entrances in that building and alerts 911. We have a button in the district office that locks all the exterior doors at all buildings and alerts 911.

We will continue to work hard every day to make our schools physically and emotionally as safe as practicable for our students. We grieve with the nation and world over this senseless loss of innocent life in Uvalde.

**SPECIAL SERVICES**

201 Orchard Street South  
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[www.northfieldschools.org](http://www.northfieldschools.org)

TO: School Board Members  
Dr. Hillmann, Superintendent

FROM: Cheryl Hall

DATE: June 9, 2022

RE: Request to hire an additional non- licensed Special Education Staff

I am requesting the school board to consider approval of the following increase for special education staff at Northfield Community Education Center for Early Childhood Special Education programs.:

One Child Specific Special Educational Assistant/Personal Care Assistant (EA/PCA) 6.75 hours per day due to increased student needs recently identified for safety and intensive services as required in the Individual Education Program (IEP) plan.

The total projected cost of salary and benefits is \$31,000 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$22,606.00

Building	Position	FTE	Cost	Rationale
NCEC	Sped EA/PCA	6.75 hrs/day	\$31,000	student enrollment

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

May 23, 2022

District Office Boardroom

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. Present: Baraniak, Butler, Goerwitz, Quinnell and Stratmoen. Absent: Gonzalez-George and Pritchard. 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.

3. Public Comment

There was public comment.

4. Announcements and Recognitions

- The first evening music concert at the 'new' Greenvale Park Elementary School was held on May 16. The Greenvale Park choir and band performed for family and friends. It was a great celebration of music!
- Ruth Legvold is retiring and she has been the pianist accompanying the Northfield choirs for twenty-nine years. We appreciate and thank her for her commitment to the arts in our district.

5. Items for Discussion and Reports

- a. Policy Committee Recommendations. Dr. Hillmann presented 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 presented 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. 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. Both budgets will be items for individual action at the next board meeting. Director Bailey also provided an update on the Greenvale Park Community School during this presentation.
- c. Proposed 2022-2023 Construction Fund Budget. Director Mertesdorf presented the proposed 2022-2023 Construction Fund Budget. The proposed budget reflects revenues of \$3,000 and expenditures of \$1,676,009. This will be an item for individual action at the next board meeting.
- d. Proposed 2022-2023 General Fund Budget. Director Mertesdorf presented the Proposed 2022-2023 General Fund Budget. This budget reflects revenues of \$59,781,175 and expenditures of \$61,308,958. This will be an item for individual action at the next board meeting.
- e. Proposed 2023-2024 School Year Calendar. Superintendent Hillmann presented 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 provided an update about district operations and COVID-19 data. He shared information about the middle school and high school career exploration event, the student data summit, the Bridgewater Boosterthon fun run, the Northfield High

School task force and the board work session scheduled on June 13, and a legislative update. Superintendent Hillmann also acknowledged the tragic mass shooting in Buffalo, New York.

6. Committee Reports

Board member Baraniak provided a Human Rights Commission report.

7. Consent Agenda

On a motion by Butler, seconded by Baraniak, the board approved 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 were 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. Gretta 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.
23. Cody Kaslow, Program Assistant with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$10.33/hr.
24. Alivia Kortuem, Summer Lifeguard with Community Ed Recreation, beginning 5/25/2022-8/31/2022; \$10.33/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 Bolum, 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.



47. Kevin Gilbert, Night Custodian at the Middle School, change to Night Custodian at the High School, effective 5/23/2022.
48. Alivia Kortuem, 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.

iii. Leave of Absence

1. Anna Kelly, Media Center EA at the High School, Leave of Absence for the 2022-2023 school year.

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.
4. Peter Maus, 7th Grade Football Coach, resignation effective 5/18/2022.
5. Joel Leer, High School Principal, resignation effective 6/30/2022.

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.

8. Items for Individual Action

- a. Arcadia Charter School Contract Approval. On a motion by Butler, seconded by Baraniak, the board unanimously approved the new contract between Northfield Public Schools and Arcadia Charter School, pending the Minnesota Department of Education's recommended changes to their by-laws, for the time frame July 1, 2022 - June 30, 2027.
- b. Policy Committee Recommendations. On a motion by Quinnell, seconded by Stratmoen, the board unanimously approved 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 p.m. - 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

On a motion by Stratmoen, seconded by Butler, the board adjourned at 8:13 p.m.

Noel Stratmoen  
School Board Clerk

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

June 2, 2022

District Office Boardroom

1. Call to Order

Board Chair Claudia Gonzalez-George called the Closed meeting of the Northfield Board of Education of Independent School District No. 659 to order at 5:37 p.m. Present: Baraniak, Butler, Gonzalez-George, Goerwitz, Pritchard, Stratmoen, and Quinnell. Absent: None. Also present was Superintendent Dr. Matt Hillmann, Director of Human Resources Molly Viesselman, and Director of Finance Val Mertesdorf.

2. Item for Discussion and Reports

- a. Negotiation Strategy. The board discussed negotiation strategy.

Board member Stratmoen left the meeting at 6:33 p.m. and returned at 6:36 p.m.

3. Adjournment

On a motion by Quinnell, seconded by Pritchard, the board adjourned at 6:49 p.m.

Noel Stratmoen  
School Board Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 2<sup>nd</sup> day of June, 2022, by and between Northfield Rotary Club, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

### TERMS

\$3,000.00 Rotary Scholarship, check #5174

Northfield Rotary Club  
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 1<sup>st</sup> day of June, 2022, by and between Greenvale Park Elementary PTO, 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

*\$1,267.43 donation to purchase a printer and cart. Check # 5159*

Greenvale Park Elementary PTO  
Donor

By: *Received in the Greenvale Park 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 2<sup>nd</sup> day of June, 2022 by and  
between Greenvale Park Elementary PTO,  
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

*Greenvale Park Elementary PTO donated Steam  
supplies valued at \$3,237.28.*

Greenvale Park Elementary PTO  
Donor

By: *Received in the Greenvale Park 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 31st day of May 2022, by and between Northfield Booster Club and hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

\$1000 for the Coaching Coordinator Position at the High School

### TERMS

Northfield Booster Club

Donor

By: Joel Olson

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 6<sup>th</sup> day of June, 2022, by and between Andrew Christopher Holmquist, 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

Check #1001, \$25,952.00, for the Matthew Holmquist Arts Scholarship.

Andrew Christopher Holmquist  
Donor

By: Received in the District Office

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk

## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 6<sup>th</sup> day of June, 2022, by and between Cannon River Sportsmen's Club, Inc., 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

check # 2019, \$1,000.00, for the Cannon River Sportsmen's club scholarships.

Cannon River Sportsmen's Club, Inc.  
Donor

By: Received in the District office

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk



## 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 Rotary Club	\$3,000.00	Rotary Scholarship
Greenvale Park PTO	\$1,267.43	Purchase a printer and cartridges
Greenvale Park PTO	STEAM Supplies	Valued at \$3,237.28
Northfield Booster Club	\$1,000.00	Coaching coordinator position at the HS
Andrew Christopher Holmquist	\$25,952.00	Matthew Holmquist Arts Scholarship
Cannon River Sportsmen's Club, Inc.	\$1,000.00	Cannon River Sportsmen's Club 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

**AGREEMENT BETWEEN CITY OF NORTHFIELD AND  
INDEPENDENT SCHOOL DISTRICT NO. 659  
RELATING TO CITY OF NORTHFIELD/COMMUNITY EDUCATION  
RECREATION PROGRAM**

This Agreement is made as of the 7th day of June, 2022, by and between the City of Northfield, a Minnesota municipal corporation (City), and Independent School District No. 659, a Minnesota school district (School District).

WHEREAS, the School District is organized for the purpose of providing public school education and life-long learning opportunities, including community education and recreational programs, within its geographic boundaries; and

WHEREAS, the City also provides recreational opportunities within its geographic boundaries;

NOW, THEREFORE, the City and the School District agree as follows:

1. **PURPOSE AND INTENT.** The City and the School District desire to cooperate in the operation of a community education and recreation program (Program) according to the terms of this Agreement. The City shall pay the School District for the purpose of providing the Program. The Program shall include, but not be limited to, opportunities for leisure, recreation, enrichment and other activities that promote the health, safety and welfare of the community. The program shall support the learning and participation of adults and children in the community through access to community recreational programs and activities offered through the School District on behalf of the City. Facilities of the City and the School District will be made available for use in the Program and both parties will contribute to the funding of the Program, as provided herein.
2. **SERVICES PROVIDED BY COMMUNITY EDUCATION DEPARTMENT.** Except as otherwise specifically provided herein, the School District, through its Community Education Department, will provide all services related to the Program including, but not limited to, hiring and managing all staff related to the Program, and organizing, scheduling, managing and supervising all Program events. The Program shall include but not be limited to opportunities for leisure, recreation, enrichment, and other activities that promote health, safety and welfare in the community.
3. **PROGRAM AVAILABILITY.** The Program shall be open to all residents of the School District on a first come, first served basis without regard to race, religion, ethnicity, or gender.
4. **COMMUNITY EDUCATION ADVISORY COUNCIL; CITY REPRESENTATIVE.** The School District's Community Education Advisory Council (Advisory Council) shall advise and make recommendations to the School District on issues related to the Program and the Park and Recreation Advisory Board (PRAB) shall make recommendations to the City Council including, but not limited to, philosophy and mission, budgetary decisions,



programming, and fees and charges, and shall meet with representatives of the City Council and the School Board at least once annually to review the Program. The Advisory Council shall include, as one of its twelve to fifteen voting members, one voting member from the City's Park and Recreation Advisory Board (PRAB). This member will be recommended by the PRAB, appointed by the Mayor and approved by the City Council to serve a one-year term on the Advisory Council, provided that an appointee may serve successive terms. This member will report on the Program to the PRAB as necessary.

5. **LIAISON TO THE PARK AND RECREATION ADVISORY BOARD (PRAB).** The Recreation Coordinator or other representative of the School District shall attend most PRAB meetings along with the City's staff liaison to the PRAB. The Recreation Coordinator shall report on the recreation programs at least quarterly.
6. **AVAILABILITY OF DEPARTMENT DIRECTOR AND STAFF TO PRAB.** The School District's Community Education Department Director (Director) and Program staff shall be available to attend PRAB meetings as requested by the PRAB.
7. **PERSONNEL.** The School District shall hire, compensate, and manage all personnel as may be needed for purposes of the Program and all such personnel shall be School District employees and not City employees. Similarly, all volunteers who participate in the Program in any way shall be considered to be under the supervision and control of the School District and not under the supervision or control of the City.
8. **FINANCES.**
  - a. **School District Responsibility.** Except as otherwise provided in this Agreement or as otherwise expressly agreed between the parties in writing from time to time, the School District, through its Community Education budget, Fund 04, or other appropriate funding source, shall fund and pay all expenses of the Program. The School District shall be entitled to receive and use all fees, donations, state and federal financial aid and other funds received for purposes of the Program.
  - b. **City Payment.** The City shall pay to the School District a designated sum for each fiscal year during which this Agreement is in effect, which fiscal year is from July 1 through June 30. For the fiscal year July 1, 2022 through June 30, 2023 the City shall pay to the School District the sum of \$145,309.00; July 1, 2023 through June 30, 2024, the City shall pay to the School District the sum of \$149,668.00; and July 1, 2024 through June 30, 2025, the City shall pay to the School District the sum of \$154,158.00. The City shall make its payments to the School District one-half on December 31 and one-half on June 30, each payment to apply to the preceding six-month period. Any modifications or renewals of this contract shall be negotiated prior to the expiration of this contract.
    - i. It is agreed that the City's payment for the cost of the Program for the fiscal years 2022-2025 is based on the personnel costs (salary and benefits) related to the Program, including 100% of the time of the School District's Recreation Coordinator, 82% of the time of a registration/facility scheduling secretary, 25% of the time of an

administrative assistant, and 5% of the time of the Community Education Department Director.

It is further agreed that the following costs (totaling \$59,014.00) will be the School District's in-kind contribution to the Program:

- i. Costs related to web-based registration software and user fees, use fees and merchant fees generated by the 63.2% of registrations, which are related to recreation, and 63.2% of annual fees.  
(Current cost: \$15,718.00).
- ii. Copying costs of the Department, which are related to recreation.  
(Current cost: \$699.00).
- iii. Costs related to the recreation portion of the seasonal brochures mailed to all School District residents three times a year.  
(Current cost: \$1,266.00). \*\*

\*\*The value of the ability to promote recreation programs in schools (flyers, newsletters) is not included in the total.

- iv. Free advertising space in each Community Education Brochure for City of Northfield facilities or events (Ice Arena, Outdoor Pool, Doggy Dip, etc.)  
(Current value: \$1,000.00)
- v. Professional Development  
Memberships to the Minnesota Recreation and Park Association (MRPA) and Southern Minnesota Recreation and Park Association (SMRPA) (Current Cost: \$615.00)  
Conferences, workshops and equity trainings (Current cost: \$4,200)
- vi. School District facilities used for recreation programs  
(Current value: \$30,192.00)  
In addition, the school district pays to use space at the Northfield Outdoor Pool (\$2,060.00) and Northfield Ice Arena (\$3,264.00), annually, totaling \$5,324.00.

These percentages and the underlying costs attributable to the Program shall be reviewed by the parties from time to time, upon the request of either party, and the parties shall cooperate in adjusting the City's payment to the Program based on any changes in the costs and percentages reasonably attributable to the Program.

It is agreed that each party shall bear any separate costs associated with its own facilities which costs are not related to the Program or specifically mentioned herein.

- c. **Annual Budget.** An annual budget for the Program shall be prepared by the Director of the Department and shall be submitted to the City Council and the School Board for



approval on or before June 15 of each year. Each proposed budget shall estimate all revenue and expenditures for the upcoming fiscal year, shall set forth the recommended program of activities for the next fiscal year including administrative costs, and shall be in sufficient detail to allow proper review. The Director shall provide to the City Council and the School Board such financial statements, records and reports as may be requested by the City Council and/or the School Board from time to time.

- d. **User Fees, Advertising, and Sponsorship.** Any user fee, facility usage fee, advertising revenue and/or sponsorship donation collected shall be the revenue of the facilitating agency, unless prior arrangement have been made on user fees and revenue sharing.

## 9. **FACILITIES AND EQUIPMENT.**

- a. **Facilities.** The City and the School District will make facilities available to the Program as needed, provided that the Department shall give the City seasonal schedules of events affecting City facilities, and notice of any changes in or additions to those schedules, at least 72 hours in advance of any change or addition, which changes or additions shall be subject to approval by the City's Public Works Director or his/her designee. Except for operations and management associated with the Program, each party shall provide general maintenance, including landscape maintenance, and repair, to its respective facilities. Each party shall provide final field and site preparation for Program events at its facilities, provided that the City has advance notice of events at its facilities. The Director shall notify the appropriate party of any facilities that need repair or maintenance, with a suggested time when repair or maintenance might be performed so as not to disrupt programmed activities.
- b. **Equipment.** The City shall provide for storage of portable recreation equipment used for Program activities at City facilities.

- 10. **INSURANCE.** Each party shall maintain general liability insurance in the minimum amount of one million five hundred thousand (\$1,500,000.00) dollars to cover claims related to the condition of its respective facilities and shall be responsible for any such claims. The acts and omissions of any and all volunteers involved in the Program shall be considered the responsibility of the School District.

## 11. **INDEMNIFICATION.**

- a. The School District shall indemnify, protect, save, hold harmless and insure the City, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the School District or its agents, employees, contractors, subcontractors, or sub-consultants with respect to the School District's performance of its obligations under this Agreement. The School District shall defend the City against the foregoing, or litigation in connection with the foregoing, at the School District's expense, with counsel reasonably acceptable to the City. The City, at its expense, shall have the



right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Article shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of the City. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.

- b. The City shall indemnify protect, save, hold harmless and insure the School District, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the City or its agents, employees, contractors, subcontractors or sub-consultants with respect to the City's performance of its obligations under this Agreement. The City shall defend the School District against the foregoing, or litigation in connection with the foregoing, at the City's expense, with counsel reasonably acceptable to the School District. The School District, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Article shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of the School District. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.
- c. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against the City or the School District.

12. **SUPERVISION OF PROGRAMS; DUTIES OF DIRECTOR.** The Director shall be responsible for operation and supervision of all components of the Program, and shall report periodically and upon request to the Superintendent of Schools and the City Administrator with regard to the status of the Program. The Director shall work cooperatively to implement the goals of the Program as recommended by the Advisory Council and approved by the City and the School District. The Director and other programming staff of the Department shall attend meetings of the City's Park and Recreation Advisory Board upon request.

13. **REVIEW; TERMINATION.** The City and the School District shall review this Agreement in three years. The Agreement shall remain in effect and shall govern the jointly sponsored community education and recreation program until June 30, 2025, unless earlier terminated by either party. Either party may terminate the Agreement at the end of any fiscal year of the School District or the end of any fiscal year of the City, provided that written notice of such intent to terminate has been served on the other party at least 6 months before the proposed date of termination.

14. **ACKNOWLEDGEMENT OF PARTNERSHIP FOR PROGRAM.** Recognition of the City's contributions to the Program shall be cited minimally in the following areas: Community Education program brochure, adult league schedules (both printed and online), and all advertising thanking sponsors of the Program.

## 15. GENERAL TERMS.

- a. **Voluntary and Knowing Action.** The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
- b. **Authorized Signatories.** The parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- c. **Notices.** The parties' representatives for notification for all purposes are:

**CITY:**

Ben Martig  
City Administrator  
City of Northfield  
801 Washington St.  
Northfield, MN 55057  
Phone: (507) 645-3006  
Email: ben.martig@ci.northfield.mn.us

**SCHOOL DISTRICT:**

Erin Bailey  
Director of Community Education  
Northfield Community Education Center  
700 Lincoln Parkway  
Northfield, MN 55057  
Phone: (507) 664-3652  
Email: Ebailey@northfieldschools.org

- d. **Subcontracting.** The School District shall not enter into any subcontract for performance of any of the services of organizing, scheduling, managing and supervising all Program events by the administrative personnel listed in Paragraph 8(b) (i) without the prior written approval of the City. The School District shall be responsible for the performance of all subcontractors.
- e. **Assignment.** This Agreement may not be assigned by either party without the written consent of the other.
- f. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been



reduced to writing, and signed by authorized representative of the City and the School District.

- g. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, the School District agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the School District and involve transactions relating to this Agreement.

The School District agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- h. **Compliance with Laws.** The School District shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs and staff for which the School District is responsible.
- i. **Governing Law.** This Agreement shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.
- j. **Data Practices.** The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*
- k. **No Waiver.** Any party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving party.
- l. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.
- m. **Entire Agreement.** These terms and conditions constitute the entire Agreement between the parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.



- n. **Headings and Captions.** Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.
- o. **Survivability.** All covenants, indemnities, guarantees, releases, representations and warranties by any party or parties, and any undischarged obligations of the City and the School District arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.

*[Remainder of page left intentionally blank]*

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their respective duly authorized officers pursuant to authority granted by the attached resolutions adopted by the City Council of Northfield and the School Board of Independent School District No. 659.

**INDEPENDENT SCHOOL DISTRICT NO. 659**

By: \_\_\_\_\_  
Title: Chair of the Board of Education  
Print Name: Claudia Gonzalez-George

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Title: Clerk  
Print Name: Noel Stratmoen

Date: \_\_\_\_\_

**CITY OF NORTHFIELD**

By: Rhonda Pownell  
Title: Mayor  
Print Name: Rhonda Pownell

Date: 6/7/2022

By: Lynette Peterson  
Title: City Clerk  
Print Name: Lynette Peterson

Date: 6/7/2022

INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Community Education Staff

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 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**

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.

## 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 - Holidays**

Employees working 20 hours or more per week, with a duty year of 49 or more weeks, shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and 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 Superintendent.

## **ARTICLE III LEAVES**

### **Section 3.01 – Vacation**

An employee who works a regular schedule of 20 or more hours per week, with a work year of at least 49 weeks, shall be eligible for vacation.

Vacations for employees working at least 20 hours or more per week, for at least 49 weeks per year, shall be as follows:

Year of Service in <u>District</u>	Number of Vacation <u>Days</u>
1 - 5	10
6-13	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 provided the employee has been assigned to a position which normally consists of 49 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor.

There shall be no payment for unused, earned vacation balances upon termination or separation of employment, for any reason, with the School District.

Employees working fewer than 49 weeks per year shall not receive vacation.

### **Section 3.02 - Sick Leave**

Employees working 20 hours or more per week shall receive sick leave at the rates listed below to a maximum accumulation of 190 days. Part-time employees will receive sick leave on a pro rata basis.

Employees working a duty year of less than 52 weeks	10 days/year
Employees working a duty year of 52 weeks or more	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, or the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay his/her fee. Charges for certification of absences greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

There shall be no payment for unused, earned sick leave balances upon termination or separation of employment, for any reason, with the School District.

### **Section 3.03 – 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 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 - Personal Business**

The employee shall be allowed five (5) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of their immediate supervisor. A deduction of these days will be made from sick leave. No more than three (3) days can be used consecutively. There shall be no paid personal business days for those employees who do not qualify for 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. Advance notice to the immediate supervisor is required to permit the scheduling of a substitute. An employee is also required to notify the immediate supervisor immediately upon being excused from judicial duty.

### **Section 3.10 – Superintendent’s Discretionary Leave**

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or his/her authorized representative.

### **Section 3.11. – School Conference and Activities Leave**

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District’s substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. 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 for at least the number of student contact days in the board approved school calendar 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 School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The amounts listed below reflect a proration for employees who work less than full-time. The effective date for employer contributions shall be January 1 each year.

##### **District Health Insurance Contributions**

	<u>30 -40 hrs/wk</u> <u>.75 to 1.0 Factor</u>	<u>20 &lt; 30 hrs/wk</u> <u>.50 to .60 Factor</u>
<u>SINGLE</u>	Same as teachers agreement	.6 × teachers agreement
<u>FAMILY</u>	Same as teachers agreement	.6 × teachers agreement

#### **Section 4.04 - Dental Insurance**

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single or family coverage. The amounts listed below reflect a proration for those employees who work less than full-time. The effective date for employer contributions shall be January 1 each year.

##### **District Dental Insurance Contributions**

	<u>30 -40 hrs/wk</u> <u>.75 to 1.0 Factor</u>	<u>20 &lt; 30 hrs/wk</u> <u>.50 to .60 Factor</u>
<u>SINGLE</u>	Same as teachers agreement	.6 × teachers agreement
<u>FAMILY</u>	Same as teachers agreement	.6 × teachers agreement

#### **Section 4.05 - 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 to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

#### **Section 4.06 - Long-Term Disability Insurance**

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

#### **Section 4.07 - Liability Insurance**

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

#### **Section 4.08 - Duration of Insurance Contribution**

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this manual. However, the employee may be continued in the group insurance plans at his or her own expense for a period following separation determined by the insurance carrier and applicable laws.

### **ARTICLE V OTHER BENEFITS**

#### **Section 5.01 - Travel**

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

#### **Section 5.02 - 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 - Vandalism Reimbursement**

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

ARTICLE VI  
RETIREMENT

**Section 6.01 – 403(b) Matching Plan**

Each year by October 1, eligible employees working 20 hours or more per week 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. The lifetime District contribution shall be capped at \$35,000.

**APPENDIX A**  
**SALARIES AND DUTY YEAR**  
**2022-23**

<b>Position</b>	<b>Duty Year</b>	<b>Hourly Rate</b>
Auditorium Technician	4.0 Hrs/Day up to 728 Annual Hours	\$24.95
Site Leader – Step 1	260 days*	\$17.89
Site Leader – Step 2	260 days*	\$18.26
Site Leader – Step 3	260 days*	\$18.64
Site Leader – Step 4	260 days*	\$19.67
Site Assistant – Step 1 (All Programs)	260 days*	\$14.50
Site Assistant – Step 2 (All Programs)	260 days*	\$14.88
Site Assistant – Step 3 (All Programs)	260 days*	\$15.26
Site Assistant – Step 4 (All Programs)	260 days*	\$15.91
Temporary Site Assistant	Less than 60 days*	\$14.50
Student Site Assistant – school year	190 days*	\$10.33
Temporary Student Site Assistant	Less than 60 days*	\$10.33
Targeted Services Enrichment Coordinator/Club Leader	8 Hrs/Wk	\$23.65
Mentoring Specialist	3 Hrs/Day – 36 Weeks*	\$21.12
Early Childhood Outreach Specialist	206 days*	\$21.12
Building Supervisor	Up to 10 hours/week	\$17.89
Venture Site Leader – Step 1	260 days*	\$21.19
Venture Site Leader – Step 2	260 days*	\$21.78
Venture Site Leader – Step 3	260 days*	\$22.37
Venture Site Leader – Step 4	260 days*	\$22.96
Venture Site Leader – Step 5	260 days*	\$23.54
Venture Site Leader – Step 6	260 days*	\$24.14
Early Venture Teacher – Step 1	260 days*	\$17.66
Early Venture Teacher – Step 2	260 days*	\$18.25
Early Venture Teacher – Step 3	260 days*	\$18.84
Early Venture Teacher – Step 4	260 days*	\$19.42
Early Venture Teacher – Step 5	260 days*	\$20.02
Early Venture Teacher – Step 6	260 days*	\$20.61
Early Venture Assistant Teacher – Step 1	260 days*	\$16.48
Early Venture Assistant Teacher – Step 2	260 days*	\$17.07
Early Venture Assistant Teacher – Step 3	260 days*	\$17.66
Early Venture Assistant Teacher – Step 4	260 days*	\$18.25
Early Venture Assistant Teacher – Step 5	260 days*	\$18.84
Early Venture Assistant Teacher – Step 6	260 days*	\$19.42

\* The Community Services programs are market-driven. The duty year reflected is an estimate only.

**APPENDIX B**  
**SALARIES AND DUTY YEAR**  
**2023-24**

<b>Position</b>	<b>Duty Year</b>	<b>Hourly Rate</b>
Auditorium Technician	4.0 Hrs/Day up to 728 Annual Hours	\$25.64
Site Leader – Step 1	260 days*	\$18.39
Site Leader – Step 2	260 days*	\$18.77
Site Leader – Step 3	260 days*	\$19.16
Site Leader – Step 4	260 days*	\$20.22
Site Assistant – Step 1 (All Programs)	260 days*	\$14.90
Site Assistant – Step 2 (All Programs)	260 days*	\$15.29
Site Assistant – Step 3 (All Programs)	260 days*	\$15.68
Site Assistant – Step 4 (All Programs)	260 days*	\$16.35
Temporary Site Assistant	Less than 60 days*	\$14.90
Student Site Assistant – school year	190 days*	\$10.33
Temporary Student Site Assistant	Less than 60 days*	\$10.33
Targeted Services Enrichment Coordinator/Club Leader	8 Hrs/Wk	\$24.30
Mentoring Specialist	3 Hrs/Day – 36 Weeks*	\$21.70
Early Childhood Outreach Specialist	206 days*	\$21.70
Building Supervisor	Up to 10 hours/week	\$18.39
Venture Site Leader – Step 1	260 days*	\$21.78
Venture Site Leader – Step 2	260 days*	\$22.38
Venture Site Leader – Step 3	260 days*	\$22.99
Venture Site Leader – Step 4	260 days*	\$23.59
Venture Site Leader – Step 5	260 days*	\$24.20
Venture Site Leader – Step 6	260 days*	\$24.81
Early Venture Teacher – Step 1	260 days*	\$18.14
Early Venture Teacher – Step 2	260 days*	\$18.76
Early Venture Teacher – Step 3	260 days*	\$19.36
Early Venture Teacher – Step 4	260 days*	\$19.96
Early Venture Teacher – Step 5	260 days*	\$20.57
Early Venture Teacher – Step 6	260 days*	\$21.18
Early Venture Assistant Teacher – Step 1	260 days*	\$16.94
Early Venture Assistant Teacher – Step 2	260 days*	\$17.54
Early Venture Assistant Teacher – Step 3	260 days*	\$18.14
Early Venture Assistant Teacher – Step 4	260 days*	\$18.76
Early Venture Assistant Teacher – Step 5	260 days*	\$19.36
Early Venture Assistant Teacher – Step 6	260 days*	\$19.96

\* The Community Services programs are market-driven. The duty year reflected is an estimate only.

INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Certified Occupational Therapy Assistants/Speech Language Assistant

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**

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.

## 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 may 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.

### ARTICLE III LEAVES

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

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave.

Employees shall receive sick leave at the rates listed below to a maximum accumulation of 228 days:

Employees working a duty year of less than 50 weeks	10 days/year
Employees working a duty year of 50 weeks or more	12 days/year

Sick leave shall be available to the employee at the beginning of the year (July 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 or the employee's dependent child, or another individual as allowed by Minnesota Law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification.

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 3.02 – 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 3.03 – 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.

### **Section 3.04 - Personal Leave**

The employee shall be allowed five (5) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor. A deduction of these days will be made from sick leave. No more than 3 days of personal leave can be used consecutively.

### **Section 3.05 - 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 3.06 - 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 3.07 – 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 3.08 – 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 3.09 – 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 3.10 – 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. 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.

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.

## **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 School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The effective date for employer contributions shall be January 1 each year.

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.

### **Section 4.04 - Dental Insurance**

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District

shall contribute the amounts listed below toward the monthly premium for single or family coverage. The effective date for employer contributions shall be January 1 each year.

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.

#### **Section 4.05 - 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 4.06 - Long-Term Disability Insurance**

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

#### **Section 4.07 - Liability Insurance**

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

#### **Section 4.08 - Duration of Insurance Contribution**

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this manual. However, the employee may be continued in the group insurance plans at his or her own expense for a period following separation determined by the insurance carrier and applicable laws.

### **ARTICLE V OTHER BENEFITS**

#### **Section 5.01 - Travel**

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

**Section 5.02 - 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.

**APPENDIX A  
SALARIES AND DUTY YEAR  
2022-23**

<b>Position</b>	<b>Duty Year</b>	<b>Salary</b>
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Speech Language Assistant	Student Days	\$28.17/hour
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**APPENDIX B**  
**SALARIES AND DUTY YEAR**  
**2023-24**

<b>Position</b>	<b>Duty Year</b>	<b>Salary</b>
Speech Language Assistant	Student Days	\$29.02/hour

*CUSTODIANS*

**AGREEMENT**

**BETWEEN**

**INDEPENDENT SCHOOL DISTRICT No. 659, NORTHFIELD, MINNESOTA**

**AND**

**INTERNATIONAL UNION OF OPERATING ENGINEERS**

**LOCAL No. 70**

**AGREEMENT EXTENDS FROM**

**July 1, 2022, to June 30, 2024**

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## ARTICLE 1: EMPLOYMENT

**Section 1.01- Parties:** THIS AGREEMENT is entered into between the School Board of Independent School District No. 659, Northfield, Minnesota, hereinafter referred to as the school district, and the International Union of Operating Engineers, Local No. 70, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for custodial personnel during the duration of this Agreement.

**Section 1.02 - Recognition of Exclusive Representative:** In accordance with the P.E.L.R.A., the school board recognizes the International Union of Operating Engineers, Local No. 70 as the exclusive representative for custodial personnel employed by the school district, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

**Section 1.03 - Appropriate Unit:** The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article III, Section 2 of this Agreement and the P.E.L.R.A. and in certification by the Director of Mediation Services, if any.

**Section 1.04 - Terms and Conditions of Employment:** Shall mean the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

**Section 1.05 - Description of Appropriate Unit:** For purposes of this Agreement, the term custodial personnel shall mean all regular maintenance, custodial, and engineer employees of Independent School District No. 659, whose employment service exceeds 67 working days per year and the lesser of 14 hours per week or 35 percent of the normal work week, excluding Director of Buildings and Grounds, Building Head Custodians, Coordinator of District Maintenance, Coordinator of District Grounds, Master Electrician, and seasonal summer employees.

For purposes of administering this agreement the term "School District" shall mean the School Board or its designated representative.

Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

## SCHOOL BOARD RIGHTS

**Section 1.06 - Inherent Managerial Rights:** The exclusive representative recognizes that the school board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

**Section 1.07 - Management Responsibilities:** The exclusive representative recognizes the right and obligation of the school board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

**Section 1.08 - Effect of Laws, Rules and Regulations:** The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the school board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, directives and orders, issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation and duty of the school board and its duly designated officials to promulgate

rules, regulations, directives and orders from time to time as deemed necessary by the school board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the school board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

**Section 1.09 - Reservation of Managerial Rights:** The foregoing enumeration of board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the school board.

## **EMPLOYEE RIGHTS**

**Section 1.10 - Right to Views:** Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

**Section 1.11- Right to Join:** Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the school district.

**Section 1.12 - Request for Dues Check Off:** The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off. Upon receipt of a properly executed authorization card of the employee involved, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization in twenty-four (24) installments beginning with the first pay period in July.

## **ARTICLE 2 - JOB CLASSIFICATIONS, RATES OF PAY AND OTHER COMPENSATION**

### **Section 2.01 – Job Classifications and Rates of Pay**

#### **2.01 (a).**

	<b><u>2022-23</u></b>				
<b>CLASSIFICATION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Custodian/Auxiliary Custodian	19.00	19.44	19.88	20.32	20.75
Custodian Engineer					
(without license)	23.62	24.03	24.48	24.92	25.37
Custodian Engineer (with license)	24.95	25.38	25.84	26.26	26.71

**2023-24**

CLASSIFICATION	1	2	3	4	5
Custodian/Auxiliary Custodian	19.63	20.09	20.55	21.00	21.45
Custodian Engineer (without license)	24.41	24.84	25.31	25.75	26.22
Custodian Engineer (with license)	25.79	26.24	26.71	27.14	27.60

**2.01(b).** - Beginning July 1, 2018 all new hire custodian engineers (without a license), or currently employed individuals who are promoted to or advanced to a custodian engineer (without license), will be required to obtain the following licenses within the time frame outlined below:

	<u>Special License</u>	<u>2 C License</u>	<u>1 C License</u>
Employee hired with no license	6 months from date of hire	18 months from date of hire	42 months from date of hire.
Employee hired that already holds a special license	N/A	13 months from date of hire.	40 months from date of hire.
Employee hired that already holds a 2 C License	N/A	N/A	30 months from date of hire.

**2.01(c).** – Failure to obtain the required licenses within the required timetable will result in termination of employment.

**2.01(d).** – The School District may, at their own discretion, extend the above listed timelines. The extension will be put in writing with new timetables listed and signed by the District, the employee and the Union.

**2.01 (e)** – After obtaining and meeting the licensure requirements outlined in Subd. 1., the custodian engineer (without license) shall move to the custodian engineer (with license) pay scale, upon providing a copy of the license to the Human Resources Office.

**2.01(f)** - 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.

**2.01 (g)** - An Auxiliary Custodian who has been requested, in writing, by the Director of Buildings and Grounds to hold a Commercial Driver's License shall receive a \$200 per year stipend. In the event the Auxiliary Custodian obtains the Commercial Driver's License after July 1 the stipend will be prorated for the remainder of that fiscal year.

**Section 2.02 - Reclassification of Positions:** The District may, at its discretion, reclassify positions as they become vacant.

During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to his/her current rate until a successor Agreement is entered into.

**Section 2.03 - Supplement for Indoor Swimming Pool Maintenance/Registered Unlicensed Electrician:**

Swimming Pool Maintenance                      \$625/year

In order to qualify for this stipend, the employee must hold current pool and spa operator certification as required by the State of Minnesota and at the written request of the Director of Buildings and Grounds.

Registered Unlicensed Electrician Certification                      \$500/year

In order to qualify for this stipend, the employee must hold current Registered Unlicensed Electrician certification and provide a copy of the license to the Human Resources Office.

**Section 2.04 - Supplement for Middle School/High School Night Lead/Engineer and Morning Lead at High School:** The night shift custodial engineer at Northfield Middle School and Northfield High School, as well as the individual custodian that opens the High School in the early morning, will receive an hourly stipend of \$0.30 per hour.

**Section 2.05 - Uniforms:** Full-time employees shall be annually provided with up to five shirts of the custodian's choice (long or short sleeve) or a combination of other equivalent priced uniform tops as determined by the Buildings and Grounds department. Custodians will receive a \$400 taxable stipend each year for the purposes of purchasing work pants, work coats and work shoes. School District uniforms must be worn during all shifts. It shall be the responsibility of the custodian to launder his/her uniforms.

**HOURS OF WORK AND OVERTIME PAY**

**Section 2.06 - Work Week:** The basic work week shall consist of forty (40) hours. The regular work week shall be five (5) consecutive days - Monday through Saturday except in emergency circumstances or as mutually agreed between the employer and employee. Working hours shall be determined by the school administration.

In the event that school (or schools) is closed all day due to an emergency, employees shall continue to receive compensation for up to a maximum of two days per year. Employees shall be required to perform services if requested to do so by their immediate supervisor and shall earn one and one half 1.5 times the base hourly rate for each hour worked. This additional compensation does not apply for early dismissal or late starts due to an emergency.

**Section 2.07 - Overtime:**

**2.07(a).** Custodians shall be paid on the basis of one and one-half (1.5) times the base hourly rate for work beyond the basic work week of forty (40) hours.

**2.07(b).** When a full-time employee is called back to work outside of his regular working schedule, he will be paid call-back time at one and one-half (1.5) times the base hourly rate with a one-hour guaranteed minimum.

**2.07(c).** Custodians shall be paid on the basis of two (2) times the hourly rate for work on Sundays or nationally recognized holidays (excluding Presidents' Day, Good Friday, Martin Luther King Day or days designated in lieu of them if not designated as a holiday by the School Board).

**2.07(d).** An employee shall be on duty for any activity for which a custodian is necessary when the activity takes place beyond normal staff schedules. The employee would receive overtime pay when the hours worked have exceeded 40 for the week.

**2.07(e).** Overtime shall be rotated by qualified employees within the building whenever the overtime occurs. The rotation may include Head Custodians employed in the building where the overtime occurs. At the beginning of each fiscal year, the District will provide a rotation list of qualified employees in each building, sorted by date of hire. The rotation will start over July 1 of each fiscal year.

All overtime opportunities, whether for the time and one-half or double time, will be based on one rotation schedule. The rotation schedule and the dates of confirmed events which will require overtime work will be posted in the custodians' office. When an opportunity becomes available for overtime, the first person on the list will have the opportunity to accept the overtime assignment. If they choose not to accept the overtime assignment, the opportunity goes to the next person on the list and the employee declining the opportunity waits until they come up on the rotation schedule again.

Individual employees are not guaranteed a certain number of hours of overtime. Each opportunity for overtime may be a different number of hours. The employee accepting the overtime assignment works the assignment and the next overtime opportunity goes to the next person on the list. When no custodian assigned to the building where the overtime occurs is interested in it, the Head Custodian may offer the overtime to custodians in other buildings on a rotating basis. If no one accepts the overtime, the Head Custodian will assign the overtime to the first person on the rotation schedule in the building it occurs for that overtime occurrence.

**2.07(f).** No overtime shall be paid unless it has been specifically authorized by the immediate supervisor.

**2.07(g).** An employee on vacation will not be eligible for overtime during his/her vacation period and will not be eligible for overtime until the next time his/her name comes up on the rotation schedule.

**2.07(h).** When an event extends beyond a normal shift, and there are no custodians regularly scheduled to come to work at that site for the next shift, the custodian on duty will stay to complete tasks after the event is finished. If it is known in advance that the event will extend more than two hours beyond the normal shift, overtime will be assigned based on the overtime rotation schedule.

**2.07(i).** If a custodian refuses overtime, the rotation schedule will continue and the next opportunity for overtime will be when his/her name appears first on the rotation again.

## **HOLIDAYS**

### **Section 2.08 - Holidays:**

All employees who work twenty hours per week or more shall be granted the following paid holidays or days observed as such provided the days fall within the employee's regular work year: New Year's Day, Presidents' only if designated a holiday by the Board of Education, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Eve, Christmas Day. If the approved school calendar precludes the use of any of these days as Holidays, an alternate day(s) shall be selected by the employee, with the approval of their immediate supervisor.

Employees who work less than twenty hours per week shall be granted Thanksgiving Day and Christmas Day, prorated to the work day, as paid holidays.

## ARTICLE 3 - LEAVES

### **Section 3.01 - Vacations:**

Employees who work twenty hours or more per week and have a 48-week work year will be granted the following vacation days with pay:

Date of hire through 4 years of service	10 work days
Beginning of 5 <sup>th</sup> year through 9 years of service	15 work days
Beginning of 10 <sup>th</sup> year of service	20 work days

Employees who work less than twenty hours per week will be granted two days of paid vacation each year, provided they have completed at least one year of service.

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.

Employees may take vacation during the school year subject to the following restrictions:

- a. Requests for vacation shall be submitted to the building head custodian using the District's substitute/leave system at least three days in advance except in the case of emergency circumstances.
- b. Vacation days shall be taken only on days when school is not in session (days not designated as instructional days in session). Approval to take vacation on days when school is in session shall be obtained from the Director of Buildings & Grounds or designee upon the recommendation of the building head custodian.
- c. No more than five (5) employees shall be on vacation district-wide at one time.
- d. No more than one (1) employee shall be on vacation at one time from each elementary school.
- e. No more than two (2) employees shall be on vacation at one time from either the middle school or the high school.
- f. Exceptions may be granted at the discretion of the Director of Buildings & Grounds and shall not be subject to the grievance procedure.

Vacation days will be lost unless they are taken within twelve (12) months after the year in which they were earned. Vacation benefits shall not accrue during any period of absence for reasons other than vacation or military leave which extends beyond one calendar month.

### **Section 3.02 – Sick Leave:**

Employees who work twenty (20) hours per week or more shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district.

Unused sick leave days may accumulate to a maximum of two hundred twenty-eight (228) days. Accumulated leave days shall be based on the current percentage of the day worked.

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.

Up to a total of ten (10) days per year may be used for bereavement leave. Bereavement leave may be used in the case of a death of family members or friends.

If workers' compensation is paid during period of sick leave, the total of the workers' compensation plus sick leave is to be no greater than the employee's salary.

Any use of leave under this Section shall be deducted from sick leave.

Medical Statement: The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness in order to qualify for sick leave pay. Final determination as to the eligibility of an employee for sick leave pay is reserved to the employer.

Sick leave will no longer be used when custodial personnel qualify for income protection insurance.

### **Section 3.03 - Child Care Leave:**

A child care leave without pay may 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 custodian for an extended period of time.

A custodian making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances.

If the reason for the child care leave is occasioned by pregnancy, the custodian shall also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery. If a custodian who has requested and been granted child care leave because of pregnancy delivers prior to the scheduled beginning of her child care leave, she shall be eligible for sick leave in accordance with the provisions of Section 1 until the scheduled beginning date of her child care leave.

The School Board agrees to give the custodian a child care leave of at least six months in length and will grant a maximum leave to the beginning of the fiscal year following the six-month period. Upon signifying his/her intention to return, the custodian shall have a right to return to his/her original position as specified in his/her child care leave plan if his/her leave is commenced and concluded within the same fiscal year. If a custodian's child care leave plan does not call for his/her return within the year it is commenced, a custodian shall have the right to be returned to an equivalent position.

Failure of the custodian to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the custodian mutually agree to an extension in the leave.

Insurance and other Benefits: A custodian on child care leave without pay is eligible for all employee benefit plans but must pay the full premium for such benefits as he/she wishes to retain. These benefits are limited to those allowed by the companies concerned.

Sick Leave Accumulation: A custodian returning to employment after child care leave without pay will be credited with the amount of accumulated sick leave he/she had when he/she ceased working to commence his/her leave.

**Section 3.04 - School Conference and Activities Leave:** In accordance with the provisions of MS.181.9412, the District will provide each custodian 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. Such leave will be deducted from the custodian'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 3.05 - Personal Leave:** Custodians 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. No more than three (3) days can be used consecutively.

Requests for personal leave must be made using the District substitute/leave system at least three (3) days in advance, except for emergencies.

**Section 3.06 – Health Leave:** A leave of absence without pay for reason of personal health for periods not to exceed one year, subject to renewal, may be granted by the Board upon presentation of evidence of need and upon exhaustion of the employee’s sick leave.

**Section 3.07 – 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, the said employee shall receive their regular compensation and other benefits, less the amount received by them as jurors or witness fees.

#### **ARTICLE 4 - GROUP INSURANCE**

**Section 4.01 - Eligibility:** Employees regularly scheduled to work 20 hours per week or more in a position with a minimum work year of the student days in session shall be eligible for group insurances contained in this Article.

**Section 4.02- Health and Hospitalization Insurance:** Eligible employees and their spouse and dependent children may participate in the district health and hospitalization insurance plan. The school district will contribute toward the premium according to the schedule below. The selection of the insurance carrier and policy shall be made by the school district as provided by law. The effective date for employer contributions shall be January 1 of each school year.

##### **2022-23 School Year**

<u>30 &lt; 40 hrs/wk</u> <u>1.0 factor</u>	<u>25 &lt; 30 hrs/wk</u> <u>.6 factor</u>	<u>20 &lt; 25 hrs/wk</u> <u>.5 factor</u>
<u>SINGLE</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

##### **2023-24 School Year**

<u>30 &lt; 40 hrs/wk</u> <u>1.0 factor</u>	<u>25 &lt; 30 hrs/wk</u> <u>.6 factor</u>	<u>20 &lt; 25 hrs/wk</u> <u>.5 factor</u>
<u>SINGLE</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

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 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.



**Section 4.03 - Income Protection Insurance:** Income protection insurance shall be provided each eligible custodian. This income protection shall be a part of the plan now provided by the school district for certified personnel. The premium will be paid by the school district.

There shall be a 60-day waiting period before the disability income protection goes into effect. The plan will pay 2/3 of the employee's base salary at the time of disability. Such disability payment will be coordinated with social security, Public Employees Retirement Association, or any other public retirement plans which may provide the same type of coverage. Additional compensation amounts paid to custodians who are building heads or responsible for the indoor swimming pool will be included in the basic salaries for the purpose of Income Protection Insurance.

**Section 4.04 Life Insurance:** The employer will provide group term life insurance coverage for each employee working 20 hours per week or more in the amount of \$35,000.00. 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 4.05 Dental Insurance:** The rate of Board payment for coverage for eligible employees shall be according to the schedule below. The effective date for employer contributions shall be January 1 of each school year.

	<u>30 &lt; 40 hrs/wk</u> <u>1.0 factor</u>	<u>25 &lt; 30 hrs/wk</u> <u>.6 Factor</u>	<u>20 &lt; 25 hrs/wk</u> <u>.5 Factor</u>
<u>SINGLE</u>	Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY</u>	Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

**Section 4.06 - Claims Against the School District:** It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

**Section 4.07 - Duration of Insurance Contribution:** Upon discontinuance of employment, all district participation and contribution shall cease effective on the last working day. However, employees may be continued in the group for a period following termination determined by the insurance carrier if the employee pays the entire premium amount.

## **ARTICLE 5 - LONGEVITY**

**Section 5.01 – Eligibility:** Longevity pay for all regular maintenance, custodial, and engineer employees working at least 75% of full-time (30 hours per week), will be paid on the basis of the following schedule:

	<u>2022-23</u>	<u>2023-24</u>
After completion of 5 years of employment:	\$1,000	\$1,000
After completion of 10 years:	\$1,200	\$1,200
After completion of 15 years:	\$1,400	\$1,400
After completion of 20 years:	\$1,700	\$1,700

**Section 5.02 – Longevity Pay Schedule:** The above stipulated amounts are on an annual basis and are to be paid in addition to the basic salary schedule. Longevity increments will be divided equally over 24 pay periods during the fiscal year, beginning July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

## ARTICLE 6 - RETIREMENT

**Section 6.01 – 403(b) Matching Plan:** Each year by October 1, employees working 75% of full-time (30 hours per week) and 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.

## ARTICLE 7 - RESIGNATIONS, DISMISSALS AND SUSPENSIONS

**Section 7.01 - Resignations:** Employees electing to resign shall be required to give the employer ten (10) working days notice and shall continue in the employer's service during this period with the understanding that the employee may leave sooner if a suitable replacement is obtained. 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. The employee shall be granted paid sick leave during the last ten working days only if a doctor's statement is provided as evidence of illness. Failure to give such notice shall result in loss of any vacation benefits which the employee might otherwise be entitled to.

### **Section 7.02 - Dismissal and Suspension:**

**Probationary Period:** An employee under the provisions of this agreement shall have a probationary period of six (6) months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, dismiss or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, dismissal or other discipline is concerned. The probationary period for a given employee may be extended by three (3) months if mutually agreed by the union and the school district.

**Completion of Probationary Period:** An employee who has completed the probationary period may be suspended without pay or dismissed only for cause. Except in cases that warrant immediate dismissal (as described in paragraph 2), the school district shall give the employee two weeks notice or pay the employee two weeks wages and terminate him/her immediately.

An employee may be dismissed immediately for the following reasons:

- a. Dishonesty
- b. Drinking or being intoxicated on the job
- c. Immoral conduct which affects ability to work effectively in the school district or which endangers individuals in the school setting
- d. Clear insubordination

## ARTICLE 8 - SENIORITY

**Section 8.01 - Seniority Date:** Employees shall acquire seniority upon completion of the probationary period as defined in this Agreement and, upon acquiring seniority, the seniority date shall relate back to the first date of service. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the school district. In cases of broken service, the latest date of employment shall be the one used to determine seniority.

**Section 8.02 - Reduction in Force:** The parties recognize the principle of seniority in the application of this Agreement concerning reduction in force, provided the employee is qualified to perform the duties and responsibilities of the position. An employee on layoff shall retain his/her seniority and right to recall in seniority order for a period of fifteen (15) months after the date of layoff.

The District shall not create light custodian or housekeeper positions while a custodian engineer is on layoff status.

**Section 8.03 - Vacancies:** In the event of a job opening, the job shall be announced by bulletin for a period of five (5) working days, and the permanent qualified employee shall be given an opportunity in the order of seniority to step up for promotion. The Board of Education or designee shall make the final determination of qualification of employees. The Board shall have the right to select and assign all custodians within the system.

## **ARTICLE 9 - GENERAL**

1. It is understood that the work of a custodian-engineer shall include maintenance work and repair work needed to maintain the building in good condition as well as cleaning. The maintenance work shall include plumbing, repairs, glazing, painting, carpentry, snow removal, maintenance of grounds, and other duties that may be assigned by the employer.
2. Union meetings may be held on school premises but shall be scheduled at a time when they will disrupt the work routine as little as possible.
3. In the absence of a custodian because of a day off or emergency situation, an alternate custodian would be allowed to lock up the building.

## **ARTICLE 10 - GRIEVANCE PROCEDURE**

### **Section 10.01 - Definitions:**

**Grievance:** A grievance under this procedure is a claim by a covered employee or the exclusive representative that there has been a violation, misinterpretation or misapplication of any term or terms of any covered employee contract required under Minnesota Statutes or any attachment hereto.

**Days:** "Days" mean calendar days excluding Saturday, Sunday or legal holidays as defined by Minnesota Statutes or those days designated as holidays by the Agreement.

**Service:** "Service" means personal service or by certified mail.

**Reduced to Writing:** "Reduced to Writing" means a concise statement outlining the nature of the grievance, the provision(s) of the contract in dispute, and the relief requested.

**Answer:** "Answer" means a concise response outlining the School Board's position on the grievance.

**Section 10.02 - Level 1. Informal Conference.** Upon the occurrence of an alleged violation of this agreement, the employee involved shall attempt to resolve the matter on an informal basis with the employee's supervisor. This will be done within (10) days of the alleged violation. If the matter is not resolved to the employee's satisfaction in the informal conference, the grievance may be reduced to writing by the exclusive representative and served upon the Superintendent or his/her designee. Such service must be made within ten (10) days of the informal conference.

**Section 10.03 - Level II.** Within ten (10) days after receipt of such grievance, a meeting shall take place between the Superintendent or his/designee and the exclusive representative of the union. The parties shall endeavor to mutually resolve the grievance. If resolution is results, the terms of the resolution shall be reduced to writing and signed by all parties. If no agreement is reached within ten (10) days of the Level II meeting, the exclusive representative may elect to proceed with the grievance to Level III. He/she will proceed by serving proper notification to the Clerk of the School Board. The notification shall contain a concise statement

indicating the intention of the party to proceed with the grievance, an outline of the grievance, the provision(s) of the contract in dispute, and the relief requested.

**Section 10.04 - Level III:** The School Board shall meet with the designated official of the exclusive representative (or in the appropriate case, covered employee or his/her designee) within twenty (20) days after receiving notice of intention to proceed with the grievance pursuant to Level II. If resolution of the grievance results, the parties shall reduce the resolution to writing and sign the memorandum as provided in Level II. If the parties are unable to reach agreement within ten (10) days after the first Level III meeting, either the school district or the exclusive representative may request arbitration by serving a written notice on the other party of their intention to proceed with arbitration.

**Section 10.05 - Level IV:** The parties shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If no agreement is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator pursuant to PELRA, a list of arbitrators selected by the Commissioner, providing such request is made within twenty days after request for arbitration. Upon receipt of a list of arbitrators, the parties shall alternately strike names from the list until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of a coin.

Upon appointment of the arbitrator, the covered employee or the exclusive representative shall within five (5) days after the notice of appointment forward to the arbitrator, with a copy to the School Board, the substance of the grievance which shall include the following:

1. The issues involved.
2. Statement of the facts.
3. Position of the grievant.
4. The written documents developed in the first three levels of the grievance procedure.

The School Board is to make a similar submission of information; it shall also be done within five (5) days after the notice of appointment of the arbitrator, with copies to the covered employee(s) or the exclusive representative.

The Board and the exclusive representative shall not be permitted to assert in such arbitration procedure any grievance or to rely on any evidence not previously disclosed to either party prior to five (5) days of the arbitration hearing.

The arbitrator shall not have the power to add, to subtract from, or to modify in any way the terms of the existing contract.

The decision of the arbitrator shall be final and binding on all parties to the dispute unless the decision violates any provision of the laws of Minnesota or rules or regulations promulgated thereunder, or municipal charters or ordinances or resolutions enacted pursuant thereto, or which causes a penalty to be incurred thereunder. The decision shall be issued to the parties by the arbitrator, and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota.

Each party shall bear its own expenses in connection with arbitration including expenses relating to the parties' representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees of the arbitrator, but the cost of the transcript or recording will be paid by the party requesting the same (or shared if mutually agreeable) and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Processing of all grievances shall occur after the close of the employees' workday whenever possible. If this is not possible, employees shall not lose wages during their necessary participation in the grievance proceeding on the following basis.

- a. The number of covered employees participating may equal the number of administrative representatives participating in the grievance proceeding on behalf of the School Board; or
- b. If the number of said administrative representatives participating on behalf of the School Board is less than three, three covered employees may participate in the proceedings without loss of wages.

The parties, by mutual written agreement, may waive any step and/or extend any time limits in the grievance procedure. Provided, however, that failure to adhere to the time limits shall result in a forfeit of the grievance or, in the case of the School Board or its designees, shall require mandatory alleviation of the grievance as outlined in the last statement by the exclusive representative or covered employee.

The provisions of this grievance procedure shall be severable, and if any provision or paragraph thereof or application of any such provision or paragraph under any circumstance is held invalid, it shall not affect any other provision or paragraph of this grievance procedure or the application of any provision or paragraph thereof under different circumstances.

**Section 10.06 - Expiration:** Notwithstanding the expiration of this contract, any claim or grievance arising hereunder may be processed through the grievance procedure until resolution.

**Section 10.07 - No Reprisals:** No reprisals of any kind shall be taken by the Board or the school administration against any covered employee because of his/her participation in this grievance procedure.

## **ARTICLE 11 - DURATION**

**Section 11.01 - Terms and Reopening Negotiations:** This Agreement shall remain in full force and effect for a period commencing on July 1, 2022, through June 30, 2024, and thereafter until modifications are made pursuant to the P.E.L.R.A. of 1971, as amended. If either party desires to modify or amend this Agreement commencing on July 1, 2024, it shall give written notice of such intent no later than May 1, 2024. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

**Section 11.02 - Effect:** This Agreement constitutes the full and complete Agreement between the School District and the International Union of Operating Engineers, Local 70 representing the maintenance, custodial, and engineer employees of the district. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 11.03 - Finality:** Any matters relating to the current contract terms, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement unless mutually agreed upon by both parties.

**Section 11.04 - Severability:** The provisions of this Agreement shall be severable, and if any provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

**IN WITNESS THEREOF**, the parties have executed this Agreement as follows:

For Local 70 International Union of  
Operating Engineers AFL-CIO:

For Independent School District #659,  
Northfield, Minnesota:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Business Manager

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Steward

\_\_\_\_\_  
Business Agent

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

*Head Custodians*

**NORTHFIELD PUBLIC SCHOOLS**

**POLICY DOCUMENT**

**COVERING**

**WAGES, WORKING CONDITIONS AND FRINGE BENEFITS**

**OF**

**BUILDING HEAD CUSTODIANS**

**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 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 – 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 head custodian shall be compensated according to his/her current rate until a successor Policy is approved by the Board of Education.

## **ARTICLE II RATES OF PAY AND OTHER COMPENSATION**

### **Section 2.01 - Base Hourly Rate**

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<b>2022-23</b>	26.88	27.31	27.77	28.23	28.70	29.17
<b>2023-24</b>	27.97	28.42	28.90	29.37	29.86	30.35

Step placement of new head custodians shall be recommended by the Superintendent or his/her designee 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, he/she must have been employed by the district for more than half of the preceding work year.



## **Section 2.02 - Building Responsibility Stipends**

	<u>2022-23</u>	<u>2023-24</u>
Northfield Community Education Center	\$3,500 per year	\$3,500 per year
Sibley Elementary School	\$3,500 per year	\$3,500 per year
Bridgewater Elementary School	\$3,500 per year	\$3,500 per year
Greenville Park Elementary School	\$3,500 per year	\$3,500 per year
Middle School	\$5,000 per year	\$5,000 per year
High School	\$5,250 per year	\$5,250 per year

## **Section 2.03 - License Stipend**

1st Class License	\$2,100 per year
Chief License	\$2,775 per year

The District will allow paid professional meeting time for the employee to attend required license renewal classes. However, the District will not pay the class fee on behalf of the employee.

## **Section 2.04 - Supplement for Indoor Swimming Pool Maintenance:**

Swimming Pool Maintenance	\$500 per year
Primary Swimming Pool Maintenance	\$1,000 per year

In order to qualify for this stipend, the employee must hold current pool and spa operator certification as required by the State of Minnesota.

The District will allow paid professional meeting time for the employee to attend required license renewal classes. However, the District will not pay the class fee on behalf of the employee.

## **Section 2.05 - Uniforms:**

The annual allotment for uniforms for each head custodian will be up to five shirts of the custodian's choice. Head Custodians will receive \$400 taxable stipend each year for the purposes of purchasing pants, shoes, coat or other work clothing. School district uniforms must be worn at all times when school is open to the public or to students. Damaged uniforms may be replaced at the discretion of the school district upon request. It shall be the responsibility of the head custodian to launder his/her uniforms.

## **HOURS OF WORK, BUILDING CHECKS, AND OVERTIME PAY**

### **Section 2.06 - Work Week/Duty Year/Weekend and Holiday Building Checks:**

**Work Week:** The basic work week shall consist of forty (40) hours. The regular work week shall be five (5) consecutive days - Monday through Friday, except in emergency circumstances or as mutually agreed between the employer and employee. Working hours shall be determined by the school administration.

**Duty Year:** The duty year for head custodians shall be fifty-two (52) weeks as provided herein, and the head custodians shall perform services on those legal holidays on which the School Board so determines. They shall be on duty during any emergency, natural or unnatural, unless they are otherwise excused in accordance with School Board or administrative policy.

**Weekend and Holiday Building Checks:** The head custodians will be responsible for the weekend and holiday building checks. These checks will be done throughout the calendar year, one each Saturday, one each Sunday, and one each holiday. In the event that the head custodian cannot make his/her scheduled check, he/she will be responsible for arrangements with another qualified school employee to perform the required check. Compensation shall be made at the rate of time and one-half times the base hourly rate on Saturdays and at the rate of time and two times the base hourly rate on Sundays and holidays for the approximate amounts of time listed below. Compensation will be from the time the head custodian punches in at the first building until the time he/she punches out at the last building checked.

Northfield Community Education	
Center	30 minutes
Longfellow	30 minutes
Elementary Buildings:	30 minutes
Middle School, including pool:	60 minutes
High School:	60 minutes

Repairs will be made during building checks only if there is an immediate need and they cannot be delayed until the regular work day. Compensation for time spent on repairs that is beyond the time allotted for the routine building check shall be in accordance with provisions for overtime in Section 4 2.07.

#### **Section 2.07 - Overtime:**

Head custodians shall be paid on the basis of one and one-half (1.5) times the base hourly rate for work beyond the basic work week of forty (40) hours. If called back to work outside of the regular working schedule and routine building checks, there shall be a two-hour guaranteed minimum of time. Head custodians shall be paid on the basis of two (2) times the base hourly rate for work on Sundays provided the work is beyond the normal 40-hour work week.

No overtime shall be paid unless it has been specifically authorized by the Director of Buildings & Grounds or his/her designee.

#### **Section 2.08 - Holidays:**

Head custodians shall be granted the following paid holidays:

Independence Day	Christmas Day
Labor Day	New Year's Day
Thanksgiving Day	Presidents' Day
Friday following Thanksgiving	Martin Luther King, Jr. Day
Christmas Eve Day	Memorial Day

In those school years where Martin Luther King, Jr. Day and/or Presidents' Day are not designated as holidays by the Board of Education in the approved school calendar, one day each may be taken in lieu of Martin Luther King, Jr. Day and/or Presidents' Day subject to approval by the Director of Buildings & Grounds.

### **Section 2.09 - 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 Director of Building and Grounds.

## **ARTICLE III LEAVES**

### **Section 3.01 – Vacations:**

Head custodians will be granted the following vacation days with pay:

1 through 5 years of service	15 days
After 5 years of service	20 days

Requests for vacation shall be submitted to the Director of Buildings & Grounds using the District's substitute leave system at least three days in advance except in the case of emergency circumstances. Vacation may not be taken before it is earned unless otherwise approved by the Director of Human Resources.

Vacation days will be lost unless they are taken within twelve (12) months after the year in which they were earned. Vacation benefits shall not accrue during any period of absence that extends beyond one calendar month for reasons other than vacation or military leave.

### **Section 3.02 - Sick Leave:**

Head custodians shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district.

Unused sick leave days may accumulate to a maximum of two hundred twenty-eight (228) days. Accumulated leave days shall be based on the current percentage of the day worked.

Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee or the employee's dependent child, or another individual as allowed by Minnesota Law which prevented the employee's attendance at work on that day or days.

If workers' compensation is paid during a period of sick leave, the total of the workers' compensation plus sick leave is to be no greater than the employee's salary.

Sick leave will no longer be used when the head custodian qualifies for income protection insurance.

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. Final determination as to the eligibility of an employee for sick leave pay is reserved to the employer.

**Bereavement Leave:** Employees may be allowed up to a total of ten (10) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family members or friends.

Time off for bereavement shall be deducted from unused sick days.

### **Section 3.03 - Child Care Leave:**

Provisions for child care leave shall be the same as those established for custodians.

### **Section 3.04 - School Conference and Activities Leave:**

In accordance with the provisions of MS.181.9412, the District will provide each custodian 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 head custodian'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 3.05 - Personal Leave:**

Head custodians 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. No more than three (3) days can be used consecutively.

Requests for personal leave must be made to the District's substitute/leave system at least three (3) days in advance, except for emergencies.

### **Section 3.06 - Health Leave:**

A leave of absence without pay for reason of personal health for periods not to exceed one year, subject to renewal, may be granted by the Board of Education upon presentation of evidence of need and upon exhaustion of the employee's sick leave.

### **Section 3.07 - Judicial Duty:**

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty. Advance notice to the Director of Buildings & Grounds is required to permit the scheduling of a substitute, if required. An employee is also required to notify the Director of Building & Grounds immediately upon being excused from judicial duty.

## **ARTICLE IV GROUP INSURANCE**

### **Section 4.01 - Eligibility:**

Employees regularly scheduled to work 20 hours per week or more shall be eligible for group insurance contained in this Article.

#### **Section 4.02 - Health and Hospitalization Insurance:**

Eligible employees and their spouse and dependent children may participate in the district health and hospitalization insurance plan. The school district will contribute toward the premium as listed below. The selection of the insurance carrier and policy shall be made by the school district as provided by law. The amounts below will be prorated for employees who work less than full time. The effective date for new fiscal year employer contributions shall be January 1 of each year of this agreement.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

An employee who has at least ten (10) years of employment with Northfield Public Schools and retires upon attaining the age of fifty-five (55) or thereafter may elect to continue coverage under the group health and hospitalization insurance plan until eligible for Medicare or a period provided by applicable laws. The employee shall be responsible to pay the full premium amount with the following exception. The School District shall contribute toward the premium under the same conditions as an employed head custodian, but not more than 80% of the premium amount, three (3) years.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611.

#### **Section 4.03 - Income Protection Insurance:**

Income protection insurance shall be provided each eligible employee. The premium will be paid by the school district. There shall be a 60-day waiting period before the disability income protection goes into effect. The plan will pay 2/3 of the employee's base salary at the time of disability. Such disability payment will be coordinated with social security, PERA, or any other public retirement plans that may provide the same type of coverage.

#### **Section 4.04 - Life Insurance:**

The employer will provide group term life insurance coverage for each head custodian in the amount of \$100,000. 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 4.05 - Dental Insurance:**

The rate of school district payment for coverage for eligible employees shall be as follows. The effective date for new fiscal year employer contributions shall be January 1 of each year of this agreement.

The school district will contribute the same amount toward the monthly premiums for single and family coverage as identified in the NEA Master Agreement.

#### **Section 4.06 - Claims Against the School District:**

It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

#### **Section 4.07 - Duration of Insurance Contribution:**

Upon discontinuance of employment, all district participation and contribution shall cease effective on the last working day. However, employees may be continued in the group for a period following termination determined by the insurance carrier and applicable laws if the employee pays the entire premium amount.

### **ARTICLE V LONGEVITY**

#### **Section 5.01 - Longevity Pay:**

Longevity pay will be paid on the basis of the following schedule:

	<u>2022-23</u>	<u>2023-24</u>
After completion of 6 years of employment:	\$650	\$650
7-12 years of employment inclusive:	\$850	\$850
13-19 years of employment inclusive:	\$1,000	\$1,000
20 years or more of employment:	\$1,200	\$1,200

#### **Section 5.02 – Longevity Pay Schedule:**

The longevity amounts are on an annual basis and are to be paid in addition to the basic salary. Longevity increments will be divided equally over 24 pay periods during the fiscal year, beginning July 1 each year. All longevity pay will be based on the latest hiring date in cases of broken service.

### **ARTICLE VI RETIREMENT**

#### **Section 6.01 – 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 \$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. The lifetime District contribution shall be capped at \$35,000.

## **ARTICLE VII VACANCIES**

In the event of a head custodian job opening, the job shall be announced on the District job posting for a period of five (5) working days. The Board of Education shall have the right to select and assign all head custodians within the system.

## **ARTICLE VIII RESIGNATIONS**

Employees electing to resign shall be required to give the employer at least two (2) weeks notice and shall continue at work during this two-week period with the understanding that the employee may leave sooner if a suitable replacement is obtained. If an employee provides at least two (2) weeks advance notice prior to leaving employment with the district, he/she shall be entitled to receive payment for any unused vacation days earned prior to separation.

## **ARTICLE IX GRIEVANCE PROCEDURE**

### **Section 9.01 - Definitions:**

**Grievance:** A grievance under this procedure is a claim by a covered employee that there has been a violation, misinterpretation or misapplication of any term or terms of any covered employee contract required under Minnesota Statutes or any attachment hereto.

**Days:** “Days” mean calendar days excluding Saturday, Sunday or legal holidays as defined by Minnesota Statutes.

**Service:** “Service” means personal service or by certified mail.

**Reduced to Writing:** “Reduced to Writing” means a concise statement outlining the nature of the grievance, the provision(s) of the contract in dispute, and the relief requested.

**Answer:** “Answer” means a concise response outlining the School Board’s position on the grievance.

### **Section 9.02 - Level I:**

Whenever a covered employee has a grievance, he/she shall meet on an informal basis with his/her immediate supervisor in an attempt to resolve the grievance within twenty (20) days after the grievance occurred or twenty (20) days after the employee, through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance. If the grievance is not resolved within fifteen (15) days of the first informal meeting, the grievance may be reduced to writing by the employee and served upon the Superintendent or his/her designee. Service must be made within fifteen (15) days of the last informal meeting.

The Superintendent or his/her designee shall, within five (5) days of receipt of the written grievance, serve his/her answer upon the employee.

### **Section 9.03 - Level II:**

If the grievance is not satisfactorily resolved at Level I, it may be appealed to Level II by serving a notice of appeal on the Superintendent or his/her designee within five (5) days after receipt of the written disposition of the grievance at Level I. The Superintendent or designee shall meet with the grievant within seven (7) days after receipt of the written appeal from Level I or a grievance initiated at Level II. The parties shall endeavor to mutually resolve the grievance. If a resolution to the grievance results, the terms of the resolution shall be written on or attached to the grievance and shall be signed by all parties. If no agreement is reached within ten (10) days of the first Level II meeting, the grievant may elect to appeal the grievance to Level III by serving a proper notification on the Clerk of the School Board. The notification shall contain a concise statement indicating the intention of the party to proceed with the grievance, an outline of the grievance, the provision(s) of the contract in dispute, and the relief requested.

### **Section 9.04 - Level III:**

The School Board shall meet with the employee within twenty (20) days after receiving notice of intention to proceed with the grievance pursuant to Level II. If resolution of the grievance results, the parties shall reduce the resolution to writing and sign it. If the parties are unable to reach agreement within ten (10) days after the first Level III meeting, either party may request arbitration by serving a written notice on the other party of their intention to proceed with arbitration.

### **Section 9.05 - Level IV:**

The parties shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If no agreement is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator pursuant to PELRA, a list of arbitrators selected by the Commissioner, providing such request is made within twenty days after request for arbitration. Upon receipt of a list of arbitrators, the parties shall alternately strike names from the list until only one (1) name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of a coin.

Upon appointment of the arbitrator, the employee shall, within five (5) days after the notice of appointment, forward to the arbitrator, with a copy to the School Board, the substance of the grievance which shall include the following:

1. The issue involved.
2. Statement of the facts.
3. Position of the grievant.
4. The written documents developed in the first three levels of the grievance procedure.

The School Board is to make a similar submission of information; it shall also be done within five (5) days after the notice of appointment of the arbitrator, with copies to the covered employee.

The Board and the employee shall not be permitted to assert in such arbitration procedure any grievance or to rely on any evidence not previously disclosed to either party prior to five (5) days of the arbitration hearing.

The arbitrator shall not have the power to add, to subtract from, or to modify in any way the terms of the existing contract.

The decision of the arbitrator shall be final and binding on all parties to the dispute unless the decision violates any provision of the laws of Minnesota or rules or regulations promulgated thereunder, or municipal charters or ordinances or resolutions enacted pursuant thereto, or which causes a penalty to be



incurred thereunder. The decision shall be issued to the parties by the arbitrator, and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota.

Each party shall bear its own expenses in connection with arbitration including expenses relating to the parties' representatives, witnesses, and any other expenses that the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees of the arbitrator, but the cost of the transcript or recording will be paid by the party requesting the same (or shared mutually if agreeable) and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

#### **Section 9.06 – Processing of Grievances:**

Processing of all grievances shall occur after the close of the employees' workday whenever possible. If this is not possible, employees shall not lose wages during their necessary participation in the grievance proceeding.

The parties, by mutual agreement, may waive any step and/or extend any time limits in the grievance procedure. Provided, however, that failure to adhere to the time limits shall result in a forfeit of the grievance or, in the case of the School Board or its designees, shall require mandatory alleviation of the grievance as outlined in the last statement by the grievant.

The provisions of this grievance procedure shall be severable, and if any provision or paragraph thereof or application of any such provision or paragraph under any circumstance is held invalid, it shall not affect any other provision or paragraph of this grievance procedure or the application of any provision or paragraph thereof under different circumstances.

#### **Section 9.07 –No Reprisals:**

No reprisals of any kind shall be taken by the School Board or the school administration against any employee because of his/her participation in this grievance procedure.

#### **Section 9.07 - Election of Remedies and Waiver:**

A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Policy, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further. This shall not apply to actions to compel arbitration as provided in this Policy or to enforce the award of an arbitrator.

INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Educational Interpreters for Deaf and Hard of Hearing

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**

The work year shall include days on which the student being served is in attendance at school plus additional days if needed as scheduled by the supervisor.

### **Section 1.04 – Work Day**

The Director of Special Education or other designated supervisor shall establish the work schedule based on student needs and the demands of the job. The interpreter shall not work during hours that the student(s) is/are not in attendance at school, except as approved, and shall receive pay only for hours worked.

## 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 may 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: Holidays with Pay**

Employees working 20 hours or more per week will be entitled to six (6) paid holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, and Memorial Day.

### **Section 2.04: Compensation Levels**

Level A: Interprets using sign language but does not meet requirements of Levels B or C.

Level B: Graduate of an approved interpreter training program or a bachelors degree in a related field but not certified by the agencies defined in Level C.

Level C: Graduate of an approved interpreter training program and certified by the National Registry of Interpreters for the Deaf, or National Association of the Deaf, or master's degree in one of the three following areas: Deaf Education, Rehabilitation for the Deaf and Hard of Hearing or Linguistics of American Sign Language.

## ARTICLE III LEAVES

### **Section 3.01 - 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 10 days of sick leave (prorated) to a maximum accumulation of 178 days.

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 or the employee's dependent child, or another individual as allowed by Minnesota Law which prevented the employee's attendance at work on that day or days.

Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification.

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 3.02 – 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.

### **Section 3.03 - Personal Leave**

The employee shall be allowed up to five (5) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the immediate supervisor. A deduction of these days will be made from sick leave. No more than three (3) days of personal leave can be used consecutively. Notification must be submitted to their immediate supervisor, in writing, at least three (3) days prior to such absence.

### **Section 3.04 – 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 3.05 – 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 3.06 – 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 3.07 – 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. 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.

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.

## **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 School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The effective date for employer contributions shall be January 1 of each year.

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.

#### **Section 4.04 - Dental Insurance**

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the amounts listed below toward the monthly premium for single or family coverage. The effective date for employer contributions shall be September 1 of each year.

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.

#### **Section 4.05 - 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 4.06 - Long-Term Disability Insurance**

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

#### **Section 4.07 - Liability Insurance**

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

#### **Section 4.08 - Duration of Insurance Contribution**

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this manual. However, the employee may be continued in the group insurance plans at his or her own expense for a period following separation determined by the insurance carrier and applicable laws.

## ARTICLE V OTHER BENEFITS

### **Section 5.01 - Travel**

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

### **Section 5.02 - 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: 403(b) Plan Matching**

Employees working 20 hours or more per week shall be eligible for a matching contribution to a 403(b) 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) tax deferred plan. The School District will match an employee's contribution to a 403 (b) plan up to \$300.00 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 shall be \$35,000.



**APPENDIX A**  
**SALARIES AND DUTY YEAR**  
**2022-23**

<b>Level</b>	<b>Duty Year</b>	<b>Hourly Rate</b>
Level A	Student Days	\$21.96
Level B	Student Days	\$24.46
Level C	Student Days	\$27.03

**APPENDIX B**  
**SALARIES AND DUTY YEAR**  
**2023-24**

<b>Level</b>	<b>Duty Year</b>	<b>Hourly Rate</b>
Level A	Student Days	\$22.62
Level B	Student Days	\$25.19
Level C	Student Days	\$27.84

\* Educational Interpreters for Deaf and Hard of Hearing compensation level descriptions can be found in Section 2.04 of this document.

**INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA**

**PERSONNEL POLICIES AND PRACTICES**

NON-UNION ADMINISTRATORS  
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 annual salary indicated in this contract.

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

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. He/she shall be on duty during any emergency, natural or unnatural, unless he/she is otherwise excused in accordance with School Board-administrative policy.

## **ARTICLE II SALARIES**

### **Section 2.01 - Compensation**

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 - Holidays**

Employees working at least 20 hours or more per week 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 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 Superintendent.

### **Section 2.04 – Other Compensation**

Individuals having completed an advanced degree shall receive a stipend as outlined in this section. If the advanced degree is earned after the beginning of the contract period, the amount of the stipend outlined below shall be prorated to the number of months remaining in the contract year after receiving the advanced degree.

Doctorate Degree - \$5,000 per year (prorated as provided above if earned after the beginning of the contract year).

## **ARTICLE III LEAVES**

### **Section 3.01 - Vacation**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for vacation.

Vacations for employees working 52 weeks per year shall be twenty-five (25) days per year. 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 provided the employee has been assigned to a position which normally consists of 52 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by the employee's immediate supervisor.

Payment for unused, earned vacation balances as limited by the previous paragraph will be made by the School District upon termination or separation of employment.

Employees working fewer than 52 weeks per year shall not receive vacation.

### **Section 3.02 - Sick Leave**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave.

Employees shall receive sick leave at the rate of thirteen (13) days for each year worked, which may be accumulated to a maximum of 247 days. 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. 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 days 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.

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.

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**

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 3.05 - Personal Business**

The employee shall be allowed five (5) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the superintendent. No more than three (3) days can be used consecutively. 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 / Adoption Leave**

A. A child care/adoption leave shall be granted by the school district subject to the provisions of this Section. Child care/adoption leave may be granted because of the need to prepare and/or provide parental care for a child or children of the administrator for an extended period of time.

B. An administrator making application for unpaid child care/adoption 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 administrator will attempt to work out a satisfactory plan for the leave.

C. If the reason for the child care/adoption leave is occasioned by pregnancy, the administrator 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/adoption leave.

D. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care/adoption leave or the duration of such leave.

E. In making a determination concerning the commencement and duration of a child care/adoption 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 administrator to return to his or her employment prior to the date designated in the request for child care/adoption leave.

F. An administrator returning from child care/adoption leave shall have a right to return to his or her original position as specified in the administrator's child care/adoption leave plan if the administrator's leave is commenced and concluded within the same fiscal year. If the administrator's child care/adoption leave plan does not call for his or her return within the fiscal year it is commenced, the administrator shall have the right to be returned to an equivalent contractual position, unless such administrator has been previously terminated pursuant to the provision of M.S. 122A.40 or such administrator has been placed on unrequested leave pursuant to the provisions of M.S. 122A.40.

G. Failure of the administrator to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the administrator mutually agree to an extension in the leave.

H. An administrator who returns from child care/adoption 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 administrator shall accrue additional experience credit or leave time during the period of absence for child care/adoption leave only if the leave commences and ends within the same fiscal year.

I. Child care/adoption leave shall be without pay. The school district shall continue its contributions for group insurance as specified in Article IV for an administrator on child care/adoption leave only if the leave commences and ends within the same school 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 the superintendent, in writing, at least three (3) days prior to such absence.

### **Section 3.09 – Judicial Leave**

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 School District shall contribute the same amounts toward the monthly premium for single and family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1 of each year.



#### **Section 4.04 - Dental Insurance**

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the same amounts toward the monthly premium for single and family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1 of each year.

#### **Section 4.05 - Life Insurance**

The School District shall provide, at District expense, a group term life insurance plan providing \$200,000 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.

If the employee is disabled and has not accumulated sufficient paid sick leave to cover the waiting period, then he/she shall be paid 66 2/3% of his/her salary until he/she is entitled to receive long-term disability benefits.

Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the employee's basic annual earnings. The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, the employee may continue in the district's group insurance plans at his/her expense for as long as the employee receives long-term disability insurance/wage replacement benefits.

#### **Section 4.07 - Liability Insurance**

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

#### **Section 4.08 – Duration of Insurance Contribution**

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this document. 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 the superintendent. 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 the superintendent.

#### **Section 5.03 - Professional Membership Dues**

The School District may require employee to participate in one local service club. The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the District. The School District shall pay the annual membership dues for other community organizations as are required, directed or permitted, by the superintendent of schools.

#### **Section 5.04 - Vandalism Reimbursement**

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

## **ARTICLE VI SEVERANCE/RETIREMENT**

### **Section 6.01 – Severance**

This section does not apply to any individual covered by this policy agreement hired after July 1, 2016.

When an employee has completed six (6) years of continuous service under this employment agreement, or combined with other administrative positions within the district as identified in the Principals Association Master Agreement, they shall be eligible for payment upon separation of employment based on the following:

- a. Payment shall be equivalent to their daily rate of pay times a number of days determined by multiplying eight (8) days times the number of years' employment with the Northfield School District at the time of separation of employment.
- b. The amounts shall be prorated for years during which the employee served part time.
- c. The maximum number of paid days shall be 120 days.
- d. Severance pay under this section 6.01 shall not be payable in the event the employee is terminated for cause.

### **Section 6.02 – 403(b) Matching Plan**

The School District shall match employee payments up to \$9,000 per school year to a 403(b) plan for the full-time employee.

- a. The employee shall be eligible for a prorated school district contribution for any years that are less than full time.
- b. Such plan shall be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) or IRS Code Section 457 and any amendments thereto.
- c. The school district contribution will be made to a state-approved company of the employee's choice. It shall be the responsibility of the employee to make all arrangements required by the vendor to insure that proper payment is made by the school district. The district shall make payment to the employee's selected company bi-monthly.

### **Section 6.03 – Retirement Insurance**

If the employee retires upon attaining age fifty-five (55) or thereafter and has at least ten (10) years experience in the School District, they may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by

law. The employee may continue participation in the District's group term life insurance plan according to provisions of Section 4.05 at the employee's own expense until the employee is eligible for Medicare.

The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for nine (9) years from the date of retirement.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare. Employees currently retired and their dependents who are eligible for Medicare will be converted to a Medicare supplement policy effective November 1, 2010.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611

**APPENDIX A**  
**SALARIES AND DUTY YEAR**  
**2022-23**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
Director, ALC, Targeted Services, Portage	46 weeks	\$144,421
Assistant Director of Special Education	52 weeks	\$137,101
Student Activities Director	52 weeks	\$118,644
Director of Buildings and Grounds	52 weeks	\$116,624
Director of Finance	52 weeks	\$155,749
Director of Child Nutrition	43 weeks	\$82,538
Director of Human Resources	52 weeks	\$155,749
Director of Technology Services	52 weeks	\$118,644
Director of Community Services	52 weeks	\$139,546
Director of Special Education	52 weeks	\$155,749
Director of Instructional Services	52 weeks	\$155,749

**APPENDIX B**  
**SALARIES AND DUTY YEAR**  
**2023-24**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
Director, ALC, Targeted Services, Portage	52 weeks	<u>\$150,472</u>
Assistant Director of Special Education	52 weeks	<u>\$142,845</u>
Student Activities Director	52 weeks	<u>\$123,616</u>
Director of Buildings and Grounds	52 weeks	<u>\$121,511</u>
Director of Finance	52 weeks	<u>\$162,275</u>
Director of Child Nutrition	43 weeks	<u>\$85,996</u>
Director of Human Resources	52 weeks	<u>\$162,275</u>
Director of Technology Services	52 weeks	<u>\$123,616</u>
Director of Community Services	52 weeks	<u>\$145,393</u>
Director of Special Services	52 weeks	<u>\$162,275</u>
Director of Instructional Services	52 weeks	<u>\$162,275</u>

Steps for full-time service added to the base salary (pro-rated for part-time):

<b>Experience</b>	<b>2022-23</b>	<b>2023-24</b>
1 <sup>st</sup> Year	\$1,000	\$1,000
2 <sup>nd</sup> Year	\$2,000	\$2,000
3 <sup>rd</sup> Year	\$4,000	\$4,000
4 <sup>th</sup> Year	\$5,950	\$5,950

*OFFICE EMPLOYEES*

**AGREEMENT**  
**BETWEEN**  
**INDEPENDENT SCHOOL DISTRICT NO. 659, NORTHFIELD, MINNESOTA**  
**AND**  
**NORTHFIELD PUBLIC SCHOOLS OFFICE EMPLOYEES**

**AGREEMENT EXTENDS FROM**  
**July 1, 2022 to June 30, 2024**

## **ARTICLE I EMPLOYMENT**

**Section 1.01 Parties:** THIS AGREEMENT is entered into between the School Board of Independent School District No. 659, Northfield, Minnesota, hereinafter referred to as the school district, and the Northfield Public Schools Office Employees, Northfield, Minnesota, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the items and conditions of employment for office personnel during the duration of this agreement.

### **RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

**Section 1.02 Recognition:** In accordance with the P.E.L.R.A., the school district recognizes the Northfield Public Schools Office Employees, as the exclusive representative for office personnel employed by the School Board of Independent School District No. 659, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

**Section 1.03 Appropriate Unit:** The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article I, Section 1.06 of this Agreement and the P.E.L.R.A. and in certification by the Commissioner of Mediation Services, if any.

**Section 1.04 Information:** The school district shall provide the exclusive representative with a list that includes the classification and salary schedule placement of all bargaining unit members by October 1 of each year. In addition, the school district shall provide a seniority list of all bargaining unit members with the seniority date being the most recent date of continuous employment in this bargaining unit.

### **DEFINITIONS**

**Section 1.05 Terms and Conditions of Employment:** shall mean the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employee.

**Section 1.06 Description of Appropriate Unit:** For purposes of this Agreement, the term Northfield Public Schools Office Employees shall mean all office employees in the appropriate unit employed by the school district in such classifications listed in Article II, Section 2.01 excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of the normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

**Section 1.07 School District:** For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

**Section 1.08 Other Terms:** Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

### **SCHOOL DISTRICT RIGHTS**

**Section 1.09 Inherent Managerial Rights:** The exclusive representative recognizes that the school district is not required to meet and negotiate on matters of inherent managerial policy, which include, but

are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

**Section 1.10 Management Responsibilities:** The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

**Section 1.11 Effect of Laws, Rules and Regulations:** The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by State and Federal laws, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to State and Federal laws. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

**Section 1.12 Reservation of Managerial Rights:** The foregoing enumeration of Board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in the Agreement are reserved to the school district.

## **EMPLOYEE RIGHTS**

**Section 1.13 Right to Views:** Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

**Section 1.14 Right to Join:** Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School Board.

**Section 1.15 Request for Dues Check Off:** The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its rights to dues check off. Upon receipt of the list of employees authorized for dues deduction from the exclusive representative, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization in nineteen (19) installments. Such installments will begin as outlined on the District's annual Payroll Calendar.

**Section 1.16 Conducting Business of the Exclusive Representative:** The exclusive representative shall have access to school facilities, including equipment, by arrangement with the office of Community Education. Reasonable time without loss of pay may be granted by the school district for use by the



exclusive representative for representation issues, negotiations or mediation sessions of this bargaining unit that cannot be scheduled outside the work day.

**Section 1.17 Personnel Files:** An employee may review his or her district personnel file during regular business hours upon written request. The employee shall have the right to reproduce any of the contents of the file and may submit for inclusion in the file written information in response to any material contained therein. When material involving evaluation, reprimand or deficiency is to be placed in the employee's file, a copy will be provided to the employee.

## **ARTICLE II**

### **JOB CLASSIFICATIONS, RATES OF PAY, HOURS OF SERVICE AND HOLIDAYS**

**Section 2.01 Job Classifications:** Office personnel represented by the Northfield Public Schools Office Employees shall be employed in three classifications: Class II, III, and IV. Positions included in these classifications are listed below:

#### **CLASS II**

Office Generalist – Due Process Clerical  
Receptionist – District Office

#### **CLASS III**

Office Specialist – Alternative Learning Center  
Office Specialist – Middle School Guidance  
Office Specialist – Greenvale Park Office  
Office Specialist – Bridgewater Office  
Office Specialist – Spring Creek Office  
Office Specialist – Student Activities Coordinator  
Office Specialist – Middle School Assistant Principal  
Office Specialist – High School Assistant Principal  
Office Specialist – High School Guidance  
Office Specialist – Community Education (Early Childhood)

#### **CLASS IV**

Administrative Support Assistant – Community Services Office  
Administrative Support Assistant – Alternative Learning Center  
Administrative Support Assistant – High School Principal  
Administrative Support Assistant – Middle School Principal  
Administrative Support Assistant – Spring Creek School Principal  
Administrative Support Assistant – Child Nutrition  
Administrative Support Assistant – Bridgewater School Principal  
Administrative Support Assistant – Greenvale Park School Principal  
Administrative Support Assistant – Director of Community Education  
Administrative Support Assistant – Director of Buildings & Grounds  
Administrative Support Assistant – Director of Instructional Services/Director of Technology Services  
Administrative Support Assistant – Family Services  
Accounting Specialist – Payroll Finance Office  
Accounting Generalist – Finance Office (2)  
Benefit/Payroll Specialist – Human Resources/Finance Office  
Human Resources Generalist – Human Resources Office (2)  
Administrative Support Assistant – Director of Special Education

**Section 2.02 Rates of Pay:** The steps and corresponding rates of pay are shown below. Step placement of entering employees shall be recommended by the Superintendent or designee and approved by the School Board.

#### **RATES OF PAY**

##### **2022-23**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Class II	20.06	20.46	20.87	21.28	21.70
Class III	21.22	21.65	22.07	22.45	22.89
Class IV	21.97	22.36	22.77	23.18	23.60

##### **2023-24**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Class II	20.58	20.99	21.41	21.83	22.26
Class III	21.77	22.21	22.64	23.03	23.48
Class IV	22.54	22.93	23.36	23.78	24.21

A stipend of \$.50/hour will be added to any office employee that has Spanish speaking skills to help interpret for families. Candidates seeking this stipend will be subject to a Spanish language proficiency evaluation, as determined by the District, prior to being approved for the stipend.

Step changes shall take effect at the beginning of the work 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.

During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to his/her current rate until a successor Agreement is entered into.

**Section 2.03 Job Reclassification:** Employees changing from one classification to another classification shall move to the same step in the new classification if the change takes place during the work year. However, when an employee is reclassified at the end of the work year, he/she shall advance a step on the schedule effective July 1 provided the employee has worked more than half of the preceding year.

A change from one classification to another shall be made at the discretion of the school district. However, the Superintendent or designee shall discuss such changes in classification and the classification of new positions with the President of the Association.

**Section 2.04 Rate of Pay for Regular Employees who Substitute in a Position with a Higher Classification:**

**Subd. 1.** Regular office employees who substitute in a position with a higher job classification shall be paid as follows:

- a. Five (5) days or less of continuous service as a substitute - employee's current rate of pay or a rate of pay commensurate with step 1 of the classification of the position in the higher classification, whichever is greater.
- b. The sixth (6th) day and all days thereafter of continuous service as a substitute - rate of pay commensurate with employee's current step placement in the classification of the position in the higher classification.

**Subd. 2.** Employees who substitute in a lower job classification shall be paid at their current rate of pay.

**HOURS OF SERVICE**

**Section 2.05 Basic Work Week:** The schedule of authorized hours worked per day and days worked per year shall be established by the immediate supervisor. Working hours shall be exclusive of lunch.

**Section 2.06 Lunch Period:** The lunch period shall be 30 minutes on student days. One hour may be taken on non-student days; however, arrangements must be made with the immediate supervisor to make up the extra 30 minutes.

**Section 2.07 Breaks:** Office employees shall have a 15-minute break for each four (4) consecutive hours worked each morning and afternoon. These breaks shall be taken at a time when the least possible disruption in service results. Break time is non-accumulating.

**Section 2.08 Overtime:** Overtime shall be paid on the basis of one and one-half times the base hourly rate for all hours worked beyond forty hours per week. No overtime will be paid unless it has been specifically authorized by the Superintendent of Schools or his/her designee.

**Section 2.09 Part-time Employees:** The school district reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

**Section 2.10 School Closing:** In the event that school (or schools) is closed due to an emergency, office employees shall continue to receive compensation for up to a maximum of one (1) day per year. Office employees shall be required to perform services if requested to do so by their immediate supervisor and shall earn one and one-half times the base hourly rate. Subsequent days would become e-learning days and Office Employees would have the choice to work remotely or in the building at their regular rate of pay. School days that begin late or end early due to an emergency shall not be counted towards this day, and Office Employees shall receive compensation proportionate to their workday for late start or early release portions of their day.

In the event that school begins two hours late, the building campus user will be required to report to work at the regular time. They will be paid one and one-half times the base hourly rate for up to two hours.

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, riot, 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.

**Section 2.11 Summer Work:** Regular employees of the school district who are not employed for the full year shall, to the extent possible, be given consideration for summer employment in their regular position or similar positions when the need for such summer work arises and if, in the opinion of the school administration and/or Board of Education, the employee is qualified to perform the work. Such work will be at the employee's regular rate of pay.

**Section 2.12 Definition of Work Year:**

**Subd. 1.** The fiscal year shall be from July 1 to June 30.

**Subd. 2.** The work year for individuals employed for less than 12 months shall be established on the basis of a specified number of days. Generally, this will include the school year plus a specified number of days distributed before the beginning of the school year and after the end of the school year.

**Subd. 3.** The school district reserves the right to adjust the work year of all office personnel.

**HOLIDAYS**

**Section 2.13 Eligibility:** Office Employees who work 20 hours per week or more shall be eligible for paid holidays as provided in this Article. Paid holidays shall be prorated to the normal percentage of the day worked.

**Section 2.14 Employees with a work year of 173 to less than 195 days:** Office employees shall receive the following paid holidays provided the holiday falls within the scheduled work year.

Labor Day  
Thanksgiving Day  
Presidents' Day (if designated as a holiday by the Board of Education)  
Memorial Day

**Section 2.15 Employees with a Work Year of 195 to less than 220 Days:** Office employees shall receive the following paid holidays provided the holiday falls within the scheduled work year.

Labor Day	Christmas Day
Thanksgiving Day	New Year's Day
Friday after Thanksgiving	Presidents' Day (if designated as
Memorial Day	a holiday by the Board of Education)

**Section 2.16 Employees with a Work Year of 220 Days or More:** Office employees with a work year of 220 days or more shall receive the following additional holidays provided the holiday falls within the scheduled work year.

Independence Day  
Christmas Eve Day  
Martin Luther King, Jr. Day

Whenever any of the holidays listed above fall on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday.

**Section 2.17 Martin Luther King, Jr. Day and/or Presidents' Day:** In those school years when ~~Good Friday~~ Martin Luther King, Jr. Day and/or Presidents' Day are not designated as holidays by the School Board in the approved school calendar, employees who are eligible to take those days may take one day each in lieu of Martin Luther King, Jr. Day and/or Presidents' Day on a non-student day. The days used shall be subject to the following restrictions:

- a. The school district shall determine the schedule for office employees to take the holiday(s).
- b. Employees shall notify the immediate supervisor in writing at least two weeks in advance of the day(s) during the designated periods he/she requests to take the holidays.
- c. The number of employees allowed to take a holiday on the same day may be limited to allow for buildings to remain open during these periods.
- d. Holidays not taken during the designated periods shall be lost.
- e. There shall not be pay in lieu of taking holidays off.

### **ARTICLE III LEAVES**

#### **VACATION**

**Section 3.01 Vacation Eligibility:** Vacation shall apply only to employees who are employed 30 hours or more per week with the following exception: Employees who work 20 hours or more per week and have a 52-week work year will be eligible for vacation. Vacation days shall be prorated for eligible employees who work less than 40 hours per week.

**Section 3.02 Vacation Days/Work Year:**

Employees with a work year of 250 days shall be granted the following vacation time with pay. Work year is defined as the number of work days excluding paid holidays.

Years of Service Completed:

1 – 5 years	15 days
6 + years	20 days

Employees with a work year of 220 days to 249 days shall be granted the following vacation time with pay. Work year is defined as the number of work days excluding paid holidays.

Years of Service Completed:

1 – 5 years	10 days
6 – 13 years	15 days
14 + years	20 days

Employees with a work year of 195 to less than 220 days shall be granted the following vacation time with pay:

Years of Service Completed:

1 to 5 years	8 days
6 + years	12 days

**Section 3.03 Vacation Days During First Year of Service:** During the first year of service, employees shall be eligible for a pro-rated number of vacation days with pay based on the number of days worked in that fiscal year.

**Section 3.04 Vacation Periods:** Vacation periods shall be approved in advance by the employee's immediate supervisor. All requests should be submitted sufficiently in advance using the District's substitute/leave management system so that work assignments can be adequately covered by other employees.

Office employees are encouraged to take vacation in the summer or at other times when school is not in session except in the case of unusual personal circumstances. Approval to take vacation on days when school is in session shall be obtained from the immediate supervisor and/or building principal. Vacation days will be lost unless they are taken within twelve (12) months after the year in which they were earned. A one-time extension of up to six months to use vacation time may be granted by the Superintendent or designee upon the recommendation of the supervisor if it is determined that unusual circumstances have precluded the use of vacation within the regularly designated period of time. Employees shall receive payment for unused vacation days earned up to the date of resignation upon separation of employment. Vacation benefits shall not accrue during any period of absence for reasons other than vacation or required military leave which extends beyond one month.

## **SICK LEAVE**

### **Section 3.05 Sick Leave:**

**Subd. 1.** Employees who are regularly employed at least four hours per day in a regular work week assignment for a minimum of 173 days but less than 195 days shall be granted 10 days of sick leave, a regular work assignment of 195 days shall be granted 11 days of sick leave per year if the work year is less than 220 days, and 12 days per year if the work year is 220 days or more. Sick leave days shall be prorated to the percentage of the day worked. The work year is defined as the number of work days, excluding paid holidays.

**Subd. 2.** Unused sick leave days may accumulate to a maximum credit as follows:

<u>Work Year</u>	<u>Maximum Accumulation</u>
220 work days or more:	228 days
195 to 219 work days	202 days
less than 195 work days	164 days

**Subd. 3.** Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee or the employee's dependent child or other individuals to the extent of Minnesota law which prevented the employee's attendance at work on that day or days.

**Subd. 4.** The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating that such illness required the employee's absence, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised.

**Subd. 5.** All sick leave shall be available at the beginning of the school year. The employee shall repay the school district any wages paid for sick days which are not later earned by such employee.

**Section 3.06 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.

Time off for bereavement shall be deducted from unused sick days.

**Section 3.07 Worker's Compensation:** An employee who is absent from work as a result of a compensable injury incurred in the service of the school district under the provisions of the Worker's Compensation Act shall be allowed to use accumulated sick leave or vacation pay in combination with Worker's Compensation to receive the employee's regular rate of pay. The school district will assume that the employee elects to do so, using sick leave first, then vacation, unless the employee notifies the district in advance that he or she elects not to use sick leave or vacation for this purpose. Benefit payments shall continue in accordance with state and federal laws.

**Section 3.08 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 building administrator is required to permit the scheduling of a substitute, if required. An employee is also required to notify the building administrator immediately upon being excused from judicial duty.

**Section 3.09 Child Care Leave:**

**Subd. 1.** A child care leave without pay may be granted by the school district subject to the provisions of this Section. Child care leave shall be granted because of the need to prepare and/or provide parental care for a child or children of the office employee for an extended period of time.

**Subd. 2.** An office employee making application for child care leave shall inform the Superintendent or designee in writing of intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances.

**Subd. 3.** If the reason for the child care leave is occasioned by pregnancy, the office employee shall also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery. If an office employee who has requested and been granted child care leave because of pregnancy delivers prior to the scheduled beginning of her child care leave, she shall be eligible for sick leave in accordance with the provisions of Section 1 until the scheduled beginning date of her child care leave.

**Subd. 4.** The School Board shall grant office employees a child care leave of at least six months in length and will grant a maximum leave to the beginning of the work year following the six-month period. Upon signifying his/her intention to return, the office employee shall have a right to return to his/her original position as specified in his/her child care leave plan if his/her leave is commenced and concluded within the same work year. If an office employee's child care leave plan does not call for his/her return within the year it is commenced, an office employee shall have the right to be returned to an equivalent position.

**Subd. 5.** Failure of the office employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the office employee mutually agree to an extension in the leave.

**Subd. 6.** An office employee on child care leave without pay is eligible to continue in the district's group insurance plans. The employer will continue its contribution for the first three (3) calendar months of the unpaid child care leave beginning on the 1st of the month after the leave commences. The employee must pay his or her portion of the premium during such period, and must pay the full premium for such benefits as he/she wishes to retain beyond such three-month period.

**Subd. 7.** An office employee returning to employment after child care leave without pay will be credited with the amount of accumulated sick leave he/she had when he/she began his/her leave.

**Subd. 8.** Time off during the leave period shall not count toward a step advancement on the wage schedule. However, office employees will be advanced a step if they worked more than one-half of the duty days in their work year.

**Section 3.10 Leaves of Absence Without Pay:** Office personnel may apply for leaves of absence without pay in the event of personal extenuating circumstances. Leaves of absence without pay of up to five (5) days may be approved by the Director of Human Resources. Additional days may be granted without pay at the recommendation of the building principal or immediate supervisor and the approval of the Director of Human Resources.

**Section 3.11 Personal Leave:** Up to a total of five (5) days sick leave per year may be used to cover events requiring the employee's personal attention which cannot be conducted outside scheduled hours of work. Request for leave under this Section must be made through the District's substitute/leave system at least three (3) days in advance, except for emergencies. No more than three (3) days personal leave can be used consecutively.

**Section 3.12 School Conference and Activities Leave:** In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District's substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances. Such leave will be deducted from the employee's sick leave allowance. In addition to the statutory definition of school conference and activity leave, employees may also use school conference and activity leave for post-secondary college visits for high school age students.

## **ARTICLE IV GROUP INSURANCE**

**Section 4.01 Group Insurance:** During the term of this Agreement, the employer will purchase the group insurance policies described in this Article. It is understood and agreed that the provisions of this Article 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.

Office employees regularly scheduled to work twenty or more hours per week in a position with a minimum work year of the student days in session shall be eligible to apply for benefits described under



this Article. Coverage will be effective only upon enrollment of the employee and acceptance by the carrier.

Substitute or temporary office personnel who are employed for less than one student school year shall not be eligible for any benefits described under this Article or sick leave benefits described under Article III.

**Section 4.02 Health and Hospitalization Insurance:** Eligible employees and their spouse and eligible dependents 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 deductions. The effective date for employer contributions shall be January 1.

<u>30-40 hrs/wk</u> <u>1.0 factor</u>	<u>25 &lt; 30 hrs/wk</u> <u>.6 factor</u>	<u>20 &lt; 25 hrs/wk</u> <u>.5 factor</u>
<u>SINGLE:</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY:</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

**Section 4.03 Income Protection:** Income protection insurance shall be provided for employees who are eligible for and enrolled in the school district's long-term disability insurance plan, providing income to the extent of 2/3 of the employee's base salary at the time of disability, commencing after 60 consecutive calendar days of disability due to sickness or accident. The premium will be paid by the school district. Such disability payment will be coordinated with Social Security, Public Employees Retirement Association or any other public retirement plans which may provide the same type of coverage. An employee who is absent from work as a result of a long-term disability shall be allowed to use accumulated sick leave or vacation pay in combination with income protection insurance payment to receive the employee's regular rate of pay.

**Section 4.04 Life Insurance:** The employer will provide group term life insurance coverage for eligible employees 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 office employee through payroll deduction.

**Section 4.05 Dental Insurance:** Eligible employees and their spouse and dependent children may participate in the district group dental 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. The effective date for employer contributions shall be January 1.

<u>30-40 hrs/wk</u> <u>1.0 factor</u>	<u>25 &lt; 30 hrs/wk</u> <u>.6 factor</u>	<u>20 &lt; 25 hrs/wk</u> <u>.5 factor</u>
<u>SINGLE:</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY:</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

**Section 4.06 Claims Against the School District:** It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claims

shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

**Section 4.07 Duration of Insurance Contribution:** An employee is eligible for school district contributions as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district participation and contribution shall cease, effective on the last working day, except for those employees eligible for employer contributions in Article VI, Retirement, Section 6.01. However, employees may be continued in the group for a period following termination of employment or after the district's contributions toward retirement benefits cease, as determined by state and federal laws if they agree to pay the entire premium amount.

## **ARTICLE V LONGEVITY**

**Section 5.01 Longevity Pay:** Office personnel shall receive longevity pay according to the schedule listed below.

In addition to the hourly rate to which they are entitled under Article II, Section 2.02 Office Employees shall be eligible for longevity pay according to the following schedule. Longevity pay differential shall begin with the first paycheck issued to the employee after July 1 upon obtaining eligibility. If the employee does not meet the requirements for longevity pay prior to their first paycheck of the new year, they would begin receiving longevity pay the following year.

	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>
After completion of 6 years of employment:	\$1.00/hour	\$1.00/hour
After completion of 7 – 11 years of employment	\$1.50/hour	\$1.50/hour
After completion of 12 – 16 years of employment	\$2.00/hour	\$2.00/hour
After completion of 17 – 21 years of employment	\$2.50/hour	\$2.50/hour
After completion of 22 or more years of employment	\$3.00/hour	\$3.00/hour

## **ARTICLE VI RETIREMENT**

**Section 6.01 Retirement Insurance:** The district shall contribute toward the premium for medical (health and hospitalization) insurance under the same conditions as an employed office employee, but not to exceed 80% of the premium, for six (6) years for any office employee who was enrolled in the plan prior to retirement and who retires upon attaining age fifty-five (55) and has a minimum of ten (10) years employment in the Northfield Public Schools. Office employees electing to receive this medical insurance benefit must make timely payments of his/her portion of the insurance premium cost in order to remain eligible for the benefit. Coverage will be available to a retired office employee who has group medical insurance available from another employer. However, such other employer's insurance must be taken and will be considered primary coverage.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611

**Section 6.02 403(b) 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) tax deferred 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. The maximum lifetime contribution shall be \$35,000.

## **ARTICLE VII**

### **PROBATIONARY PERIOD, RESIGNATIONS, AND DISCIPLINE AND DISCHARGE**

**Section 7.01 Resignations:** Employees shall give a two week notice of resignation in writing to the Superintendent or designee with a copy to the immediate supervisor. Such two-week period shall not include vacation time off unless agreed to by the Superintendent or designee.

**Section 7.02 Probationary Period:** A new employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the District during which time the District shall have the right to suspend without pay, discharge or otherwise discipline such employee. During this probationary period, the employee shall have no recourse to the grievance procedure insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

**Section 7.03 Completion of Probationary Period:** An employee who has completed the probationary period may be disciplined or discharged only for cause except in the case of individuals who are substituting for personnel on long-term leaves of absence. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

**Section 7.04 Progressive Discipline:** Discipline shall normally occur in the following sequence:

1. Conference with employee
2. Written reprimand
3. Suspension without pay
4. Discharge

The relative seriousness of the matter will determine at what level disciplinary action is commenced. The District may, in its discretion, suspend an employee with pay pending an investigation.

## **ARTICLE VIII EXPENSES**

Necessary and pre-approved expenses that are required of any office employee in the performance of school duty shall be at the expense of the school district. The mileage reimbursement rate shall be set by the School Board.

## **ARTICLE IX NOTIFICATION OF JOB OPENINGS**

The district recognizes that it is desirable in making assignments to consider the interests and aspirations of its employees. All notices of job openings will be posted in each school for a period of five (5) working days. In addition, a copy will be sent to the president of the office employees and all members of the local via the District e-mail system.

During the summer and/or vacation periods when office personnel are away from the schools, written notification to the president of the association shall constitute proper notification. Requests for consideration for job openings shall be made through the District's online application system.

Final judgment regarding the selection and placement of office employees shall be made by the School Board upon the recommendation of the Superintendent or designee. The Board shall encourage a policy of selecting the best qualified applicant for job openings.

## **ARTICLE X PROFESSIONAL GROWTH**

Office employees may attend workshop programs deemed to be appropriate for non-certified staff, provided such attendance is approved by the employee's immediate supervisor. Expenses incurred shall be subject to Article VIII of this Agreement.

## **ARTICLE XI GRIEVANCE PROCEDURE**

**Section 11.01 Grievance Definition:** A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School Board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

**Section 11.02 Representative:** The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

### **Section 11.03 Definitions and Interpretation:**

**Subd. 1. Extension:** Time limits specified in this Agreement may be extended by mutual agreement.

**Subd. 2. Days:** Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

**Subd. 3. Computation of Time:** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted,

unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

**Subd. 4. Filing and Postmark:** The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

**Section 11.03 Time Limitation and Waiver:** Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

**Section 11.04 Adjustments of Grievance:** The School Board and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following manner:

**Subd. 1. Informal Discussion:** Before filing a formal grievance, the employee shall first discuss the alleged grievance with his/her building principal or other immediate supervisor in an attempt to resolve the grievance on an informal basis.

**Subd. 2. Level I:** If the grievance is not resolved through informal discussions, a formal grievance shall be initiated in writing and served on the building principal or other immediate supervisor. The principal or other immediate supervisor shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

**Subd. 3. Level II:** In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within ten days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

**Subd. 4. Level III:** In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

**Section 11.05 School Board Review:** The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

**Section 11.06 Denial of Grievance:** Failure by the School Board or its representative to issue a decision within the same time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

**Section 11.07 Arbitration Procedures:** In the event that the exclusive representative and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

**Subd. 1. Request:** A request to submit a grievance to arbitration must be made in writing signed by the aggrieved party, and such request must be filed in the Office of the Superintendent within ten days following the decision in Level III of the grievance procedure.

**Subd. 2. Prior Procedure Required:** No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

**Subd. 3. Selection of Arbitrator:** Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request from the Bureau of Mediation Services, pursuant to the P.E.L.R.A., a list of arbitrators selected by the Commissioner, providing such request is made within twenty days after request for arbitration. Upon receipt of the list of arbitrators, the school district and the exclusive representative shall alternately strike names from the list of arbitrators selected by the Commissioner until only one (1) name remains. This arbitrator shall decide the grievance and the decision is binding upon the parties. The request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request a list of arbitrators from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.

**Subd. 4. Submission of Grievance Information:**

- a) Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:
  - (1) The issues involved.
  - (2) Statement of the facts.
  - (3) Position of the grievant.
  - (4) The written documents relating to Section 5, Article XII of the grievance procedure.
- b) The School Board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

**Subd. 5. Hearing:** The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

**Subd. 6. Decision:** The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A.

**Subd. 7. Expenses:** Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses

which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

**Subd. 8. Jurisdiction:** The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

**Section 11.08 Election of Remedies and Waiver:** A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further. This shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

## **ARTICLE XII OTHER BENEFITS**

**Section 12.01 - 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. Vandalism Reimbursement does not cover normal wear and tear from parking in a public parking lot.

## **ARTICLE XIII DURATION**

**Section 13.01 Term and Reopening Negotiations:** This Agreement shall remain in full force and effect for a period commencing on July 1, 2022 through June 30, 2024, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than 90 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

**Section 13.02 Effect:** This Agreement constitutes the full and complete Agreement between the School Board and the exclusive representative representing the employees. The provisions herein relating to

terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 13.03 Finality:** Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

**Section 13.04 Severability:** The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

**For the Northfield Public Schools  
Office Employees**

**For Independent School District No. 659**

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairperson, Board of Education

Dated: \_\_\_\_\_

\_\_\_\_\_  
Clerk, Board of Education

\_\_\_\_\_  
Lead Negotiator

Dated: \_\_\_\_\_



INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA  
PERSONNEL POLICIES AND PRACTICES

Other Staff

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 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**

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.

## 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 - Holidays**

Employees working 20 hours or more per week, with a duty year of 34 or more weeks, shall be entitled to the following six (6) paid holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, and Memorial 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 Superintendent.

## **ARTICLE III LEAVES**

### **Section 3.01 – Vacation**

An employee who works a regular schedule of 20 or more hours per week, with a work year of at least 49 weeks, shall be eligible for vacation.

Vacations for employees working at least 20 hours or more per week, for at least 49 weeks per year, shall be as follows:

Year of Service in <u>District</u>	Number of Vacation <u>Days</u>
1 - 5	10
6-13	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 provided the employee has been assigned to a position which normally consists of 49 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by their immediate supervisor.

There shall be no payment for unused, earned vacation balances upon termination or separation of employment, for any reason, with the School District.

Employees working fewer than 49 weeks per year shall not receive vacation.

### **Section 3.02 - Sick Leave**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave.

Employees shall receive sick leave at the rates listed below to a maximum accumulation of 228 days:

Employees working a duty year of less than 50 weeks	10 days/year
Employees working a duty year of 50 weeks or more	12 days/year

Sick leave shall be available to the employee at the beginning of the year (July 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 death. 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 business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of their immediate supervisor. No more than three (3) days can be used consecutively. A deduction of these days will be made from sick leave. Request for leave under this Section must be made through the District's substitute/leave system at least three (3) days in advance, except for emergencies.

There shall be no paid personal business days for those employees who do not qualify for 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. Such leave will be deducted from the employee's sick leave allowance. In addition to the statutory definition of school conference and activity leave, employees may also use school conference and activity leave for post-secondary college visits for high school age students.

## ARTICLE IV INSURANCE

### **Section 4.01– Insurance Eligibility**

An employee must work a regular schedule of 20 or more hours per week for at least the number of student contact days in the board approved school calendar 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 School District shall contribute the amounts listed below toward the monthly premium for single and family coverage. The amounts listed below reflect a proration for employees who work less than full-time. The effective date for employer contributions shall be January 1 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 School District shall contribute the amounts listed below toward the monthly premium for single or family coverage. The amounts listed below reflect a proration for those employees who work less than full-time. The effective date for employer contributions shall be January 1 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 \$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 4.06 - Long-Term Disability Insurance**

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

#### **Section 4.07 - Liability Insurance**

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

#### **Section 4.08 - Duration of Insurance Contribution**

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this manual. However, the employee may be continued in the group insurance plans at his or her own expense for a period following separation determined by the insurance carrier and applicable laws.

### **ARTICLE V OTHER BENEFITS**

#### **Section 5.01 - Travel**

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

#### **Section 5.02 - 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 - 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 5.04— 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 \$2,500 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account. The maximum lifetime contribution shall be \$35,000.

**APPENDIX A  
SALARIES AND DUTY YEAR  
2022-23**

<b>Position</b>	<b>Duty Year</b>	<b>Hourly Rate</b>
Parking Lot & Bldg Security Monitor	Student Contact Days	\$22.98
Volunteer Coordinator Step 1	3.5 hours/school week/building	\$18.05
Volunteer Coordinator Step 2		\$18.66
Volunteer Coordinator Step 3		\$19.27
Volunteer Coordinator Step 4		\$19.89
Full-time Substitutes	Student Contact Days	\$29.43

**APPENDIX B  
SALARIES AND DUTY YEAR  
2023-24**

<b>Position</b>	<b>Duty Year</b>	<b>Hourly Rate</b>
Parking Lot & Bldg Security Monitor	Student Contact Days	\$23.21
Volunteer Coordinator Step 1	3.5 hours/school week/building*	\$18.57
Volunteer Coordinator Step 2		\$19.20
Volunteer Coordinator Step 3		\$19.83
Volunteer Coordinator Step 4		\$20.47
Full-time Substitutes	Student Contact Days	\$30.29

\* Volunteer Coordinator position for Accelerate Northfield is allowed an average of 18 hours/week with a maximum of 738 hours/year.

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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. EarlyVentures 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, EarlyVentures 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							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-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 5 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  
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](#).

## **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 >  
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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# **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 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			
4	5	6	7	8	9	10			4	5	6	7	8	9	10	9	Last Day of School (2-hr early dismissal)	
11	12	13	14	15	16	17			11	12	13	14	15	16	17		End of fourth quarter	
18	19	20	21	22	23	24		Dec 23-Jan 2	18	19	20	21	22	23	24	11	Graduation	
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/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

**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 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) at northfieldschools.org to contact staff.


# Northfield Public Schools 2022-2023 School Calendar

Approved by the School Board  
June 14, 2021  
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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
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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 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](#).

## **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](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:

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

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

Updated April 21, 2022 - Page 2 of 2





Northfield Public Schools

# PROPOSED BUDGET BOOK

# 2022-23

**NORTHFIELD PUBLIC SCHOOLS**  
**INDEPENDENT SCHOOL DISTRICT 659**  
**BOARD OF EDUCATION**

Claudia Gonzalez-George, Chair

Amy Goerwitz, Vice Chair

Jeff Quinnell, Treasurer

Noel Stratmoen, Clerk

Tom Baraniak

Corey Butler

Julie Pritchard

**SUPERINTENDENT OF SCHOOLS**

Dr. Matt Hillmann, Ed.D.

This document was prepared by the Finance Department of Northfield Public Schools

[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.

June 13, 2022

Board of Education  
Independent School District 659  
Northfield, MN

It is with pride I submit and recommend the proposed budgets for the 2022-23 school year. This budget document is one of our primary tools to present summarized and transparent financial information to the Board, our employees and the community. This report includes our Operating and Proprietary funds with an emphasis on the General Fund. This document provides a cohesive report for all of the budgets presented over the past few months.

The purpose of a budget is to quantify the strategic plan and programming choices we have made as a district. It is a guide for the Board of Education to authorize the administration to fulfill the vision and mission of the district each day. In December, a revised budget that includes more accurate enrollment data, finalized employment contracts and a complete analysis of the 2022 legislative session will be presented. In the spring, more than 70 stakeholders participated in our Priority Based Budget process. This document consolidates their work with included assumptions and parameters as the framework for the 2022-23 budget planning process.

Seventy percent of the district's total funding comes from the State of Minnesota and it is essential that we recognize and understand the inadequate funding strategies the legislature employs. The Northfield community has been a tireless supporter of our schools. Their unwavering support and commitment to our students is deeply appreciated.

In addition to our current budget forecast, I would be remiss in not addressing the significant impact the pandemic has had on the district's human and fiscal resources. While the federal government has provided significant support, I want to be clear that the funds we have received are to help stabilize our budgets and support the additional needs of our students and staff coming out of the pandemic. The vast majority of our budget is still in the hands of the legislature. It is the legislature's responsibility to provide sustainable funding.

We strive daily to implement the district's strategic plan. We consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support Northfield Public Schools.

Gratefully,



Val Mertesdorf  
Director of Finance

## ***BUDGET DEVELOPMENT CALENDAR***

December 13	Auditors presented results of 2020-21 financial audit.  School Board reviewed and approved 2021-22 revised General Fund budget as well as certified the 2021 Payable 2022 Tax Levy.
January 24	School Board adopted resolution requiring the administration to make recommendations for additions and reductions in programs and adding or discontinuing positions.
February 14	School Board presented with proposed Operating Capital and Long Term Facilities Maintenance budget.  School Board presented with proposed budget for the Debt Service Fund and Internal Service Fund.
April 25	School Board presented with proposed budget for Child Nutrition.  School Board presented with budget prioritization plan and recommended program reductions.  School Board adopted the necessary resolutions relating to General Fund program and staffing changes for 2022-23.
May 3	Community forum for proposed budget reductions.
May 9	School Board approved budget prioritization recommendations.
May 23	School Board presented with proposed budget for the General Fund, Community Education and Construction Fund.
June 13	School Board adopts the 2022-23 Proposed Budgets for all funds.

## ***STUDENT ENROLLMENT PROJECTIONS***

Minnesota funds the majority of its K-12 programs through a complex formula applied to the number of students attending each school. For most funding programs, the pupil count, known as adjusted pupil units (APU) is used to determine school revenue amounts.

The past three years the district has experienced declining enrollment. Based on our most recent demographic study, the district anticipates that the total number of students will continue to decline over the next ten years. We expect a decline of at least 200 students.

The October 1, 2021 enrollment numbers were included with historical data to calculate the current enrollment forecast which was prepared using the traditional cohort survival technique and weighting these results to favor more recent years. The following table represents the 2022-23 student enrollment projection. The bottom table includes historical enrollment counts and the longer range forecast for additional context.

<b>2022-23 Projected Average Daily Membership (ADM)</b>					
<b>Pre-KG</b>	<b>KG (incl. HK)</b>	<b>1-3</b>	<b>4-6</b>	<b>7-12 (incl. ALC)</b>	<b>Total</b>
<b>46.0</b>	<b>257.7</b>	<b>752.1</b>	<b>804.6</b>	<b>1,913.4</b>	<b>3,773.8</b>

<b>Enrollment History and Projection</b>							
<b>Year</b>	<b>Pre-K</b>	<b>KG</b>	<b>1-3</b>	<b>4-6</b>	<b>7-12</b>	<b>Total</b>	<b>APU</b>
2011-12	40.2	256.0	810.1	840.8	1,851.6	3,798.6	4,416.1
2012-13	40.1	267.6	796.2	875.1	1,838.5	3,817.5	4,424.9
2013-14	30.1	223.6	826.9	853.1	1,885.2	3,818.9	4,459.1
2014-15*	24.5	266.4	816.0	862.9	1,899.5	3,869.3	4,249.2
2015-16	32.3	250.2	841.7	865.5	1,932.6	3,922.3	4,308.9
2016-17	40.6	246.9	825.6	906.7	1,976.6	3,996.4	4,391.7
2017-18	39.3	273.0	807.1	922.9	2,001.8	4,044.1	4,444.5
2018-19	41.2	248.4	797.6	911.0	2,051.8	4,050.0	4,460.4
2019-20	42.8	246.5	764.4	892.8	2,072.6	4,019.0	4,433.6
2020-21	44.3	202.4	747.9	843.9	2,062.3	3,900.8	4,313.3
2021-22#	46.0	241.1	747.7	816.7	1,980.3	3,831.8	4,227.8
<b>2022-23#</b>	<b>46.0</b>	<b>257.7</b>	<b>752.1</b>	<b>804.6</b>	<b>1,913.4</b>	<b>3,773.8</b>	<b>4,156.5</b>
2023-24#	46.0	255.0	782.7	817.2	1,881.3	3,782.2	4,158.5
2024-25#	46.0	243.0	823.8	807.3	1,817.7	3,737.8	4,101.3

# Estimated Enrollment

\* Change in pupil unit weights

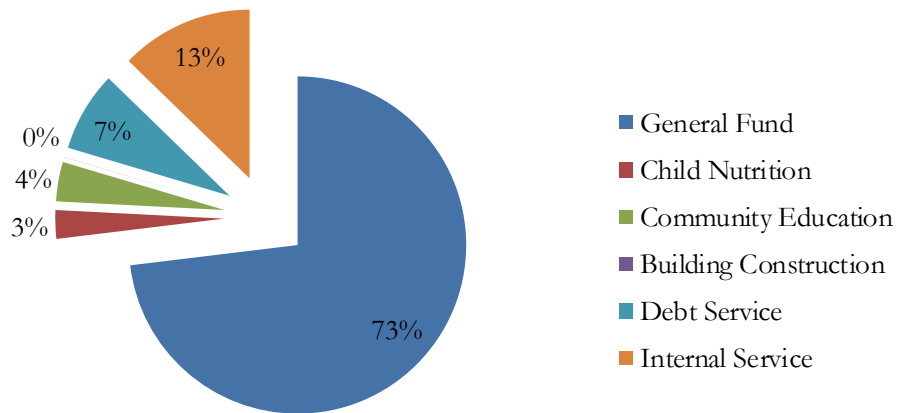
## PROPOSED 2022-23 BUDGET SUMMARY OF ALL FUNDS

	July 1, 2022 Projected <u>Fund Balance*</u>	FY 2023 <u>Revenues</u>	FY 2023 <u>Expenditures</u>	June 30, 2023 Projected <u>Fund Balance*</u>
General Fund**	\$ 15,611,657	\$ 59,781,175	\$ 61,308,958	\$ 14,083,874
Child Nutrition	\$ 357,956	\$ 2,236,019	\$ 2,491,863	\$ 102,112
Community Education	\$ 427,336	\$ 3,093,342	\$ 3,297,216	\$ 223,462
Building Construction	\$ 1,673,009	\$ 3,000	\$ 1,676,009	\$ -
Debt Service	\$ 1,635,587	\$ 6,276,751	\$ 5,926,053	\$ 1,986,285
Internal Service	\$ 1,886,660	\$ 10,415,363	\$ 10,706,543	\$ 1,595,480

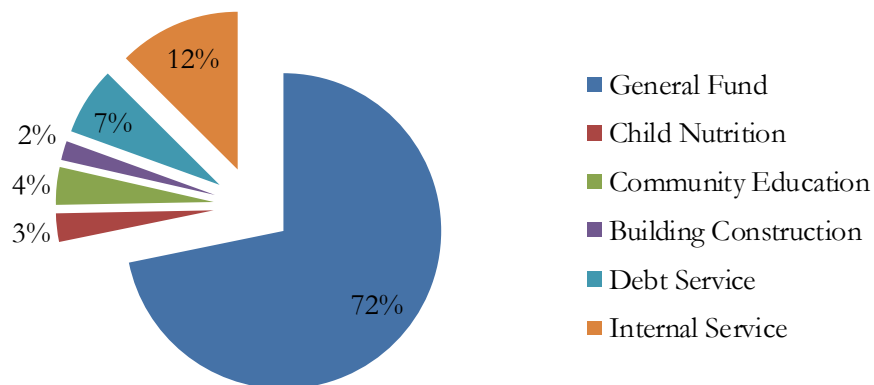
\* Beginning and ending fund balance includes restricted funds

\*\*General Fund includes Capital and Long Term Facility Maintenance funds.

### 2022-23 Budget Resources All Funds



### 2022-23 Budget Expenditures All Funds



## GENERAL FUND

The General Fund accounts for the primary operations of the district, including educational and instructional support services to students from Kindergarten through twelfth grade, pupil transportation and capital outlay.

Preliminary budget assumptions include an increase in revenue of approximately 2.2%. The increase is primarily related to federal budget stabilization funds. The district receives 68% of its revenue from the State of Minnesota. We are projecting a 2.0% increase in the basic per pupil formula revenue which accounts for 55% of the district's total revenue. Declining enrollment is one of the most significant financial challenges we face. Seventy-five percent of our revenue is enrollment based formulas. We are projecting an increase in special education funding, an increase in our federal funding due to the one-time stabilization funding and a decrease in our local sources.

Projected expenditures are represented with an aggregate increase of 0.46%. This includes a projected decrease of 1.3% in salaries, 3.6% in benefits and a 14.5% decrease in non-salary and other operating expenditures excluding capital related items. These decreases are a result of the priority based budget process.

While the pandemic has presented many challenges and opportunities for our district, the impact and effect of the mandates, the funding, the changes to enrollment will be felt for several years. We are working hard to use the one-time federal funds to stabilize and respond to the identified needs of our staff and students.

### GENERAL FUND | FINANCIAL SUMMARY

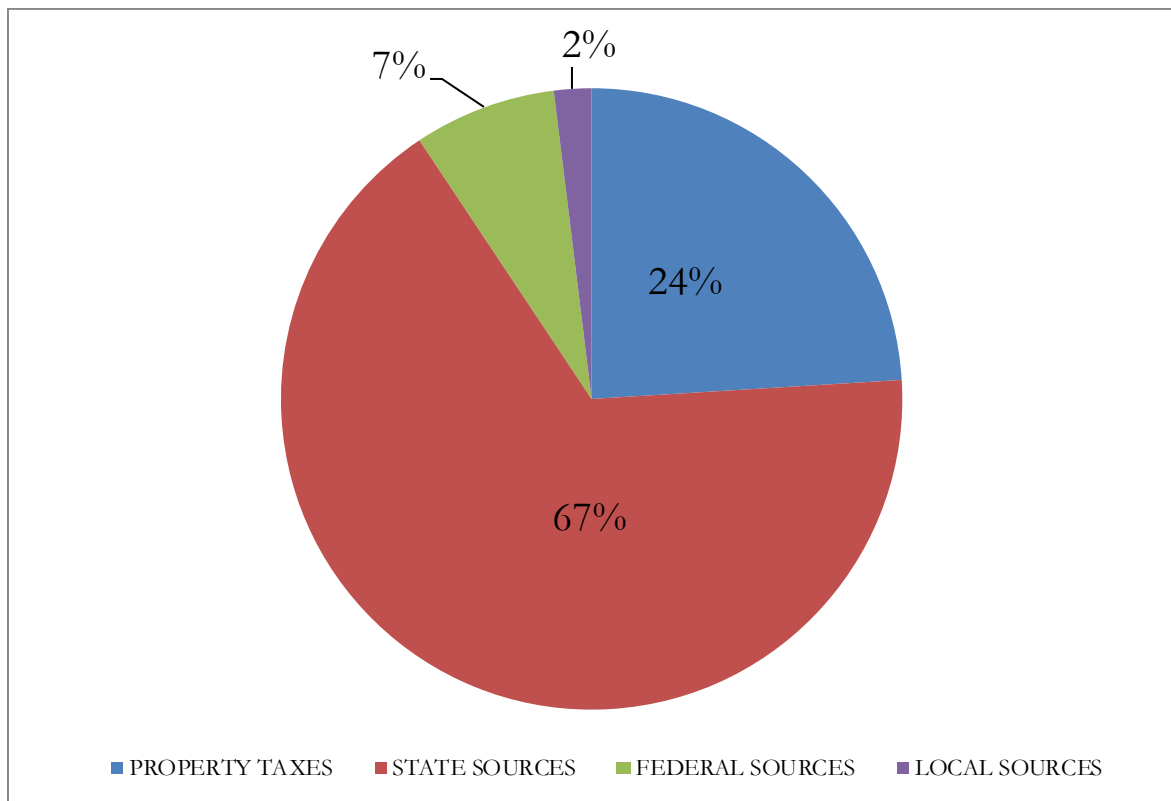
	<b>2019-20 Audit Results</b>	<b>2020-21 Audit Results</b>	<b>2021-22 Revised Budget</b>	<b>2022-23 Proposed Budget</b>
REVENUE	\$ 57,535,974	\$ 58,606,471	\$ 58,488,013	\$ 59,781,175
EXPENDITURES	56,481,276	59,010,193	61,030,394	61,308,958
DIFFERENCE	1,054,698	(403,722)	(2,542,381)	(1,527,783)
BEGINNING FUND BALANCE	17,503,062	18,557,760	18,154,038	15,611,657
ENDING FUND BALANCE	<u>\$ 18,557,760</u>	<u>\$ 18,154,038</u>	<u>\$ 15,611,657</u>	<u>\$ 14,083,874</u>
RESTRICTED FUND BALANCE	\$ 5,759,087	\$ 7,179,371	\$ 5,843,486	\$ 5,389,208
UNRESTRICTED FUND BALANCE	\$ 12,798,673	\$ 10,974,667	\$ 9,768,171	\$ 8,694,666
PERCENTAGE OF EXPENDITURES	22.7%	18.6%	16.0%	14.2%



## GENERAL FUND | REVENUE

	2019-20 Audit Results	2020-21 Audit Results	2021-22 Revised Budget	2022-23 Proposed Budget
PROPERTY TAXES	\$ 13,865,817	\$ 14,217,639	\$ 14,528,579	\$ 14,359,850
STATE SOURCES	39,595,228	40,135,486	39,600,693	39,836,598
FEDERAL SOURCES	1,428,206	2,593,072	2,957,748	4,420,677
LOCAL SOURCES	2,646,723	1,660,274	1,400,993	1,164,050
TOTAL	\$ 57,535,974	\$ 58,606,471	\$ 58,488,013	\$ 59,781,175

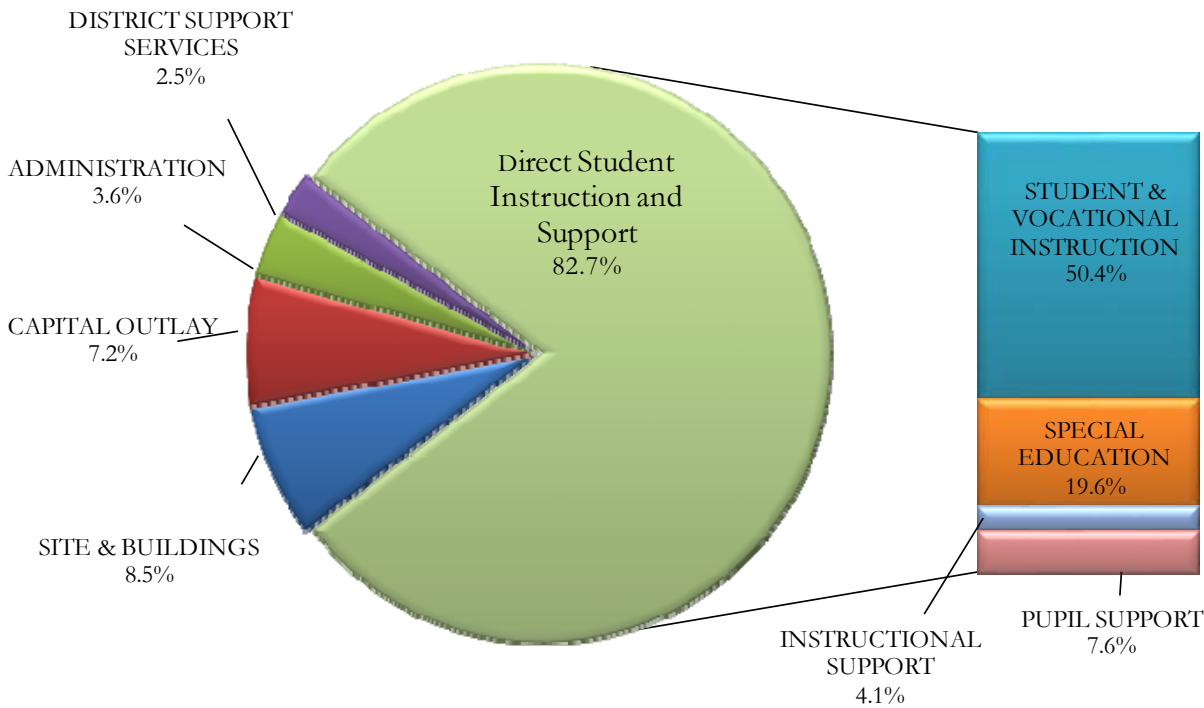
## REVENUE BY SOURCE



# GENERAL FUND | EXPENDITURES BY PROGRAM

- **Student Instruction: \$41,502,269 (69.3%)**  
Includes costs associated with teaching students as well as co-curricular and extra-curricular activities from Kindergarten through twelfth grade. It also includes specialty programming such as special education, alternative education, English learner and compensatory programs.
- **Student Support Services: \$8,670,901 (14.5%)**  
Includes costs associated with supporting students including transportation, media centers, guidance/counseling services, nursing services as well as the instructional services department.
- **Site and Buildings: \$7,650,071 (10.3%)**  
Includes costs associated with operations, maintenance, repairs and remodeling of all facilities and grounds of the school district. This program category also includes the majority of our capital outlay expenditures.
- **District Support Services: \$1,524,841 (2.6%)**  
Includes costs associated with services provided by the district office such as human resources, finance, communications and other centralized office functions.
- **Administration: \$1,960,876 (3.3%)**  
Includes costs associated with the district administration including the school board, superintendent and principals.

2022-23 EXPENDITURES BY PROGRAM



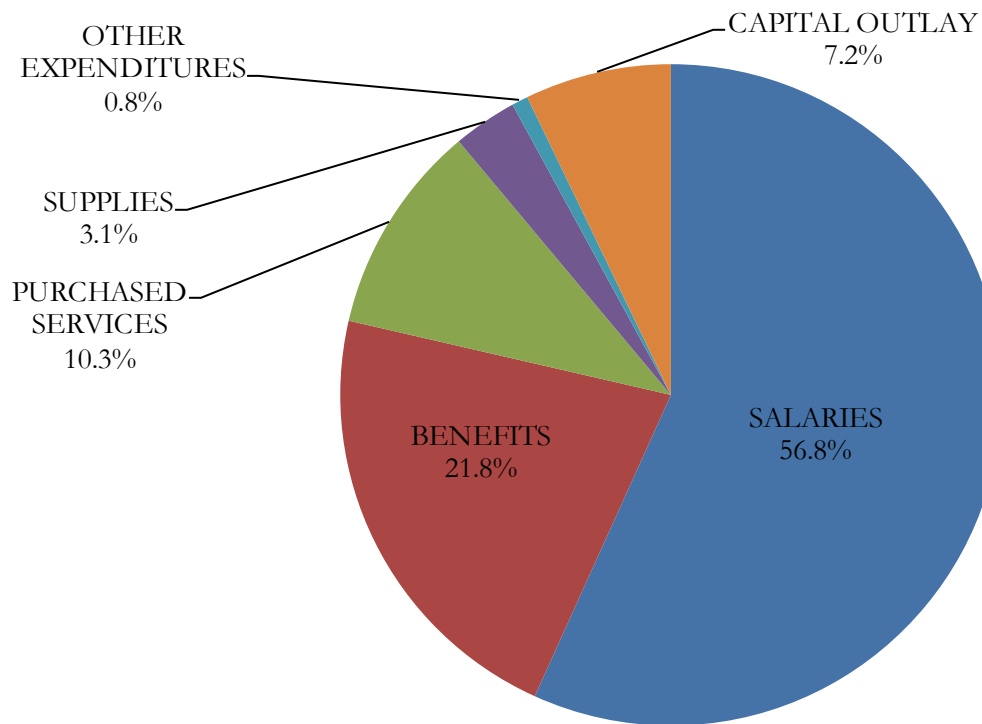
**GENERAL FUND | EXPENDITURES BY PROGRAM (cont)**

<b>PROGRAM CATEGORIES</b>		<b>2022-23 Proposed</b>
<b>Student Instruction</b> \$41,481,357 69.3%	Elementary Instruction	\$ 12,121,660
	Middle and High School Instruction	\$ 13,580,226
	Special Education	\$ 11,968,145
	Co-curricular and Extra-curricular Activities	\$ 1,803,060
	English Language Learners	\$ 985,157
	Title/Compensatory Programs	\$ 553,927
	Career and Technical Programs	\$ 490,094
<b>Student Support Services</b> \$8,677,384 14.5%	Instructional Support	\$ 679,526
	Curriculum and Development	\$ 290,082
	Educational Media	\$ 204,528
	Instructional Technology	\$ 1,900,560
	Guidance/Counseling	\$ 1,064,492
	Health Services	\$ 484,428
	Student Transportation	\$ 3,114,841
	Staff Development	\$ 600,659
	Other Student Support	\$ 331,785
<b>Sites and Buildings</b> \$6,151,899 10.3%	Operations and Maintenance	\$ 4,429,400
	Facilities	\$ 1,426,096
	Long Term Facilities Maintenance	\$ 1,602,175
	Property or Other Insurance	\$ 192,400
<b>District Support Services</b> \$1,575,573 2.6%	Finance Department	\$ 581,159
	Human Resources	\$ 511,358
	Administrative Technology	\$ 190,772
	General Administrative Support	\$ 107,652
	Communications and Assessment	\$ 111,900
	Elections	\$ 22,000
<b>Administration</b> \$2,006,670 3.3%	Office of Superintendent	\$ 367,349
	School Administration	\$ 1,537,859
	School Board	\$ 55,668
<b>Total General Fund</b>		<b>\$ 61,308,958</b>

## GENERAL FUND | EXPENDITURES BY OBJECT

	2019-20 Audit Results	2020-21 Audit Results	2021-22 Revised Budget	2022-23 Proposed Budget
SALARIES	\$ 32,668,329	\$ 33,309,150	\$ 35,271,886	\$ 34,799,665
BENEFITS	11,850,622	12,177,652	13,882,508	13,389,508
PURCHASED SERVICES	6,379,528	6,076,122	7,101,822	6,323,322
SUPPLIES	1,855,552	2,484,146	2,381,641	1,920,887
OTHER EXPENDITURES	694,670	501,480	726,246	487,412
CAPITAL OUTLAY	3,032,575	4,461,643	1,666,291	4,388,164
TOTAL	\$ 56,481,276	\$ 59,010,193	\$ 61,030,394	\$ 61,308,958

### 2022-23 EXPENDITURES BY OBJECT



## GENERAL FUND

### OPERATING CAPITAL and LONG TERM FACILITIES MAINTENANCE

The primary source of operating capital revenue comes from local property taxes which includes the voter approved operating capital levy of \$750,000. The capital levy was renewed for another 10 years upon its expiration during the 2013-14 school year. Long Term Facilities Maintenance revenue is a combination of local levy and state aid. These funding sources have specific restrictions regarding what the district can purchase. Any unspent funds are kept in a restricted fund balance code for future purchases that meet the specifications.

	2019-20	2020-21	2021-22	2022-23
	Audit	Audit	Revised	Proposed
	Results	Results	Budget	Budget
<b>Revenue Summary</b>				
Operating Capital	\$ 827,242	\$ 779,194	\$ 976,667	\$ 770,227
Capital Projects Levy	750,000	750,000	750,000	750,000
Lease Levy	380,985	381,394	353,450	407,986
Long Term Facility Maintenance	1,614,295	1,538,303	1,499,409	1,348,320
<b>Total Revenues</b>	<b>\$ 3,572,522</b>	<b>\$ 3,448,891</b>	<b>\$ 3,579,526</b>	<b>\$ 3,276,533</b>
<b>Expenditure Summary</b>				
Leased Facility Space/Assessments	\$ 315,645	\$283,373	\$390,305	\$435,802
Lease Purchase Agreement	212,352	\$212,352	\$212,352	\$212,352
Building/Program Allocation	111,900	\$79,107	\$132,661	\$135,078
Textbooks/Digital Curriculum	149,448	\$106,226	\$180,000	\$250,000
Technology Leases	715,333	\$544,016	\$563,000	\$529,841
Network Administration	-	\$347,469	\$300,000	\$0
Gleason Property	179,301	\$0	\$0	\$0
Capital Committee Recommendations	537,865	\$62,551	\$130,000	\$613,023
Long Term Facility Maintenance	1,753,424	1,386,318	1,722,158	1,602,175
<b>Total Expenditures</b>	<b>\$ 3,975,268</b>	<b>\$ 3,021,412</b>	<b>\$ 3,630,476</b>	<b>\$ 3,778,271</b>
<b>Fund Summary</b>				
Beginning Balance	\$ 1,710,615	\$ 1,307,869	\$ 1,735,348	\$ 1,684,398
Revenue	3,572,522	3,448,891	3,579,526	3,276,533
Expenditures	3,975,268	3,021,412	3,630,476	3,778,271
<b>Ending Balance</b>	<b>1,307,869</b>	<b>1,735,348</b>	<b>1,684,398</b>	<b>1,182,660</b>
Operating Capital	\$ 279,224	\$ 554,717	\$ 726,516	\$ 478,633
Long Term Facility Maintenance	1,028,645	1,180,631	957,882	704,027
<b>Ending Fund Balance</b>	<b>\$ 1,307,869</b>	<b>\$ 1,735,348</b>	<b>\$ 1,684,398</b>	<b>\$ 1,182,660</b>

## CHILD NUTRITION FUND

The Child Nutrition Fund is a self-sustaining fund whose mission is to provide quality nutritious meals that support the growth and development of our students to fuel their learning. Revenue comes from a variety of sources including state and federal funding, student and adult purchases, federal commodities, and grant dollars.

The majority of the budget is accounted for in labor and food costs. The child nutrition program for the 2022-23 school year will be resuming the pre-pandemic national school lunch program.

The proposed budget shows a spend down of the fund balance. The past few years have been challenging for our child nutrition team. The child nutrition department is constantly evaluating food costs and direct labor hours per meal served will be the primary focus to ensure budget targets are met. The Child Nutrition team works tirelessly to provide creative solutions for our students to help increase participation.

	2019-20 Audit Results	2020-21 Audit Results	2021-22 Revised Budget	2022-23 Proposed Budget
<b>Revenue Summary</b>				
Local property Taxes	-	-	-	-
Tuition, fees and other	932,213	54,959	1,233,100	1,252,000
State Aids	98,250	1,611	111,987	111,487
Federal Aids	1,000,095	1,767,487	863,532	872,532
<b>Total Revenues</b>	<b>\$ 2,030,558</b>	<b>\$ 1,824,057</b>	<b>\$ 2,208,619</b>	<b>\$ 2,236,019</b>
<b>Expenditure Summary</b>				
Salaries and Benefits	\$ 1,067,804	\$ 1,027,898	\$ 1,144,699	\$ 1,181,963
Purchased Services	71,413	17,144	82,900	86,400
Food and Supplies	1,013,696	710,106	1,181,000	1,197,000
Equipment	98,346	-	8,000	26,500
<b>Total Expenditures</b>	<b>\$ 2,251,259</b>	<b>\$ 1,755,148</b>	<b>\$ 2,416,599</b>	<b>\$ 2,491,863</b>
<b>Fund Summary</b>				
Beginning Fund Balance	\$ 717,728	\$ 497,027	\$ 565,936	\$ 357,956
Revenue	2,030,558	1,824,057	2,208,619	2,236,019
Total Sources	2,748,286	2,321,084	2,774,555	2,593,975
Expenditures	2,251,259	1,755,148	2,416,599	2,491,863
<b>Ending Fund Balance</b>	<b>\$ 497,027</b>	<b>\$ 565,936</b>	<b>\$ 357,956</b>	<b>\$ 102,112</b>
Fund Balance Max	\$ 750,420	\$ 585,049	\$ 805,533	\$ 830,621

*Per the MDE, the Child Nutrition Department fund balance should not exceed 3 months average operating expenditures assuming a nine month operating year.*

## COMMUNITY EDUCATION FUND

Northfield Public Schools Community Education focuses on lifelong learning, recreation and community involvement. We provide numerous opportunities and classes for all ages to develop skills, stay healthy and inspire creativity.

Our Early Childhood Family Education (ECFE) programs support parents in their role as their child's first and foremost teacher. Among our other Early Childhood Programs, Hand in Hand Preschool and Ventures childcare work together to prepare and support students in year-long learning. The budget for 2022-23 was developed with the goal of trying to build back participation in their programs that were dramatically impacted by the pandemic. The community education department takes stewardship very seriously and is working to make adjustments to provide financial stability.

	2019-20 Audit Results	2020-21 Audit Results	2021-22 Revised Budget	2022-23 Proposed Budget
<b>Revenue Summary</b>				
Local property Taxes	\$ 405,820	\$ 413,302	\$ 419,487	\$ 428,563
Tuition, fees and other	1,959,449	1,697,304	2,358,250	2,271,412
State Aids	299,385	333,831	295,408	293,367
Federal Aids	267,679	175,900	259,097	100,000
<b>Total Revenues</b>	<b>\$ 2,932,333</b>	<b>\$ 2,620,337</b>	<b>\$ 3,332,242</b>	<b>\$ 3,093,342</b>
<b>Expenditure Summary</b>				
Salaries and Wages	\$ 1,981,522	\$ 1,846,959	\$ 2,151,984	\$ 2,238,063
Benefits	632,211	570,618	702,757	715,836
Purchased Services	359,578	217,749	182,470	253,940
Supplies	80,645	64,802	76,185	76,185
Equipment	6,112	4,583	10,012	10,012
Other Expenditures	3,470	2,680	3,180	3,180
<b>Total Expenditures</b>	<b>\$ 3,063,538</b>	<b>\$ 2,707,391</b>	<b>\$ 3,126,588</b>	<b>\$ 3,297,216</b>
<b>Fund Summary</b>				
Beginning Fund Balance	\$ 439,941	\$ 308,736	\$ 221,682	\$ 427,336
Revenues	2,932,333	2,620,337	3,332,242	3,093,342
Total Sources	3,372,274	2,929,073	3,553,924	3,520,678
Expenditures	3,063,538	2,707,391	3,126,588	3,297,216
<b>Ending Fund Balance</b>	<b>\$ 308,736</b>	<b>\$ 221,682</b>	<b>\$ 427,336</b>	<b>\$ 223,462</b>

## BUILDING CONSTRUCTION FUND

This fund is used to record all the operations of the district's building construction projects funded by the sale of bonds. The revenue consists of bond proceeds and interest earnings. Expenditures are construction related costs. The revenues and expenditures in 2019-20 and 2020-21 are associated with the 2018 bond referendum projects. The revenues and expenditures in 2021-22 and 2022-23 are associated with the LTFM Bond to replace the MS Roof.

	2019-20 Audit Results	2020-21 Audit Results	2021-22 Revised Budget	2022-23 Proposed Budget
<b>Revenue Summary</b>				
Bond Proceeds	\$ -	\$ -	\$ 3,170,009	\$ -
Interest on Investments	746,588	97,221	3,000	3,000
Other Financing Sources	-	85,960	-	-
<b>Total Revenues</b>	<b>\$ 746,588</b>	<b>\$ 183,181</b>	<b>\$ 3,173,009</b>	<b>\$ 3,000</b>
<b>Expenditure Summary</b>				
Construction Costs	\$ 30,902,376	\$ 7,686,752	\$ 1,500,000	\$ 1,676,009
Other Financing Uses	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 30,902,376</b>	<b>\$ 7,686,752</b>	<b>\$ 1,500,000</b>	<b>\$ 1,676,009</b>
<b>Fund Summary</b>				
Beginning Fund Balance	\$ 37,659,359	\$ 7,503,571	\$ -	\$ 1,673,009
Revenue	746,588	183,181	3,173,009	3,000
Total Sources	38,405,947	7,686,752	3,173,009	1,676,009
Expenditures	30,902,376	7,686,752	1,500,000	1,676,009
<b>Ending Fund Balance</b>	<b>\$ 7,503,571</b>	<b>\$ -</b>	<b>\$ 1,673,009</b>	<b>\$ -</b>



## DEBT SERVICE FUND

This fund is used to account for the accumulation of resources used for payment of general long-term obligation bond principal, interest, and related costs.

	2019-20 Audit Results	2020-21 Audit Results	2021-22 Revised Budget	2022-23 Proposed Budget
<b>Revenue Summary</b>				
Local property Taxes	\$ 5,357,232	\$ 4,944,766	\$ 5,364,977	\$ 5,324,717
Interest on Investments	94,669	3,371	75,000	3,000
State of MN	648,840	923,168	650,000	949,034
Other Sources	-	10,863,211	3,250,547	-
<b>Total Revenues</b>	<b>\$ 6,100,741</b>	<b>\$ 16,734,516</b>	<b>\$ 9,340,524</b>	<b>\$ 6,276,751</b>

	2019-20 Audit Results	2020-21 Audit Results	2021-22 Revised Budget	2022-23 Proposed Budget
<b>Expenditure Summary</b>				
Bond Principal	\$ 4,910,000	\$ 5,230,000	\$ 3,650,000	\$ 3,955,000
Bond Interest	2,305,343	2,027,675	2,185,017	1,964,053
Other Debt Service Fees	6,990	109,226	7,000	7,000
Other Uses	-	10,760,000	3,250,547	-
<b>Total Expenditures</b>	<b>\$ 7,222,333</b>	<b>\$ 18,126,901</b>	<b>\$ 9,092,564</b>	<b>\$ 5,926,053</b>

	2019-20 Audit Results	2020-21 Audit Results	2021-22 Revised Budget	2022-23 Proposed Budget
<b>Fund Summary</b>				
Beginning Fund Balance	\$ 3,901,604	\$ 2,780,012	\$ 1,387,627	\$ 1,635,587
Revenue	6,100,741	16,734,516	9,340,524	6,276,751
Total Sources	10,002,345	19,514,528	10,728,151	7,912,338
Expenditures	7,222,333	18,126,901	9,092,564	5,926,053
<b>Ending Fund Balance</b>	<b>\$ 2,780,012</b>	<b>\$ 1,387,627</b>	<b>\$ 1,635,587</b>	<b>\$ 1,986,285</b>

**Current Outstanding Debt**  
**2021-22 Principal and Interest Payments**

Issue Date	Net Interest Rate	Original Issue	Purpose	Final Maturity	FY 2022-23 Payments		
					Principal	Interest	Total
5/13/2014	2.0-3.0%	\$ 1,525,000	GVP/HS Roofs	2/1/2025	\$ 160,000	\$ 14,550	\$ 174,550
3/23/2017	0.0193	\$ 1,325,000	BW Roof	2/1/2027	\$ 135,000	\$ 21,300	\$ 156,300
1/31/2019	3.22%	\$ 39,255,000	Elementary/Early Childhood	2/1/2039	\$ 515,000	\$ 1,472,131	\$ 1,987,131
11/4/2020	0.37%	\$ 9,665,000	Refund '11A/'12A	2/1/2025	\$ 3,145,000	\$ 385,000	\$ 3,530,000
2/17/2022	1.95%	\$ 3,120,000	LTFM MS Roof	2/1/2042	\$ -	\$ 71,072	\$ 71,072
					<b>\$ 3,955,000</b>	<b>\$ 1,964,053</b>	<b>\$ 5,919,053</b>

**General Obligation Debt**  
**Annual Maturity Schedule**

Fiscal Year	Principal	Interest	Total
2023	3,955,000	1,964,053	5,919,053
2024	4,130,000	1,775,509	5,905,509
2025	2,445,000	1,575,009	4,020,009
2026	2,085,000	1,458,859	3,543,859
2027	2,230,000	1,357,509	3,587,509
2028	2,360,000	1,249,009	3,609,009
2029	2,470,000	1,132,759	3,602,759
2030	2,590,000	1,011,059	3,601,059
2031	2,680,000	919,484	3,599,484
2032	2,785,000	816,084	3,601,084
2033	2,865,000	734,484	3,599,484
2034	2,950,000	650,534	3,600,534
2035	3,040,000	564,084	3,604,084
2036	3,140,000	464,371	3,604,371
2037	3,240,000	361,353	3,601,353
2038	3,350,000	251,178	3,601,178
2039	3,465,000	137,228	3,602,228
2040	230,000	15,165	245,165
2041	235,000	10,450	245,450
2042	240,000	5,280	245,280
	<b>\$ 50,485,000</b>	<b>\$ 16,453,457</b>	<b>\$ 66,938,457</b>

## INTERNAL SERVICE FUND SELF-INSURANCE PLAN

The district established this fund in 2005-06 to account for the financial activity of the self-insurance plan for the dental benefits provided to employees. In May 2011 the district elected to become self-insured for medical benefits as well. The revenue in this fund represents premiums paid for dental and medical coverage by the district and our active and retired employees. Expenditures represent actual claims and administrative fees paid for dental and medical services received by our current or retired employees covered by the plan.

DENTAL FUND				
	2019-20 Audit Results	2020-21 Audit Results	2021-22 Revised Budget	2022-23 Proposed Budget
Beginning Balance	\$413,265	\$474,794	\$473,777	\$447,997
Charges for Services	620,648	634,612	631,683	639,263
Interest Earnings	7,285	188	100	100
Total Sources	1,041,198	1,109,594	1,105,560	1,087,360
Insurance Claims	528,633	598,815	616,779	629,115
Administrative Fees	37,771	37,002	40,784	40,784
Total Expenditures	566,404	635,817	657,563	669,899
<b>Ending Fund Balance</b>	<b>\$474,794</b>	<b>\$473,777</b>	<b>\$447,997</b>	<b>\$417,461</b>
<b>Goal (40%)</b>	<b>\$211,453</b>	<b>\$239,526</b>	<b>\$246,712</b>	<b>\$251,646</b>

MEDICAL FUND				
	2019-20 Audit Results	2020-21 Audit Results	2021-22 Revised Budget	2022-23 Proposed Budget
Beginning Balance	\$5,645,927	\$4,843,095	\$3,310,424	\$1,438,663
Charges for Services	6,973,152	7,134,503	7,200,000	9,500,000
RX Rebates	0	239,893	250,000	275,000
Interest Earnings	78,904	1,572	1,000	1,000
Total Sources	12,697,983	12,219,063	10,761,424	11,214,663
Insurance Claims	7,031,389	7,864,958	8,258,206	8,918,862
Administrative Fees	823,499	1,043,681	1,064,555	1,117,782
Total Expenditures	7,854,888	8,908,639	9,322,761	10,036,644
<b>Ending Fund Balance</b>	<b>\$4,843,095</b>	<b>\$3,310,424</b>	<b>\$1,438,663</b>	<b>\$1,178,019</b>
<b>Goal (40%)</b>	<b>\$2,812,556</b>	<b>\$3,145,983</b>	<b>\$3,303,282</b>	<b>\$3,567,545</b>

# Northfield Public Schools 2023-2024 School Calendar

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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.

**Co-Curricular Coach/Advisor Matrix | Recommendation from the Co-Curricular Committee | June 3, 2022**  
**Molly Viesselman, Director of Human Resources**

The 2017-19 Master Agreement with the Northfield Education Association changed the way co-curricular positions are added, eliminated, and modified. In the past, the District negotiated the specific number of coaching or advisor positions for each activity and the amount of stipend each position would receive based on its placement on the co-curricular salary schedule (commonly referred to as Schedule C). After the settlement of the agreement, the School Board will approve the additions, reductions, or modifications to positions and the associated stipend amount recommended by the District's co-curricular committee. The co-curricular committee is led by the Activities Director and includes coaches, advisors, and administrators. The salary schedule itself remains in the NEA Master Agreement and the stipend amounts for each "level" will still be part of the negotiations process with the NEA.

Recommended Changes		
Position	Total Cost	Rationale
Wrestling - Add Girls' Head Coach - .70 FTE of 13%	\$4,620	<ul style="list-style-type: none"> <li>With the addition of a girls section and state tournament last year there is a need for a full time girls coach/assistant varsity coach paid position through the district.</li> <li>This upcoming year there are a lot of girl tournaments now being added and they will be in different locations than where the JV and Varsity boys will be wrestling.</li> <li>They are looking at allowing high school teams up to 4 girl only events that won't count against the 16 events that we already have for JV and Varsity.</li> <li>We don't have enough coaches as it is to cover the JV and Varsity at individual tournaments and to now be sending the girls to a different location would thin out the coaching staff even more.</li> <li>Girls wrestling is a fast growing sport and I see it only getting bigger. I believe this job could be on an .7 Head coach scale as they would help assist with the varsity and JV when not needed to go to a girls tournament.</li> </ul>
Cross Country - add Boys' Head Coach position by eliminating one assistant position. Level - 12%	\$2,031	<ul style="list-style-type: none"> <li>The combined girls and boys cross country team averaged 40 and 47.5 participants over the last 4 years.</li> <li>Other programs with similar numbers, such as softball, baseball, hockey and lacrosse each have a separate head coach and assistant coaches.</li> <li>With the number of girls and boys participating, the management and coaching of the team has become increasingly difficult to manage and coach, providing a safe and quality experience for the kids.</li> </ul>

		<ul style="list-style-type: none"><li>No other Big 9 school or 1AAA school have combined programs with the exception of Hastings</li></ul> Yearly Totals 2018-19 Boys - 52                      Girls - 30 2019-20 Boys - 59                      Girls - 44 2020-21 Boys - 38                      Girls - 40 2021-22 Boys - 41                      Girls - 46 Average 47.5                              40
Credit from last changes	-299.40	
Totals	\$6,351.60	<b>*Note: This is the best approximation at this time.</b>

Salaries based on the 2022-2023 co-curricular salary schedule. These rates will change for the 2023-2024 school year.



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May 31, 2022

School Board and Management  
Independent School District No. 659  
1400 S. Division Street  
Northfield, MN 55057

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Independent School District No. 659 ("you," "your," or "the District") for the year June 30, 2022.

Craig Popenhagen is responsible for the performance of the audit engagement.

#### **Scope of audit services**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Independent School District No. 659, as of and for the year ended June 30, 2022, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the District's basic financial statements. The RSI will be subjected to certain limited procedures, but will not be audited. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management's discussion and analysis.
2. Budgetary comparison schedules.
3. GASB-required supplementary pension, OPEB, and infrastructure information under modified reporting.

We will also evaluate and report on the presentation of the following supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards (if needed)
2. Combining fund financial statements
3. Uniform Financial Accounting and Reporting Standards Compliance Table

The following supplementary information other than RSI accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditors' report will not provide an opinion or any assurance on that information:

1. List of Elected Officials



A member of  
**Nexia**  
International

CLA is an independent member of Nexia International, a leading, global network of independent accounting and consulting firms. See [nexia.com/member-firm-disclaimer](http://nexia.com/member-firm-disclaimer) for details.



### **Nonaudit services**

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, related notes, and RSI.
- Preparation of supplementary information.
- Preparation of adjusting journal entries, if any.
- Prepare the Data Collection Form.

### **Audit objectives**

The objectives of our audit are to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for School Districts*.

#### **Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance. Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing opinions on the effectiveness of the District's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the basic financial statements, including the amounts and disclosures, and whether the basic financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Revenue recognition
- Complex accounting requirements for recording revenues.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the District's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

#### **Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the District's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the District's federal programs; identifying and ensuring that the District complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the District's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on [Date].

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the District's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the District's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

#### **Responsibilities and limitations related to nonaudit services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, related notes, and RSI in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and RSI is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and RSI and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, related notes, and RSI prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements, schedule of expenditures of federal awards, and RSI.
- We will prepare a draft of your supplementary information. Since the preparation of the supplementary information in accordance with the applicable criteria is your responsibility, you will be required to review, approve, and accept responsibility for the supplementary information prior to its issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on the supplementary information.

- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.
- We will prepare the Data Collection Form. Management is responsible to review for completeness and accuracy before submitting to the Federal Audit Clearing House.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

### **Use of financial statements**

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

### **Engagement administration and other matters**

We expect to begin our audit on approximately September 26, 2022, or other agreed-upon date.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.



At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Regulator, Cognizant or Oversight Agency for Audit, or Pass-through Entity, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Regulator, Cognizant or Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the District to any persons without the authorization of District management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Our engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

*Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at [www.CLAconnect.com/Aboutus/](http://www.CLAconnect.com/Aboutus/).

## **Mediation**

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

## **Time limitation**

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

## **Fees**

Our fees for the financial statement audit will be \$19,600 and \$3,000 per federal program needing to be audited for Uniform Grant Guidance (single audit), including entering the information in the Data Collection Form SF-SAC and creating the single audit reporting package. We will also bill for expenses (including travel, other costs such as report production, word processing, postage, etc., and internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Total cost should approximate \$20,580 for the financial statement audit (audit fee of \$19,600, plus the technology fee of \$980) and \$3,150 per federal program audited (\$3,000, plus technology fee of \$150). The above fees do not include implementation for GASB Statement No. 87, *Leases*.

These estimates are based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee and expense estimates. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have

not issued our reports. You will be obligated to compensate us for all time expended and related fees and to reimburse us for all out-of-pocket expenditures through the date of termination.

***Changes in accounting and audit standards***

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in this letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

***Other fees***

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

***Finance charges and collection expenses***

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

**HIPAA Business Associate Agreement**

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), we acknowledge that the District and CLA have entered into a HIPAA Business Associate Agreement (BAA) dated June 10, 2019.

**Consent**

***Consent to use information for benchmarking analysis***

In an effort to better serve the needs of our clients, we develop a variety of benchmark, performance indicator, and predictive analysis reports, using anonymized client data obtained from our audit, tax, and other engagements. Business and financial information that you provide to us may be combined with information from other clients and included within the aggregated data that we use in these reports. While some of these analytical reports will be published and released publicly, please be assured that the separate information that we obtain from you will remain confidential, as required by the AICPA Code of Professional Conduct.

***Subcontractors***

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

### Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

**CliftonLarsonAllen LLP**



Craig W. Popenhagen, CPA  
Principal  
Ph. 507-280-2327  
Craig.popenhagen@CLAconnect.com

### Response:

This letter correctly sets forth the understanding of Independent School District No. 659.

Authorized governance signature: \_\_\_\_\_

Title: School Board

Date: \_\_\_\_\_

Authorized management signature: \_\_\_\_\_

Title: Management

Date: \_\_\_\_\_

## **RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVITS OF CANDIDACY**

**BE IT RESOLVED** by the School Board of Independent School District 659, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 659 shall begin on Tuesday, August 2, 2022 and shall close on Tuesday, August 16, 2022. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the Northfield News, the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

### **NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD INDEPENDENT SCHOOL DISTRICT NO. 659 NORTHFIELD PUBLIC SCHOOLS STATE OF MINNESOTA**

**NOTICE IS HEREBY GIVEN** that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 659 shall begin on Tuesday, August 2, 2022, and shall close at 5:00 o'clock p.m. on Tuesday, August 16, 2022.

The general election shall be held on Tuesday, November 8, 2022. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, Independent School District 659, 201 Orchard Street South, Northfield, MN, 55057. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022.

Dated: June 13, 2022

BY ORDER OF THE SCHOOL BOARD

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Noel Stratmoen, School District Clerk

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Valori Mertesdorf, Deputy Clerk