

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, July 11, 2022 ~ Regular Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/84796305938?pwd=2V6Q1417qU9M6DaH-jWUJX2Em6FuAa.1>
Passcode: 264683

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
 - a. Presentation of the MN Community Education Association Project Award for the ECFE Outdoor Classroom
5. Items for Discussion and Reports
 - a. Review Northfield High School Facility Task Force Findings
 - b. Policy Committee Recommendations
 - c. Annual Fundraising Report
 - d. Activity Fees
 - e. Financial Forecast
 - f. Summary of Superintendent's Performance Appraisal
 - g. Superintendent Operations & Strategic Plan Update
6. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Fiscal Year Organization Actions
 - d. Memberships for 2022-2023
 - e. Mileage Reimbursement Rate
 - f. Personnel Items
7. Items for Individual Action
 - a. Policy Committee Recommendations
 - b. Request to Hire an Additional Non-Licensed Special Education Staff
 - c. Resolution Regarding Conducting School Business on the Federal Christopher Columbus Holiday
 - d. Resolution Designation of Identified Official with Authority for the MDE External User Access Recertification System
8. Items for Information
 - a. Filing for School Board
9. Future Meetings
 - a. Monday, August 8, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, August 22, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, September 12, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, July 11, 2022 ~ Regular Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/84796305938?pwd=2V6Q1417qU9M6DaH-jWUJX2Em6FuAa.1>
Passcode: 264683

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, July 11, 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
 - a. Presentation of the Minnesota Community Education Association Project Award for the ECFE Outdoor Classroom. Khia Brown, MCEA Region 5 Representative, will present this award to Flavia Berg, Ellen Haefner, and Director of Community Education Erin Bailey.
5. Items for Discussion and Reports
 - a. Review Northfield High School Facility Task Force Findings. The board will discuss the next steps with the Northfield High School facility task force findings. Dr. Hillmann, Director of Finance Val Mertesdorf, and Sal Bagley from Wold Architects and Engineers will be available to facilitate and support the board's discussion.
 - b. Policy Committee Recommendations. Dr. Hillmann will present the policy committee's recommended updates to policies 527, 614, 711 and 712. The policy committee also reviewed policies 528, 530, 533, 540, 558 and 560, and found no substantive updates.
 - c. Annual Fundraising Report. Director Mertesdorf will review the fundraising report as required by Policy 713 Student Activity Accounting.
 - d. Activity Fees. Director Mertesdorf will provide information about the proposed activity fee increase authorized during the budget prioritization process.
 - e. Financial Forecast. Director Mertesdorf will provide an updated financial forecast. While this update is unusual for the July meeting, it is being provided as the next step of implementing the district's five year strategic plan. It is intended to provide the latest projections of the district's revenue and expenditures given the volatile economic climate.
 - f. Summary of Superintendent's Performance Appraisal. Chair Gonzalez-George will share her summary of the superintendent's annual performance appraisal.
 - g. Superintendent Operations & Strategic Plan Update. Dr. Hillmann will provide an update about district operations and examples of work underway to achieve the district's vision, strategic commitments, and benchmarks.
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 June 13, 2022
- Minutes of the Special School Board meeting held on June 27, 2022

b. Gift Agreements

- \$1,445.27 from Northfield Fine Arts Booster for art supplies at Spring Creek Elementary
- \$1,782.00 from Northfield Booster Club, Inc. for boys swim and dive bags and banner
- \$2,500.00 from Brian Porter for girls swim activity

c. Fiscal Year Organization Actions. The school district's financial year runs from July 1 to June 30. Each year at the first school board meeting in July, financial organizational issues must be approved. They are as follows:

- Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Policy 705 Investments, for fiscal year 2022-2023.
- Motion to approve designating PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 Investments, for fiscal year 2022-2023.
- Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2022-2023.

d. Memberships for 2022-2023. The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2022-2023 school year.

- Minnesota State High School League. The designated Northfield High School representative is Activities Director Bubba Sullivan and the designated school board representative is Board Chair Claudia Gonzalez-George.
- Minnesota Association of School Administrators.
- Minnesota Association of Charter School Authorizers.
- Schools for Equity in Education.
- Southeast Service Cooperative.
- Region V Computer Services Cooperative.
- Rice County Family Services Collaborative.
- Minnesota School Boards Association.
- Healthy Community Initiative.

e. Mileage Reimbursement Rate

The mileage reimbursement rate for use of private automobiles on school district business will be 62.5 cents per mile effective July 1, 2022. This is the new mileage rate established by the Internal Revenue Service.

f. Personnel Items

i. Appointments

- Noah Bachmeier, 1.0 FTE Long Term Substitute Social Studies Teacher at the High School, beginning 8/24/2022-6/9/2023; BA, Step 1
- Luke Redetzke, Summer Recreation Lifeguard with Community Education, beginning 6/20/2022-8/31/2022; \$10.39/hr.
- Miriam Rogers, 1.0 FTE Long Term Substitute English/Language Arts Teacher at the High School, beginning 8/24/2022-6/9/2023; MA30, Step 10
- Paula Seeberg, 1.0 FTE Long Term Substitute Second Grade Teacher at Greenvale Park, beginning 8/25/2022-11/28/2022; MA40, Step 10
- Emma Torstenson, Summer Recreation Program Assistant with Community Education, beginning 6/21/2022-8/31/2022; \$10.50/hr.
- Margaret Witt, Summer ESY Teacher for 3.5 hours/day at Greenvale Park, beginning 6/23/2022-8/4/2022; MA, Step 10.

ii. Increase/Decrease/Change in Assignment

- Kari Adelmann, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022 - 8/4/2022.

2. Paula Baragary, Teacher at Spring Creek, add Eagle Bluff Coordinator with Community Education, effective 6/22/2022-9/30/2022; \$1,000 Stipend.
3. Adriana Bermudez, ECFE EA for 16.5 hours/week at NCEC, change to Hand in Hand Gen Ed EA for 40 hours/week at the NCEC, effective 8/25/2022.
4. Adriana Bermudez, ECFE EA at the NCEC, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at the NCEC, effective 6/23/2022 - 8/4/2022.
5. Russel Boyington, Lunch Supervision for 2.5 hours/day for the 21-22 school year only at Greenvale Park, change to Lunch Supervision for 2.5 hours/day for the 22-23 school year only at Greenvale Park, effective 8/29/2022-6/9/2023.
6. Ana Bravo Gatton, EL EA for 6.75 hours/day at the Middle School, change to EL EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, effective 8/29/2022.
7. Elizabeth Brewer, Special Ed EA ESY for 3.5 hours/day at the High School, add Special Ed EA PCA, Extended school year for an additional 4 hours/day at the High School, effective 7/11/2022 - 8/11/2022.
8. Lupema Celis Castillo, Special Ed EA for 5.38 hours/day at Greenvale Park, change to Special Ed EA for 6.75 hours/day and Supervisory EA for .50 hours/day at Greenvale Park, effective 8/29/2022.
9. Thomas Dickerson, Special Ed Teacher at the High School, add Special Ed Teacher, Extended school year for up to 4 hours/day with the District, effective 6/13/2022 - 8/4/2022.
10. Anna Edwards, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022 - 8/4/2022.
11. Diane Frederick, Special Ed Teacher at the Middle School, add Special Ed Teacher, Extended school year for up to 6 hours/day at the Middle School, effective 6/23/2022 - 8/18/2022.
12. Janet Gannon, WILL Program EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, change to WILL Program EA for 6.75 hours/day at the Middle School, effective 8/29/2022.
13. Emma Hodapp, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Spring Creek, effective 6/23/2022 - 8/4/2022.
14. Jennifer Jones, EL Teacher Greenvale Park, change to Community School Coordinator at Bridgewater, effective 8/1/2022.
15. Leanne King, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Greenvale Park, effective 6/28/2022 - 8/4/2022.
16. Kristi Kortuem, .5 Head Girls Swim Coach at the High School, add .5 Assistant Girls Swim Coach at the High School, effective 8/15/2022; .5 Stipend \$2,285.
17. Heather Kuehl, Teacher at the Middle School, add Targeted Services Summer BLAST Teacher for up to 6 hours/day Mon.-Thurs. at the High School, effective 6/14/2022-8/11/2022; Lane/step.
18. Beth Kuyper, Special Ed EA at the Middle School, change to Special Ed EA PCA at the High School, effective 8/29/2022.
19. Marie Kylo, Child Nutrition Manager I for 7 hours/day at Bridgewater, change to Child Nutrition Manager I for 7.5 hours/day at Bridgewater, effective 9/6/2022.
20. Ashley Larish, Long Term Substitute Media Center EA at the High School for the 2021-2022 school year only, change to Long Term Substitute Media Center EA for 7.25 hours/day M/T/TH/F and 6.25 hours/day on Wed. at the High School for the 2022-2023 school year only, effective 8/31/2022-6/9/2023.
21. Lori Malecha, Child Nutrition Manager I for 7 hours/day at Spring Creek, change to Child Nutrition Manager I for 7.5 hours/day at Spring Creek, effective 9/6/2022.
22. Sarah Marohl, Kindergarten EA for 2 hours/day, Health Aide for 2 hours/day and Supervisory for .25 hours/day at Greenvale Park, change to Kindergarten EA for 2 hours/day, Nurse Lunch Coverage for .50 hours/day, Special Ed EA for 2 hours/day and Supervisory for .50 hours/day at Greenvale Park, effective 8/29/2022.
23. Beth McClune, Special Ed EA ESY for 3.5 hours/day at the Middle School, add Special Ed EA PCA, Extended school year for an additional 4 hours/day at the High School, effective 7/11/2022 - 8/4/2022.
24. Beth Momberg, Special Ed EA PCA at the NCEC, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at the NCEC, effective 6/23/2022 - 8/4/2022.
25. Sophia Nevin, Special Ed EA PCA at the NCEC, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at Spring Creek, effective 6/23/2022 - 8/4/2022.
26. Ashley Northrup, School Psychologist at the NCEC, add School Psychologist, Extended School Year with the District, effective 7/1/2022-8/23/2022.
27. Sean O'Brien, .6 Social Studies .4 EL Teacher at the High School, change to 1.0 FTE Social Studies Teacher at the High School, effective 8/25/2022.
28. Michael O'Keefe, Assistant Principal at the Middle School, add Eagle Bluff Chaperone with Community Education, effective 7/20/2022-7/22/2022; Stipend \$500.
29. Chris O'Neill, Teacher at the Middle School, add Eagle Bluff Coordinator with Community Education, effective 6/22/2022-9/30/2022; Stipend \$1000.

30. Ashley Opatrny, Special Ed Teacher at Greenvale Park, add Special Ed Teacher, Extended school year for up to 3.5 hours/day at Greenvale Park, effective 6/23/2022 - 8/4/2022.
31. Brian Porter, .5 Head Girls Swim Coach at the High School, add .5 Assistant Girls Swim Coach at the High School, effective 8/15/2022. .5 Stipend \$2,285.
32. Brynn Puppe, Targeted Services Summer PLUS Site Assistant at Greenvale Park, add Community School Summer Site Assistant for up to 7 hours/day at Greenvale Park, effective 6/27/2022-7/15/2022; Step 4-\$15.48/hr.
33. Andrea Redder, General Ed EA at the NCEC, add Special Ed EA PCA, Extended school year for up to 3.5 hours/day at the NCEC, effective 6/23/2022 - 8/4/2022.
34. Luke Redetzke, Lifeguard with Community Ed Recreation, add Program Supervisor at \$10.64/hr. and Program Assistant at \$10.33/hr. with Community Ed Recreation, effective 6/20/2022-8/31/2022.
35. Katie Remmey, Spec Ed EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, change to Special Ed EA for 6.75 hours/day at the Middle School, effective 8/29/2022.
36. Jamin Sawyer, Physical Therapist with the District, add Physical Therapist, Extended School Year for up to 40 hours with the District, effective 6/23/2022-8/4/2022.
37. John Schnorr, Speech Language Pathologist at the NCEC, add Speech Language Pathologist, Extended School Year for up to 40 hours with the District, effective 6/23/2022-8/4/2022.
38. Bailey Shimota, Spec Ed EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, change to Special Ed EA for 6.75 hours/day at the Middle School, effective 8/29/2022.
39. Donna Torgeson, Special Ed EA ESY for 3.5 hours/day at the Middle School, add Special Ed EA PCA, Extended school year for an additional 4 hours/day at the High School, effective 6/23/2022 - 8/4/2022.
40. Donna Torgeson, Spec Ed EA for 6.75 hours/day and Supervisory EA for .25 hours/day at the Middle School, change to Special Ed EA for 6.75 hours/day at the Middle School, effective 8/29/2022.
41. Heather Tousignant, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, Extended school year for up to 7.5 hours/day at Greenvale Park, effective 6/23/2022 - 8/4/2022.
42. Michele Warden, Gen Ed EA for 3 hours/day, Special Ed EA for 3.38 hours/day at Bridgewater, change to Gen Ed EA for 3 hours/day, and Special Ed EA for 4.5 hours/day at Bridgewater, effective 8/29/2022.
43. Lori Warner, Occupational Therapist/Assistive Technology Specialist with the District, add Occupational Therapist/Assistive Technology Specialist, Extended School Year for up to 40 hours with the District, effective 6/23/2022-8/4/2022.
44. Brisa Zubia, Office Generalist for Community School, change to Community School Coordinator at Greenvale Park, effective 7/6/2022.

iii. Leave of Absence

iv. Retirements/Resignations/Terminations

1. Cindy Boyum, Assistant Swim Coach at the High School, resignation effective 6/17/2022.
2. Tiffany Donkers, EarlyVentures Teacher at the NCEC, resignation effective 7/1/2022.
3. Chris Jackson, 7th Grade Football Assistant Coach at the Middle School, resignation effective 6/23/2022.
4. Kristi Kortuem, Math League Coach at the Middle School, resignation effective 6/16/2022.
5. Shawna Molloy, Special Education Teacher at the High School, resignation effective 6/15/2022.
6. Ashley Northrup, School Psychologist with the District, resignation effective 8/23/2022.
7. Sue Reuvers, Community School Summer Site Assistant at Greenvale Park, declined the position.
8. Nancy Veverka, Assistant Principal at the High School, resignation effective 6/30/2022.

v. District Administration is Recommending the Approval of the Following

District Administration submits the following employment agreement for approval. This agreement covers the period of July 1, 2022 through June 30, 2024.

1. Educational Assistants for the period 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 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 as presented at the June 13, 2022 board meeting.

Superintendent's Recommendation: Motion to approve 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. Request to Hire an Additional Non-Licensed Special Education Staff. The board is requested 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 as presented at the June 13, 2022 board meeting. 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.

Superintendent's Recommendation: Motion to approve the request to hire one Child Specific Special Educational Assistant/Personal Care Assistant (EA/PCA) 6.75 hours per day at a projected cost of salary and benefits of \$31,000.00, with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$22,606.00.

- c. Resolution Regarding Conducting School Business on the Federal Christopher Columbus Holiday. A regular school board meeting is scheduled for Monday, October 10, 2022 which is the Federal Christopher Columbus Day holiday. Minnesota Statutes 645.44, Subd 5, states that no public business shall be transacted on a federal holiday. Where it is determined that Christopher Columbus Day is not a holiday, public business may be conducted thereon. What follows is a resolution stating that Christopher Columbus Day shall not be a holiday for the Northfield Public Schools during the 2022-2023 school year.

Superintendent's Recommendation: Motion to approve the following resolution regarding Columbus Day.

WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then BE IT RESOLVED, that Christopher Columbus Day on October 10, 2022, shall not be a holiday.

- d. Resolution Designation of Identified Official with Authority for the MDE External User Access Recertification System.

BE IT RESOLVED by the Board of Education of Independent School District No. 659, as follows: The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The board authorizes Dr. Matthew Hillmann to act as the Identified Official with Authority (IOwA) and Christine Neset to act as the IOwA to add and remove names only for Northfield Public Schools 0659-01.

Superintendent's Recommendation: Motion to approve the Resolution to authorize Dr. Matthew Hillmann to act as the Identified Official with Authority (IOwA) and Christine Neset to act as the IOwA to add and remove names only for Northfield Public Schools 0659-01.

8. Items for Information

- a. Filing for School Board is August 2–16, 2022 in the District Office. 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, 2020.

9. Future Meetings

- a. Monday, August 8, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, August 22, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, September 12, 2022, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment



 **Knutson**Construction



NORTHFIELD HIGH SCHOOL

Task Force Master Plan Recommendation



SCHOOL BOARD MEETING | JUNE 13, 2022



Northfield High School Master Planning Process





NHS MASTER PLAN TASK FORCE OVERVIEW AND PURPOSE

A Task Force is being formed to study Northfield High School and make a recommendation for a Facility Master Plan. The District has been studying the needs at Northfield High School and the Task Force will be asked to assess and prioritize the identified needs and make a recommendation to the School Board as to how to best address them.

The Northfield High School Master Plan recommendation will be based on building capacity, current and projected enrollment, educational needs of the School District, alignment with the District's Strategic Plan, safety and security, community recreation, and financial stewardship.





NHS MASTER PLAN TASK FORCE CHARGE AND GUIDING PRINCIPLES

Develop a Facilities Master Plan for Northfield High School for recommendation to the School Board that will:

- *Best serve the School District's educational goals*
- *Be financially attainable and sustainable*
- *Reflect the values and priorities of the communities of Northfield Public Schools*
- *Accommodate the District's 9-12 enrollment and programs hosted*
- *Cover anticipated needs for the next 20 years, as well as recognize major issues beyond that time frame*
- *Be consistent with the School District's Strategic Plan*
- *Recommend optimal use of facilities, accommodate projected enrollment and support educational delivery along with the rationale for the recommendations*





NHS MASTER PLAN TASK FORCE CHARGE AND GUIDING PRINCIPLES

To do this, the Task Force will analyze data in order to:

- *Understand and quantify building capacity for Northfield High School, including relevant Community Education or community programming*
- *Understand facility maintenance needs and recommend priorities to the District*
- *Address both capital costs and operational costs*

The Task Force recommendation should reflect optimal use of the District's facilities and cover anticipated future needs, as well as any topics requiring further study.



Northfield Public Schools will have a recommendation from the Task Force for Northfield High School to accommodate educational needs, enrollment and programs over the next 20 years that is financially sustainable.



NHS MASTER PLANNING PLANNING PROCESS

**NOVEMBER
2021 –
JANUARY
2022**

TASK FORCE PREPARATION

Process Listening Sessions
Contact Task Force
School Board Commission
Task Force

**MARCH –
APRIL 2022**

BOARD PROCESS

Receive Task Force
recommendation
Consider financing
scenarios
Additional community
input

DATA GATHERING

Facility Condition Study
Enrollment Study
Capacity Study
Begin Input Process

**FEBRUARY
2022**

TASK FORCE

Task Force evaluates,
establishes, and prioritizes
needs at NHS
Review potential solutions
Prepare for
recommendation to
School Board

**MAY – JUNE
2022**



NHS MASTER PLAN TASK FORCE

TASK FORCE MEMBERSHIP

Adam Karsko, Custodial/Facilities Staff
Andy Richardson, Teacher
Angelica Linder, Community Member/Parent
Bob Gregory Bjorklund, Community Member
Bubba Sullivan, Teacher
Cece Green, Child Nutrition
Chris Kennelly, Community Member/Parent
George Zuccolotto, Community Member
Janet Smith, Athletics
Jeff Quinnell, Board Member
Kevin Dahle, Teacher
Lee Runzheimer, Facilities Advisory Committee
Liam Fischer, High School Staff Member
Mark Lancaster, Community Member/Parent
Mari Hanson, Student
Mimi Keita, Student
Nahal Javan, Teacher
Nate Knutson, Network Manager

Paul Eddy, Athletics
Rebecca Glassing, Teacher
Ricky Livingston, Community Member/Parent
Robert Coleman, Parent
Ryan Turnquist, Counselor
Shari Karlsrud, Teacher
Tom Baraniak, Board Member
Tracy Closson, Custodial/Facilities Staff
Cheryl Hall, Administration
Cole Nelson, Administration
Erin Bailey, Administration
Joel Leer, Administration
Joel Olson, Administration
Matt Hillmann, Administration
Nancy Veverka, Administration
Rico Bohren, Administration
Sara Pratt, Administration
Val Mertesdorf, Administration

Facilitators:

Sal Bagley, Wold Architects and Engineers
Katelyn Chambers, Wold Architects and Engineers
Josh Cooper, Knutson Construction
Keane McWaters, Knutson Construction





Meeting I Overview

March 17, 2022





2019 REFERENDUM PROJECTS UPDATE PLANNING TIMELINE

Greenvale Park New Elementary School

- January 2019 - Fall 2020

Bridgewater Elementary School

- February 2019 - Spring 2020

Spring Creek Elementary School

- April 2019 - Fall 2020

Northfield Community Education Center

- September 2019 - Fall 2020

District Office

- September 2019 - January 2021





Capacity is the ability of a school facility to house K-12 student programs.

- *Capacity Analysis attempts to quantify the amount of capacity.*
- *Useful when compared to “Head Count” number of students.*
- *Sets a standard for a fully functioning school that accommodates anticipated programs.*



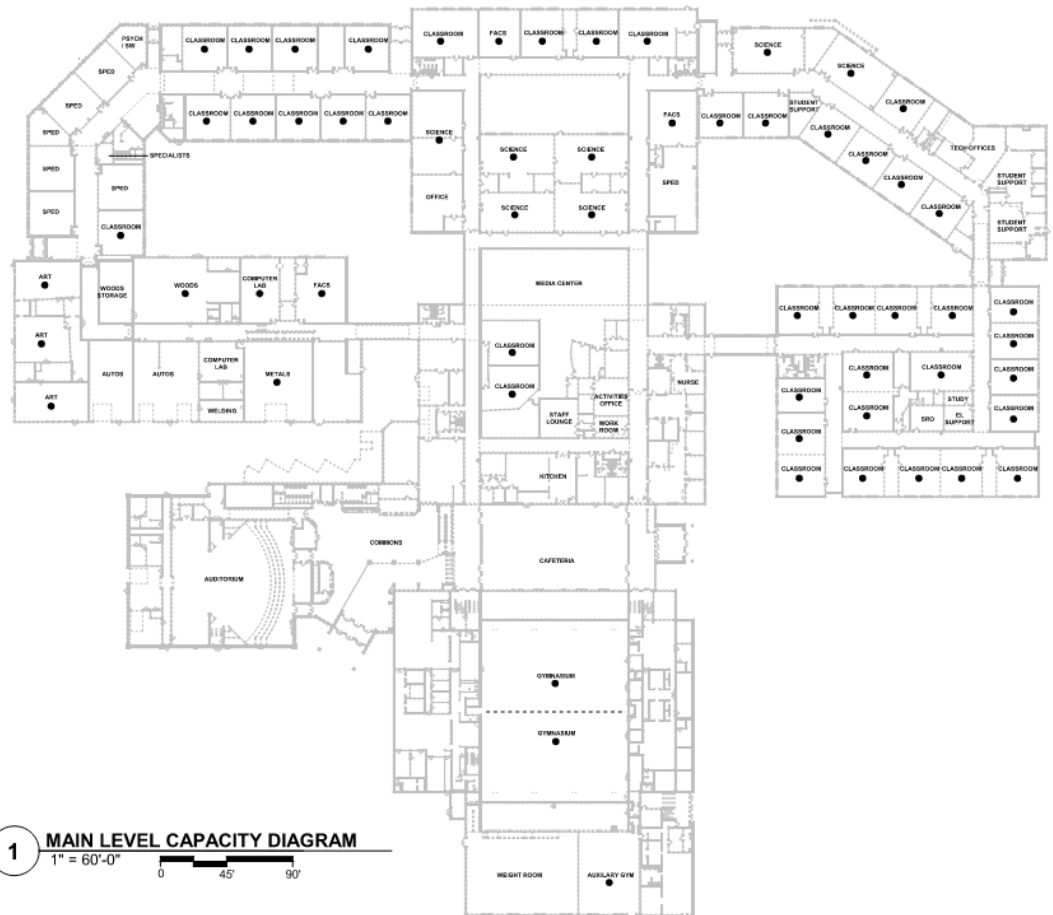
KnutsonConstruction

CAPACITY ANALYSIS NORTHFIELD HIGH SCHOOL

62 x 32 students x 86%
(6 out of 7 periods) =
1,706 student capacity



1 UPPER LEVEL CAPACITY DIAGRAM
1" = 60'-0"



1 MAIN LEVEL CAPACITY DIAGRAM
1" = 60'-0"

NORTHFIELD PUBLIC SCHOOLS

ISD #659

ENROLLMENT PROJECTIONS

Hazel H. Reinhardt

January 24, 2022

ENROLLMENT PROJECTIONS

Year	K-5	6-8	9-12	Total
2021-22	1,491	921	1,398	3,810
2026-27				
Low K/Low Mig	1,432	823	1,330	3,586
Low K/High Mig	1,454	833	1,292	3,579
High K/Low Mig	1,458	823	1,330	3,611
High K/High Mig	1,481	833	1,292	3,605
2031-32				
Low K/Low Mig	1,401	781	1,214	3,396
Low K/High Mig	1,422	801	1,202	3,425
High K/Low Mig	1,430	797	1,221	3,449
High K/High Mig	1,452	818	1,209	3,480



CAPACITY VS ENROLLMENT

CAPACITY OF FACILITY VS. PROJECTED ENROLLMENT

Year	Capacity	Actual	Low K Low Mig	Low K High Mig	High K Low Mig	High K High Mig	% Full
2011-12	1706	1,218					71%
2012-13	1706	1,242					73%
2013-14	1706	1,237					73%
2014-15	1706	1,239					73%
2015-16	1706	1,292					76%
2016-17	1706	1,290					76%
2017-18	1706	1,328					78%
2018-19	1706	1,371					80%
2019-20	1706	1,336					78%
2020-21	1706	1,370					80%
2021-22	1706	1,275					75%
2026-27	1706		1330	1292	1,330	1292	76%
2031-32	1706		1214	1202	1,221	1209	71%

5-year projection

10-year projection

NHS MASTER PLANNING PLANNING PROCESS

- **Listening Sessions Held**

- *Instructional Services: February 2*
- *Child Nutrition: February 2*
- *Special Education: February 2*
- *Technology/IT: February 2*
- *Activities: February 2*
- *All-Staff: February 7*
- *Finance Advisory Committee: February 7*
- *Department Heads: February 8*
- *Facilities Team: February 14*
- *All-Staff Options: February 18 or 24*
- *Community Education: February 21*
- *Drama/Music: February 21*
- *District Youth Council: February 23*





EDUCATIONAL ADEQUACY

STAFF INPUT THEMES – BUILDING CHALLENGES

- *General wayfinding / organization (confusing, pinch points for circulation) – being spread out difficult for collaboration*
- *Many outside doors / lack of clear entry*
- *Lack of flexible breakout spaces and small group meeting rooms near classrooms (variety of space sizes and types)*
- *Setup of Special Education space (amount, space relationships, amenities)*
- *Not enough music rehearsal space and lack of relationship to auditorium; practice rooms not sound-proofed; storage of music equipment (not enough space, very tight)*
- *Some spaces without natural daylight*
- *Lack of staff restrooms and single-user restrooms*
- *Locker rooms difficult to supervise, poor ventilation*
- *Not enough physical education space for daytime activities or before/after school activities*
- *Cafeteria – long lines, low ceiling, loud*
- *Accessibility challenges across levels, especially to activities spaces / weight room area*
- *Comfort in spaces (too hot, too cold, unpredictable)*
- *Design of FACS and science labs does not align with current teaching practices and class sizes*
- *Need better supervision relationships between T&E labs*
- *No staff collaborative space*
- *Commons is not welcoming*



EDUCATIONAL ADEQUACY

STAFF INPUT THEMES – BUILDING SUCCESSES

- *Greenspace around building / courtyards are nice (but do not utilize for fire code)*
- *Media center – welcoming environment, natural daylight, flexibility, spacious feeling*
- *Flexible seating around the building in a few spots (S Wing, M Wing)*
- *Art Rooms (layout, natural daylight)*
- *Ability to eat in areas beyond the cafeteria (related to a “least favorite”)*
- *SI20 room (dedicated flexible space)*



EDUCATIONAL ADEQUACY

STUDENT INPUT THEMES – BUILDING CHALLENGES

- Locker rooms are not inviting or comfortable, lack of privacy
- Path to get to the weights/fitness area for those with mobility challenges is roundabout / loses important time
- General temperature control – some rooms hot, some cold, on the same day
- Athletic storage is undersized, and scattered
- Music area – tight, not enough / inappropriate size practice rooms, getting instruments difficult
- Layout / wayfinding is confusing and can create anxiety (cannot see around corners, not sure where to go in emergency sometimes if in hallways)
- Not enough student toilets around the building, especially with privacy
- Finishes in poor condition in music area and around the gym
- Cafeteria is crowded and serving lines weave between tables – “someone standing over your shoulder while you eat”
- General concerns with security – lack of sightlines
- Lockers – not located in convenient areas (by buses, etc) and few students use them



EDUCATIONAL ADEQUACY

STUDENT INPUT THEMES – BUILDING SUCCESSES

- *Courtyards are nice – controlled way to be outside*
- *Seating areas in M and S wing for flexible furniture*
- *Art Suite – nice space to share student work, natural daylight*
- *Media Center – spacious, seating options, access to computers*
- *The small offices between classrooms – nice for meetings, flex, etc.*
- *Taking out lockers to create flex spaces – few students use them*

EDUCATIONAL ADEQUACY PHOTOS - BUILDING CHALLENGES



EDUCATIONAL ADEQUACY PHOTOS – BUILDING SUCCESSES





- *Additions and improvements over time feel ad hoc – need a holistic end solution*
- *Provide tours and photos for general public*
- *Need clear, justifiable narrative for the solution*
- *Consider flexibility for the future – currently trying to run a flexible day in an inflexible building*
- *Include student input and spaces for student choice and a variety of learning styles*
- *Promote inclusion of the community*



Meeting 2 Overview

March 31, 2022





NHS MASTER PLANNING MEETING 2 INTRO

- Interested Task Force members went on a tour of the building prior to meeting #2, which lasted about one hour and included all areas/zones of the facility
- Valori Mertesdorf (ISD 659) and Shelby McQuay (Ehlers) presented to the Task Force about school finance in general, as well as the funding sources available to do capital improvements





EDUCATIONAL ADEQUACY

MUSIC / DRAMA NEEDS INPUT

- *There are only 2 rehearsal spaces for 3 full time instructors – need a third rehearsal space*
- *Rehearsal spaces have built-in tiers that limit flexibility and are not accessible*
- *Storage space for instruments is claustrophobic and challenging to access as students enter/exit the music area*
- *Practice rooms are too small and not soundproofed (should have 3)*
- *Ensemble spaces are too small and not soundproofed (should have 2-3)*
- *Practice and Ensemble rooms should be able to be supervised*
- *Orchestra room and storage does not have appropriate humidity control*
- *Music suite struggles with climate control in general (does not have AC)*
- *Storage needs: sheet music, uniforms, robes, chairs, stairs, portable risers*
- *Rehearsal spaces should be near and ideally on same level as auditorium / first floor for loading of equipment*
- *Sound systems in rehearsal spaces are poor quality*



MUSIC / DRAMA NEEDS INPUT CONTINUED

EDUCATIONAL ADEQUACY

- *Fly space for the stage is tight (budget cuts at the time of construction)*
- *The building would benefit from having a multipurpose space (like a black box) for performances that do not need the entire auditorium or when it is full / has sets on the stage for longer periods of time*
- *There is no green room for the auditorium, only gender-specific dressing rooms that have no connectivity to stage (hard for cues, etc)*
- *Difficult to get large equipment in/out of auditorium (doors not wide enough or have to take a winding path)*
- *The technology and systems of the auditorium are outdated including: non-LED lighting, sound system / enough microphones, ability to record/livestream, etc.*
- *Theater seats are due for replacement*
- *Rigging system is in poor condition and needs replacement / repairs*



EDUCATIONAL ADEQUACY

ACTIVITIES / ATHLETICS NEEDS INPUT

- *There is not enough gymnasium space. Daytime use would recommend at least four courts that are not overlapping to support PE, and after-school activities use all available space and push into other buildings*
- *Any new space (fieldhouse, etc) would not be recommended to be the game gym – current space works (with some enhancements like sound system)*
- *Any future courts should be considered to have a small amount of seating for spectators for tournaments, etc. and should consider a variety of features like alternate surfaces, batting cages, etc. to be multi-purpose*
- *A walking track would be ideal for phy ed (and potentially community use) – currently use the general school hallways*
- *Locker rooms are in poor condition and locker sizes do not work well for equipment and team sizes*
- *Locker rooms serve as pass-through spaces (or have to walk through the gym) there are no hallways on the sides of the gym*
- *Need 2-3 classrooms for health and PE instruction in the general activities area – currently utilizing old locker room, etc.*
- *Storage is fragmented and irregular in shape/size (underneath bleachers, etc)*
- *Athletic training room is undersized and in poor condition*



ACTIVITIES / ATHLETICS NEEDS INPUT CONTINUED

- Some specialized sports are located off-site, such as gymnastics, hockey, clay trap, bowling, fishing, golf, and dance team
- The District leases space at the Dundas dome and will likely continue to do so
- Youth Associations use available gym space across the District, and oftentimes this is until 9:00 PM which can be challenging for younger children
- Soccer fields built at Spring Creek which works well
- Tennis layout is challenging – 2 and 5 courts separated by a drainage area; 8-10 courts located together would be ideal

EDUCATIONAL ADEQUACY

- Onsite fields: 3 practice football / lacrosse (not lit); two baseball fields (one practice, one competition, neither lit); two softball fields (one practice, one competition, neither lit); Memorial Field (used for games only to let natural turf rest and establish)
- There is no track onsite at the High School – utilize the MS which leads to 200+ athletes using same space, and MS does not have any spectator seating for the track
- Only fields that are fenced are varsity baseball / softball
- The weight room is appropriately sized



EDUCATIONAL ADEQUACY

COMMUNITY EDUCATION NEEDS INPUT

- *Gym spaces are used by a variety of groups for volleyball, basketball, etc – adjustable features are good to support wide range of age groups*
- *Dance performances utilize the gymnasium / theater*
- *Several classroom spaces are used for community education, including Art, FACS, and general classrooms*
- *Other uses of NHS by groups: Sports team banquets, faculty meetings, driver's education, children's theater, concerts, youth choir, etc.*
- *The building has community members walking in the mornings*
- *Would be ideal if community-use spaces were easy to find (near an entry) and rest of building is able to be secured*



EDUCATIONAL ADEQUACY SAFETY & SECURITY OVERVIEW

- **Secure Vestibule at All Facilities**
 - Direct connection to main office
 - All sites (including improvements planned at NHS)
- **Security Cameras**
 - Ability to view from centralized location
 - Improve coverage and camera quality
 - Integration with other systems (Visitor Management System)
- **Building Access Control (card readers)**
 - Integration with other systems (Visitor Management System)
 - Video phones at loading docks, main entry and other high-use doors (i.e. extended day or activities)



EDUCATIONAL ADEQUACY SAFETY & SECURITY OVERVIEW

- **Communications**
 - Public Announcement systems - areas of coverage (both inside and outside)
 - Visual messages/notifications for loud areas and accessibility purposes
- **Lockdown procedures**
 - Tools to improve communication
 - Classroom locks
 - Creating zones within the building



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FUTURE-READY LEARNING ENVIRONMENTS

KEY CONCEPTS



Learning spaces need to adapt to meet the needs of every individual student – today and in the future

- Learning can happen anywhere – not limited to the classroom
- Flexibility for the future to meet unique needs is essential
- Every student has their own path to success – career readiness
- Facilities need to be flexible and dynamic to empower learners and educators
- What type of spaces are needed for hybrid/self-paced work?



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FUTURE-READY LEARNING ENVIRONMENTS

FLEXIBLE LEARNING ENVIRONMENT



Before



After



Small Group Activity

What do the families of Northfield Public Schools expect out of the High School facility?

What are the critical features of our High School master plan / what must our plan address?





Meeting 3 Overview

April 14, 2022





FACILITY MASTER PLAN SOLUTIONS

MASTER PLAN CATEGORIES

Categories:

Building Condition

Programming & Future Readiness

Performance, Activities & Community Spaces

Wayfinding & Safety





Small Group Activity

What are your ideas for the master plan?

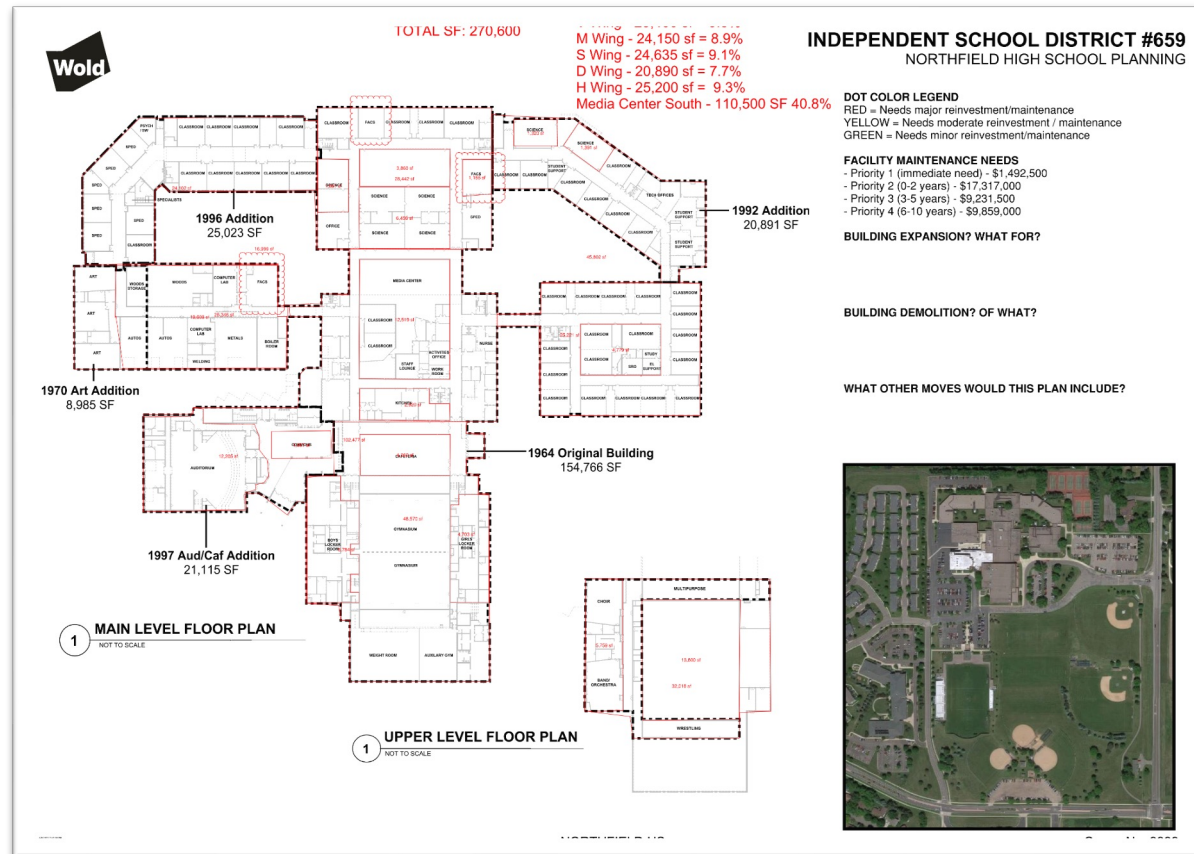
As a Task Force, what will we be expected to have studied?





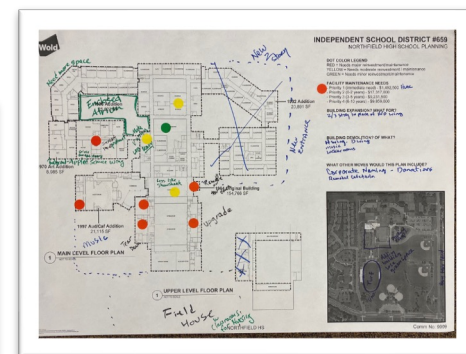
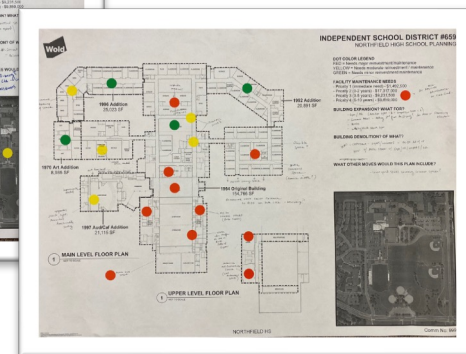
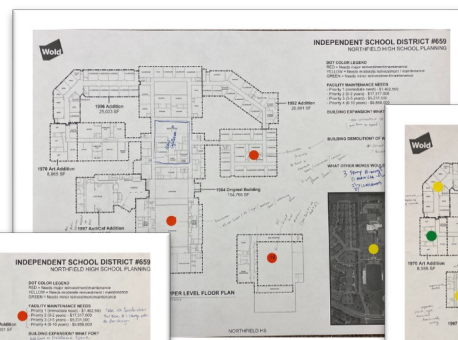
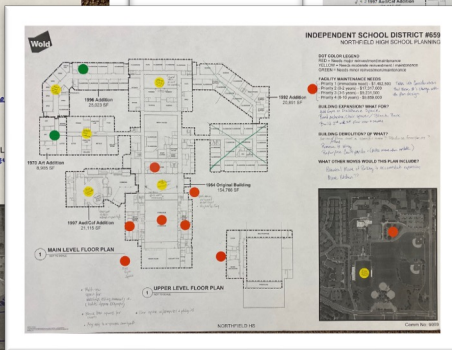
FACILITY MASTER PLAN SOLUTIONS

MASTER PLAN IDEATION





MASTER PLAN IDEATION





Meeting 4 Overview

April 28, 2022





MASTER PLAN DEVELOPMENT WHERE ARE WE AT IN THE PROCESS?

- While they differed in implementation, most groups had nearly identical thoughts in regards to the master plan main components – there appears to be agreement in regards to what areas are in need of reinvestment
 - *Differences were in “how” (renovate vs replace) and in some instances level of investment*
- We need to establish needs and their solutions but do not need to design the project (that comes after funding and takes about a year for a high school)
- We need to prioritize the needs to ensure that our recommendation can be aligned to available funding

MASTER PLAN DEVELOPMENT

MASTER PLAN CONCEPTS FROM MEETING 3

DOT COLOR LEGEND

RED = Needs major reinvestment/maintenance
 YELLOW = Needs moderate reinvestment / maintenance
 GREEN = Needs minor reinvestment/maintenance

FACILITY MAINTENANCE NEEDS

- Priority 1 (immediate need) - \$1,492,500
- Priority 2 (0-2 years) - \$17,317,000
- Priority 3 (3-5 years) - \$9,231,500
- Priority 4 (6-10 years) - \$9,859,000

BUILDING EXPANSION? WHAT FOR?

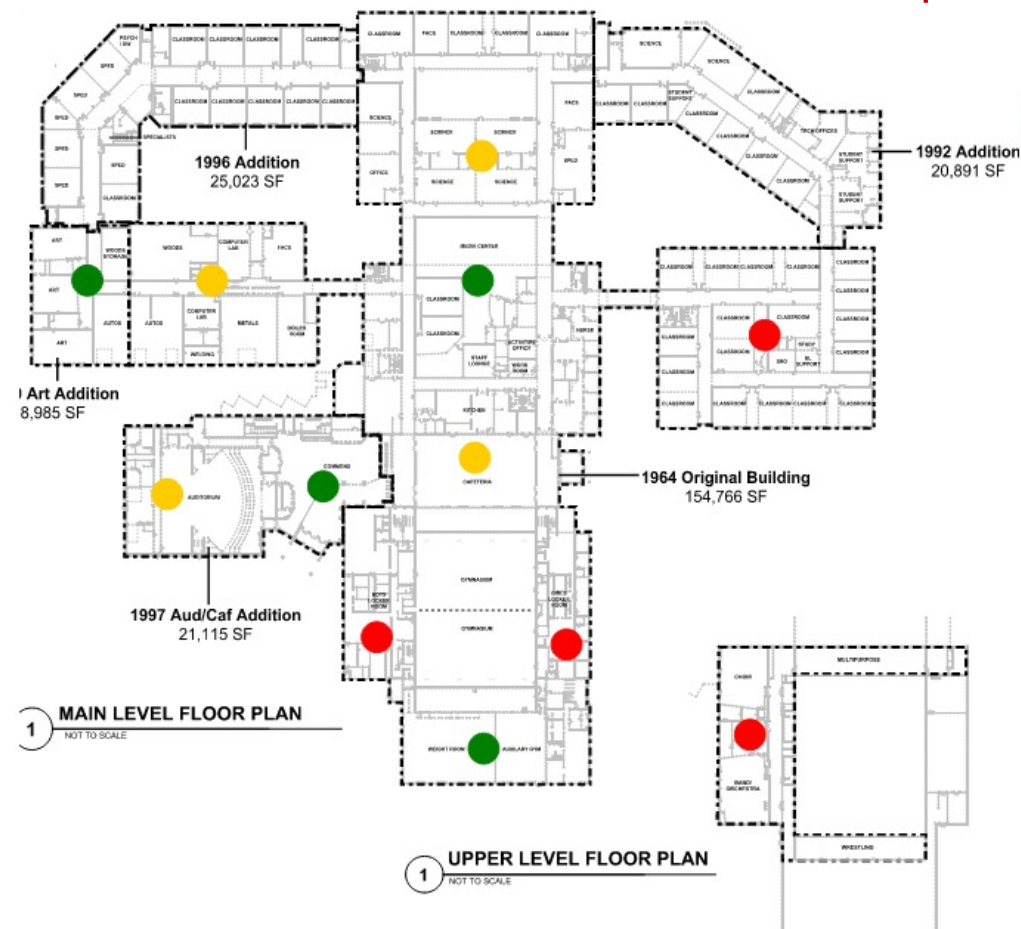
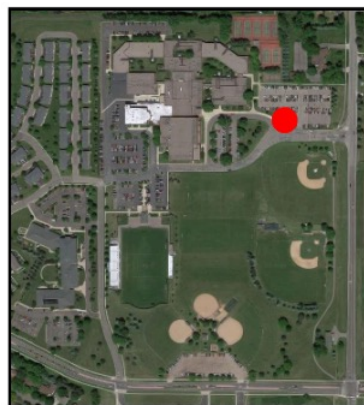
- FIELDHOUSE / ADDITIONAL GYMNASIUM SPACE
- ADDITIONAL / NEW MUSIC CLASSROOMS

BUILDING DEMOLITION? OF WHAT?

- D OR H WING

WHAT OTHER MOVES WOULD THIS PLAN INCLUDE?

- FLEXIBLE SPACE AROUND THE BUILDING





MASTER PLAN DEVELOPMENT BUILDING CONDITION FINDINGS

- *Northfield High School was originally built in 1964 and has been added onto several times, including in 1970, 1992, 1996, and 1997. While upgrades have been done to the buildings' systems over time (including large mech/elec renovation in 2002), many of the systems and components throughout the building are past their useful life.*
- *Occupants of the building report uneven heating and cooling, including areas without cooling.*
- *The building envelope requires improvements for insulation and water intrusion, including waterproofing, tuckpointing, roof work, and windows.*
- *The restrooms and locker room areas are in poor condition.*
- *There are elements of the High School that are not in compliance with the ADA (Americans with Disabilities Act), and occupants with mobility needs report challenges with some of the level changes in the building.*
- *Needs anticipated in the next 10+ years are around \$38M (in 2022 dollars).*



MASTER PLAN DEVELOPMENT

BUILDING CONDITION NEEDS STATEMENTS / RUBRIC

- *The systems of Northfield High School should provide an environment that is safe, healthy, and encourages learning, including appropriate and reliable temperature and indoor air quality.*
- *The Master Plan should address all known maintenance needs for the facility.*
- *All buildings need to meet accessibility codes to support all those who use the buildings, including students, staff, and the community. The buildings should be designed with universal access to all spaces.*
- *The Master Plan should prioritize sustainability and energy efficiency with a focus on lowering operating costs.*
- *The Master Plan should prioritize access to improved lighting, including interior lighting upgrades and access to natural daylight.*

Solutions:

- ✓ Address critical maintenance & accessibility needs
- ✓ Prioritize access to natural daylight



MASTER PLAN DEVELOPMENT PROGRAMMING & FUTURE READINESS FINDINGS

- *Special education programming has changed significantly since the time the building was built, and there are layout/configuration challenges.*
- *Specialized environments, like FACS, Science, and T&E do not have appropriate provisions, including adequate lab space, equipment, and space relationships.*
- *The music wing struggles with inaccessible tiered floors, being on a different level from the auditorium, and inadequate space. Practice rooms, instrument storage, and enough rehearsal spaces are needed.*
- *The building has a small amount of flexible learning space, which has been embraced and building users highly value. In general, much of the NHS facility is inflexible.*



MASTER PLAN DEVELOPMENT PROGRAMMING & FUTURE READINESS NEEDS STATEMENTS / RUBRIC (1 of 2)

- *Northfield High School should be designed to support the mission and vision of the District, including community expectations and current/future programming.*
- *The Master Plan should include flexible/multiuse, welcoming spaces for students and staff.*
- *The Master Plan should update hands-on spaces, such as FACS, Science, and T&E to match current and future programming and provide spaces for all students to succeed.*
- *The Master Plan should include flexible furniture throughout the facility to support adaptability and choice.*
- *The Master Plan should include appropriate spaces for special education.*
- *The Master Plan should include adequate space for music rehearsals that is accessible and includes appropriate practice and storage space.*

Solutions:

- ✓ Renovation of FACS, Science, T&E
- ✓ Additional Music rehearsal space
- ✓ Improve flexibility / welcoming feeling



MASTER PLAN DEVELOPMENT PROGRAMMING & FUTURE READINESS NEEDS STATEMENTS / RUBRIC (2 of 2)

- *Northfield High School should be designed to support the mission and vision of the District, including community expectations and current/future programming.*
- *The Master Plan should include flexible/multiuse, welcoming spaces for students and staff.*
- *The Master Plan should update hands-on spaces, such as FACS, Science, and T&E to match current and future programming and provide spaces for all students to succeed.*
- *The Master Plan should include flexible furniture throughout the facility to support adaptability and choice.*
- *The Master Plan should include appropriate spaces for special education.*
- *The Master Plan should include adequate space for music rehearsals that is accessible and includes appropriate practice and storage space.*

Solutions:

- ✓ Updates for special education
- ✓ Flexible furniture and renovations for adaptability and flexibility



MASTER PLAN DEVELOPMENT PERFORMANCE, ACTIVITIES, AND COMMUNITY SPACES FINDINGS

- *Physical education offerings during the day do not have enough space, leading to scheduling challenges and classes being held in inappropriate environments like hallways.*
- *The type and quantity of activities offerings has increased significantly since the building was built, and there is not enough space at the high school. This leads to scheduling challenges and practices occurring late in the evening.*
- *The locker rooms are in poor condition and are not comfortable for users.*
- *The outdoor fields require constant maintenance and are oftentimes inaccessible for use due to drainage and the wear/tear from high demand.*
- *Storage is scattered throughout the building and undersized, including lockers.*
- *The technology/systems of the auditorium require replacement, including lighting, sound systems, rigging, and seats.*



MASTER PLAN DEVELOPMENT

PERFORMANCE, ACTIVITIES, AND COMMUNITY SPACES NEEDS STATEMENTS / RUBRIC (1 of 2)

- *The High School should have adequate on-site space to support daytime physical education needs as well as before/after school activities. The Master Plan should work to minimize the use of offsite facilities and ensure high utilization of onsite amenities.*
- *The locker rooms should support supervision and user comfort as well as accommodate the variety of groups that may need to access the space at the same time.*
- *The Master Plan should address the lack of circulation around the gymnasium to avoid having to walk through spaces to access others.*

Solutions:

- ✓ Fieldhouse addition
- ✓ Fix circulation problems around gym
- ✓ Renovate locker rooms
- ✓ Add artificial turf to Memorial Field



MASTER PLAN DEVELOPMENT PERFORMANCE, ACTIVITIES, AND COMMUNITY SPACES NEEDS STATEMENTS / RUBRIC (2 of 2)

- *The systems and technology in the auditorium and gymnasium should support demands for both District and community use.*
- *The Master Plan should include a flexible performance space (Black Box or similar) to accommodate a range of performance and meeting space demands.*
- *The Master Plan should include accessible and attractive common spaces for both daytime and community use.*

Solutions:

- ✓ Black Box Addition or Renovation
- ✓ Cafeteria / Commons / Kitchen Work



MASTER PLAN DEVELOPMENT WAYFINDING AND SAFETY FINDINGS

- *Northfield High School has many exterior doors which are difficult to control.*
- *The overall layout of the building can be confusing to visitors and disorienting to users.*



MASTER PLAN DEVELOPMENT

BUILDING CONDITION NEEDS STATEMENTS / RUBRIC

- *The design of Northfield High School should support the District's safety and security standard, including screening visitors before entering the building and creating secure zones within the facility. The design of security systems should be seamless with the building environment.*
- *The Master Plan should provide for safe and efficient exterior traffic flow for students, staff, buses, drop-off/pick-up vehicles, bicycles, and pedestrians.*
- *The building should be safe and welcoming for students, staff, and the community.*

Solutions:

- ✓ Reconstruct pick up / drop off / general site traffic
- ✓ Building flow and function should be improved



Small Group Activity

How do the identified needs rank in regard to priority?

How should our recommendation be shaped to align with financial parameters we were asked to work within?



I = TOP PRIORITY
 I0 = NOT A PRIORITY

MASTER PLAN DEVELOPMENT MASTER PLAN PRIORITIZATION

Master Plan Component	Group 1	Group 2	Group 3	Group 4	Average	Estimated Budget
Maintenance Needs	I	I	I	I	I	\$28,567,500
Renovate Specialized Environments (Science, FACS, T&E)	I	I	I	I	I	\$10,619,340
Locker Rooms Renovation	I	I	I	I	I	\$4,824,540
Address Kitchen/Cafeteria Needs	I	I	I	I	I	\$4,084,375
Storm Shelter	I	I	I	I	I	\$1,875,000
Updates for Special Education	I	I	I	2	1.25	\$2,160,000
Flexible Furniture	I	I	2	I	1.25	\$1,725,000
Improve Building Flexibility	I	I	2	2	1.5	\$3,650,250
Fieldhouse Addition	2	3	I	I	1.75	\$18,170,000
Address Music Needs	2	2	I	3	2	\$6,329,521
Auditorium Updates	2	3	I	2	2	\$2,130,000
Update Classroom Technology	I	4	3	2	2.5	\$875,000
Add Turf to Memorial Stadium	I0	I0	I	4	6.25	\$2,000,000
ALL MASTERPLAN COMPONENTS						\$87,010,526



MASTER PLAN DEVELOPMENT SUMMARY AND TIMELINES

Master Plan Scenario	Maintenance / Minor Renovation	Moderate Renovation Options	All Master Plan Priorities
Reinvest in Current HS	\$40M	Ranges – the Task Force considered \$55M / \$70M tax impacts; maintenance varies with other choices	\$87M
Replacement Facility	\$118M-\$120M		

- *Task Force Master Plan recommendation can be used to guide investment based on tax impact*
- *Cost estimates relevant for 2022 election / 2023 bidding*
- *Election dates in MN: February, April, May, August, **November***



PRELIMINARY ESTIMATES - FOR DISCUSSION ONLY

Northfield Public Schools - ISD #659
Analysis of Tax Impact for Potential Bond Issue
November 8, 2022 Election

June 7, 2022

Bond Issue Amount	\$120,000,000	\$120,000,000
Average Interest Rate	4.50%	4.80%
Number of Years	20	25

Type of Property	Estimated Market Value	Estimated Change in Annual Taxes from 2022 to 2023*	
Residential Homestead	\$100,000	\$122	\$100
	125,000	168	137
	150,000	214	175
	175,000	261	213
	200,000	307	251
	250,000	399	326
	300,000	492	402
	350,000	584	478
	400,000	677	553
	500,000	849	694
	600,000	1061	867
Commercial/Industrial #	\$100,000	\$255	\$208
	250,000	721	590
	500,000	1,570	1,283
	1,000,000	3,267	2,671
	1,500,000	4,965	4,058
Agricultural Homestead** (average value per acre of land & buildings)	\$4,000	\$0.71	\$0.52
	5,000	0.89	0.66
	6,000	1.07	0.79
	7,000	1.24	0.92
	8,000	1.42	1.05
Agricultural Non-Homestead** (average value per acre of land & buildings)	\$4,000	\$1.42	\$1.05
	5,000	1.78	1.31
	6,000	2.13	1.57
	7,000	2.49	1.84
	8,000	2.84	2.10

EDUCATIONAL ADEQUACY TAX IMPACT

PRELIMINARY ESTIMATES - FOR DISCUSSION ONLY

Northfield Public Schools - ISD #659
Analysis of Tax Impact for Potential Bond Issue
November 8, 2022 Election

May 26, 2022

Bond Issue Amount	\$40,000,000	\$55,000,000	\$70,000,000	\$110,000,000
Average Interest Rate	4.50%	4.50%	4.50%	4.80%
Number of Years	20	20	20	25

Type of Property	Estimated Market Value	Estimated Change in Annual Taxes from 2022 to 2023*			
Residential Homestead	\$100,000	\$5	\$28	\$50	\$87
	125,000	6	38	70	120
	150,000	8	48	89	153
	175,000	10	59	108	186
	200,000	11	69	127	219
	250,000	15	90	165	285
	300,000	18	111	204	351
	350,000	22	132	242	417
	400,000	25	153	280	483
	500,000	32	192	352	605
	600,000	40	240	440	756
Commercial/Industrial #	\$100,000	\$10	\$58	\$106	\$182
	250,000	27	163	299	514
	500,000	59	355	651	1,120
	1,000,000	122	738	1,354	2,330
	1,500,000	185	1,121	2,057	3,540
Agricultural Homestead** (average value per acre of land & buildings)	4,000	-0.27	-0.08	0.11	0.42
	5,000	-0.34	-0.10	0.14	0.52
	6,000	-0.40	-0.12	0.17	0.63
	7,000	-0.47	-0.14	0.20	0.73
	8,000	-0.54	-0.16	0.23	0.84
Agricultural Non-Homestead** (average value per acre of land & buildings)	4,000	-0.54	-0.16	0.23	0.84
	5,000	-0.67	-0.19	0.29	1.05
	6,000	-0.81	-0.23	0.34	1.26
	7,000	-0.94	-0.27	0.40	1.46
	8,000	-1.08	-0.31	0.46	1.67

* Estimated tax impact includes principal and interest payments on the new bonds. The amounts in the table are based on school district taxes for bonded debt levies only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Owners of homesteaded property may qualify for a refund, based on their income and total property taxes. This may change the net effect of the proposed bond issue for those property owners.

For commercial-industrial property, the tax impact estimates above are for property in Rice and Goodhue counties. For commercial-industrial property in Dakota county, the tax impact would be less than shown above, due to the impact of the Twin Cities Fiscal Disparities program.

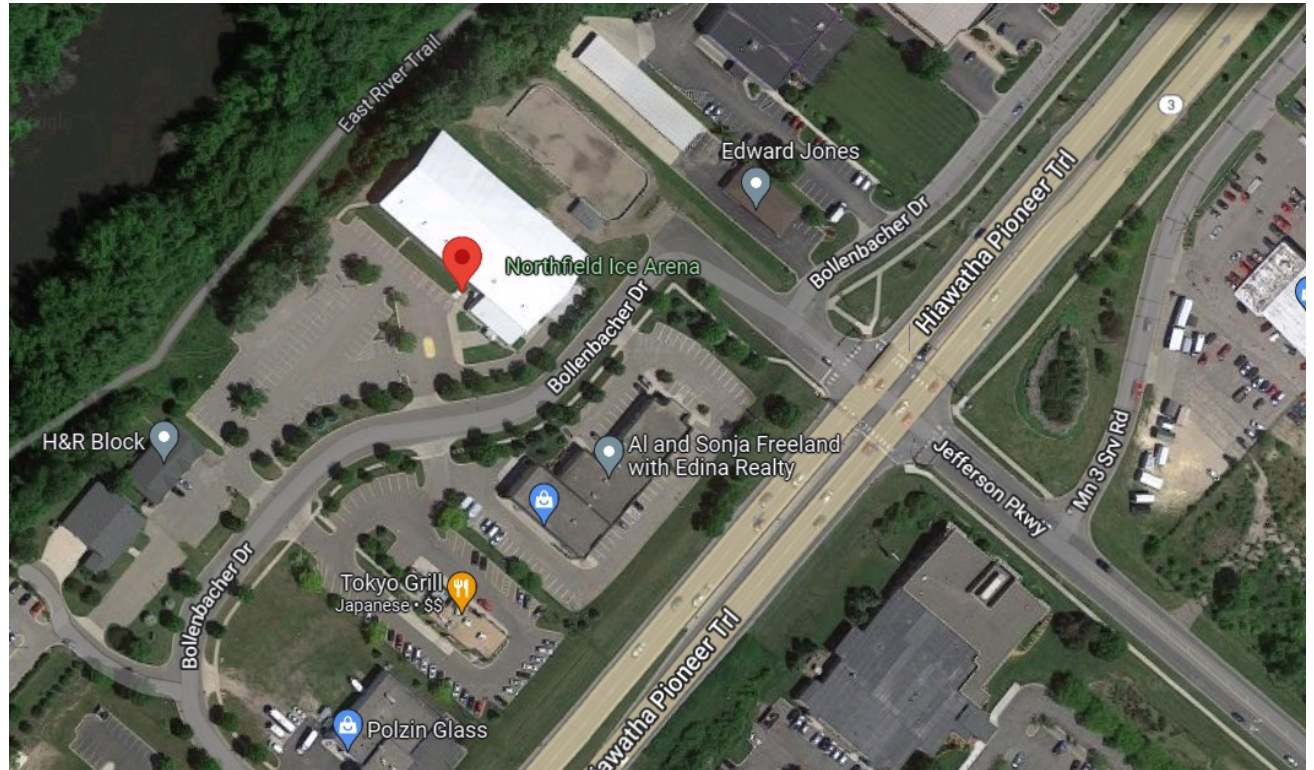
** For all agricultural property, estimated tax impact for 2022 includes a 60% reduction and for 2023, a 70% reduction due to the School Building Bond Agricultural Credit. Under current law, the School Building Agricultural Credit will remain at that higher level. Average value per acre is the total estimated market value of all land & buildings divided by total acres. If the property includes a home, then the tax impact on the house, garage, and one acre of land will be calculated in addition to the taxes per acre, on the same basis as a residential homestead or non-homesteaded property. If the same property owner owns more than approximately \$1.9 million of agricultural homestead land and buildings, a portion of the property will be taxed at the higher non-homesteaded rate.



Thank you to the Task Force!

Questions & Discussion





NORTHFIELD ICE ARENA Facility Information

SCHOOL BOARD MEETING | JUNE 13, 2022



NORTHFIELD ICE ARENA

PHOTOS - BUILDING CHALLENGES



Narrow Hallway



Existing Exterior



NORTHFIELD ICE ARENA LOCATION AND STATUS

- *Ice Arena located at 1280 Bollenbacher Dr, Northfield, MN 55057*
- *Building has a series of deficiencies:*
 - *Code (energy, fire, accessibility)*
 - *Maintenance needs were identified to be over \$7M in 2017 per City info*
 - *Insufficient locker room space*
 - *Ice-making equipment no longer allowed and has mandatory replacement date approaching*
- *2019 request by City of Northfield not successful (55% no)*

NORTHFIELD ICE ARENA PHOTOS - BUILDING CHALLENGES



View of Overall Arena

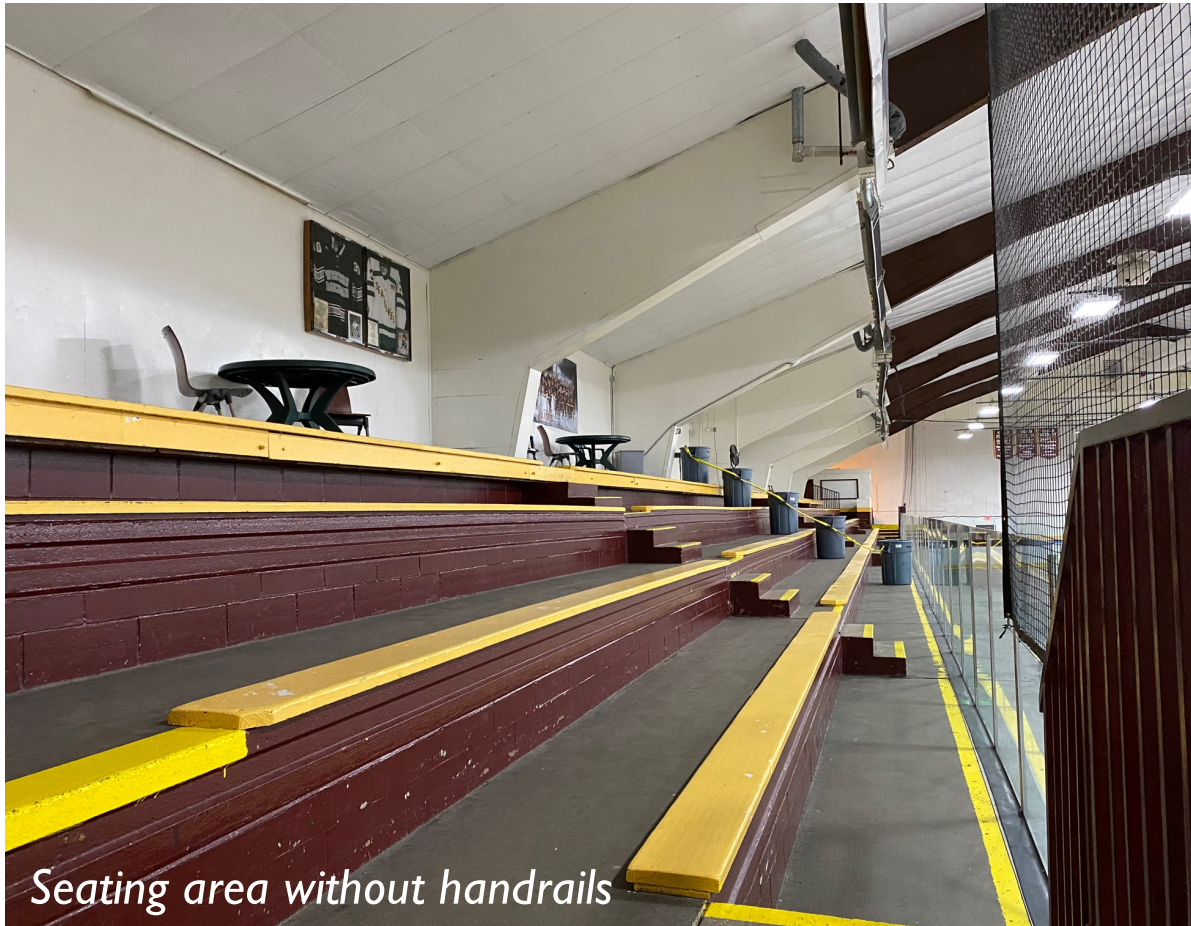


Water Issues / Structure

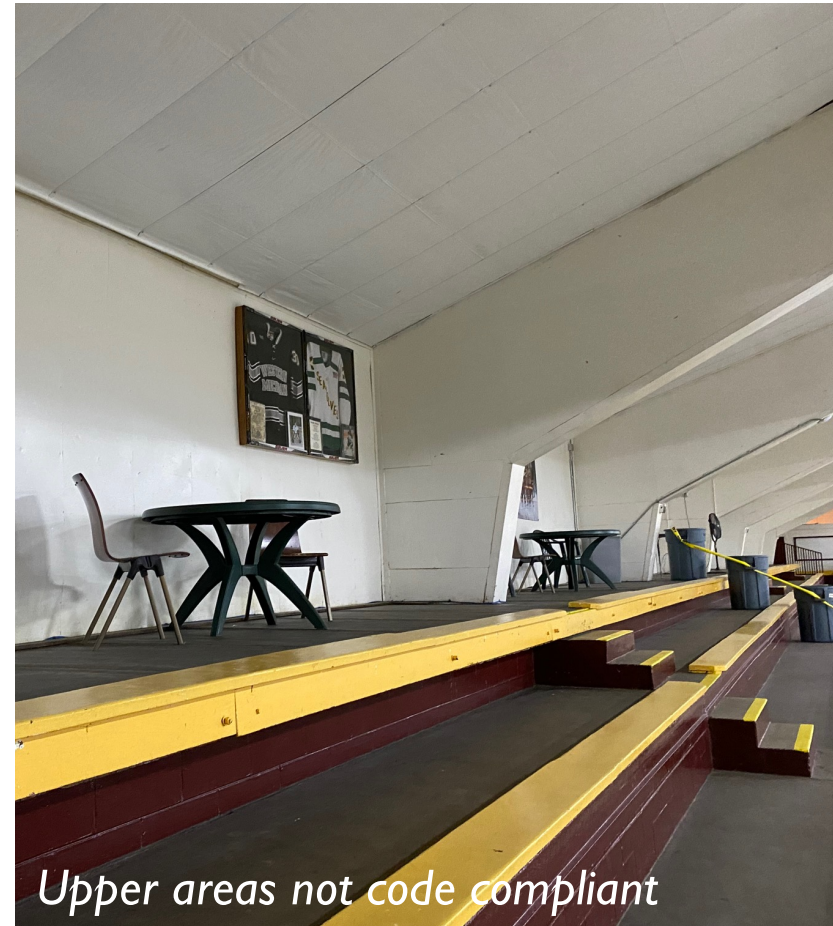


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NORTHFIELD ICE ARENA PHOTOS - BUILDING CHALLENGES



Seating area without handrails



Upper areas not code compliant

NORTHFIELD ICE ARENA PHOTOS - BUILDING CHALLENGES



Accessible seating area



Example locker room



KnutsonConstruction

NORTHFIELD ICE ARENA PHOTOS - BUILDING CHALLENGES



Balcony



Stairs



Lack of Clearance / Storage



NORTHFIELD ICE ARENA REPLACEMENT COST

- *While it varies by site and amenities, a replacement facility with a single sheet of ice would likely cost ~\$20M*
- *There is land that was donated to the Northfield Hockey Association that would be an option for location, along with other options*

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in Northfield School District locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. This policy applies to all students in the school district.

III. DEFINITIONS

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” ~~overdue books and other~~ materials belonging to the school district that the student should not possess, and stolen property.
- B. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.
- E. “School official” means superintendent, building principal or their designee. For the purposes of this policy assistant principal and parking lot/security monitors are considered designees.

IV. STUDENT PARKING OF MOTOR VEHICLES AT SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle only in parking lots designated for student parking. Students may not park vehicles in driveways, on private property, or in other designated no parking areas.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. Require the driver or other person in charge of the vehicle to move it off school district property.
 - 2. Provide for the removal of the vehicle, at the expense of the owner or operator.

V. PATROLS, INSPECTIONS AND SEARCHES

- A. Patrols and Inspections.
School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- B. Search of Interior of Student Motor Vehicle.
The interiors of unlocked or locked motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of this policy. A school resource officer may assist in the search of a student vehicle at the request of a school official.
- C. Drug Dog Search - Purpose and Procedure.
The district will conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least one school official ~~district staff~~ and, when possible, the school resource officer.

In the event of a positive identification by the canines, two school ~~personnel~~ officials will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, ~~district personnel~~ school officials may ask that law enforcement finish the search of the locker or vehicle.
- D. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures.

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches and/or seizures as provided by this policy.

E. Seizure of Contraband.

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

F. Dissemination of Policy.

A copy of this policy ~~will be~~ is available on the district's website ~~printed in the student handbook or disseminated in any other way which school officials deem appropriate.~~

VI. DIRECTIVES AND GUIDELINES

The superintendent or their designee shall develop reasonable directives and guidelines to accompany this policy.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Policy 527 Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches

Adopted: 01.28.2008; Updated: 05.2013, 07.11.2016, INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: U.S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**Policy 614 ~~Mandated Testing~~ DISTRICT TESTING PLAN AND
PROCEDURE FOR MINNESOTA STATE TEST ADMINISTRATION - ALL NEW**

~~I. GENERAL STATEMENT OF POLICY~~

~~Procedures for testing, test security, reporting, documentation, notification to students and parents, and student recordkeeping for mandated tests will be developed and maintained in accordance with Minnesota law, rule, and regulation.~~

I. PURPOSE

The purpose of this policy is to establish the Northfield School District's testing plan and procedure for all state required tests.

II. GENERAL STATEMENT OF POLICY

The policy of the district is to implement procedures for Minnesota Comprehensive Assessments (MCA), the Minnesota Test of Academic Skills (MTAS) and ACCESS for English Language students testing, test security, documentation, and record keeping.

III. DUTIES OF DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

A. Superintendent or Their Designee

1. Responsibilities before testing.

- a. Designate a district assessment coordinator and district technology coordinator.
- b. Pre-authorize staff access for applicable Minnesota Department of Education (MDE) secure systems. Alternatively, another board-approved identified official with authority may complete this task.
- c. Review and recertify annually staff who have access to MDE secure systems.
- d. Read and complete the Assurance of Test Security and Non-Disclosure.
- e. Establish a culture of academic integrity.
- f. Cooperate fully with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.

- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.

- b. Read and complete the Assurance of Test Security and Non-Disclosure.
- c. Confirm that all staff who handle test materials, administer tests, or have access to secure test content have completed the Assurance of Test Security and Non-Disclosure. Maintain the completed Assurance of Test Security and Non-Disclosure for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the Assurance of Test Security and Non-Disclosure and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
- i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administration and keep them secure.

- (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - j. Confirm that all students have appropriate test materials.
- 2. Responsibilities on testing day(s).
 - a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the Test Security Notification in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
- 3. Responsibilities after testing.
 - a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - c. Return secure test materials as outlined in applicable manuals and resources.
 - d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
 - e. Review student assessment data and resolve any issues.
 - f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
 - g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

- 1. Responsibilities before testing.

- a. Designate a school assessment coordinator and technology coordinator for the building.
- b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
- c. Read and complete the Assurance of Test Security and Non-Disclosure.
- d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
- e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
- f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
- g. Verify that all test monitors and test administrators receive proper training for test administration.
- h. Ensure students taking specified tests have the opportunity to become familiar with test format, item types, and tools prior to test administration.
- i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.

2. Responsibilities on testing day(s).

- a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
- b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

3. Responsibilities after testing.

- a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
- b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.

- a. Implement test administration and test security policies and procedures.
- b. Read and complete the Assurance of Test Security and Non-Disclosure.
- c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the Assurance of Test Security and Non-Disclosure.
- d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
- f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g. Maintain security of test content and test materials.

- (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
- (2) Organize secure test materials for online administration and keep them secure.
- (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test

materials secure between testing sessions, and returning test materials after testing is completed.

- (4) Identify need for additional test materials to district assessment coordinator.
- (5) Provide MTAS student data collection forms if necessary.
- (6) Distribute applicable ACCESS and Alternate ACCESS Test Administrator Scripts and Test Administration Manuals to test administrators so they can become familiar with the script and prepare for test administration.
- (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure Test Monitor and Student Directions and Test Administrator Scripts are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the Test Administration Report.
- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.
- 3. Read and complete the Assurance of Test Security and Non-Disclosure.
- 4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 5. Attend district training and any service provider technology training.
- 6. Review, use, and be familiar with all service provider technical documentation.
- 7. Prepare computers and devices for online testing.
- 8. Confirm site readiness.
- 9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

- 1. Responsibilities before testing.
 - a. Read and complete the Assurance of Test Security and Non-Disclosure.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
- 2. Responsibilities on testing day(s).

a. Before test.

- (1) Receive and maintain security of test materials.
- (2) Verify that all test materials are received.
- (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
- (4) Verify student testing tickets and appropriate allowable materials.
- (5) Assign numbered test books to individual students.
- (6) Complete information as directed.
- (7) Record extra test materials.

b. During test.

- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
- (2) Follow all directions and scripts exactly.
- (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
- (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.
- (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
- (6) Do not review, discuss, capture, email, post, or share test content in any format.
- (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
- (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
- (11) Report any possible security breaches as soon as possible.

- c. After test.
 - (1) Follow directions and scripts exactly.
 - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

- 1. Before testing.
 - a. Read and complete the Assurance of Test Security and Non-Disclosure.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

2. Responsibility on testing day(s).

- a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
- b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

- (4) Document and report any unusual circumstances to district or school assessment coordinator.

c. After the test.

- (1) Keep materials secure.
- (2) Return all materials.
- (3) Return objects and manipulatives to classroom.
- (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing.

- a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
- b. Ensure English language and special education designations are current and correct for students testing based on those designations.
- c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.

2. Responsibilities after testing.

- a. Ensure accurate enrollment of students in schools during the accountability windows.
- b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the Assurance of Test Security and Non-Disclosure.

IV. TEST SECURITY

A. Test Security Procedures will be adopted by school district administration.

B. Students will be informed of the following:

1. The importance of test security.
2. Expectation that students will keep test content secure.
3. Expectation that students will act with honesty and integrity during test administration.
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated. If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.
5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed Assurance of Test Security and Non-Disclosure forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.

5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. Test Security Notification must be maintained for two years after the end of the academic school year in which testing took place.
9. Test Administration Report must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Policy 614 District Testing Plan and Procedures

Adopted: 01.28.2008; Updated: 08.2013, 05.2016, 08.2017; Substantive Update: INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References:

Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (~~Adequate Yearly Progress~~ School Accountability)
~~Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards — Mathematics and Reading)~~
~~(repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~
~~Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards — Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.~~0820800~~-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
Minnesota PearsonAccess Next Resources and Forms:
<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

Policy 711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The purpose of this policy is to establish a school bus video recording system for the Northfield School District. The transportation of eligible students to and from school is an important function of the district, and it is a privilege, not a right. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the risk of injury. Therefore, the district believes that video recording student passengers and employees on the school bus will promote good behavior and safety.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the district shall be equipped with a fully enclosed box for placement and operation of a video camera and plainly placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the district has received complaints of inappropriate behavior.

B. Use of video recordings

1. A video recording of the actions of student passengers and/or employees may be used by the district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. Sec. 1232g and the rules and/or regulations promulgated thereunder.
3. Video recordings may be viewed by school administrators and/or the contracted bus company management on a random basis and/or when

discipline problems on the bus have been brought to the attention of the district.

4. A video recording will be retained by the district or by the contracted bus company until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

Policy 711 Video Recording on School Buses

Adopted: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)
MSBA Service Manual, Chapter 2, Transportation

Policy 712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on Northfield School District property and the protection of district property are important functions of the district. The behavior of individuals who come on to district property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. District buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any district building or on any district property.
3. Placement of surveillance cameras is prohibited in the interior of restrooms, changing rooms, and locker rooms.

B. Use of video recordings

1. Video recordings may be viewed by district officials on a random basis and/or when problems have been brought to the attention of the district. "District officials" include the superintendent or their designee, licensed school administrators, high school activities director, high school parking lot security monitor, the director of human resources, the director of buildings and grounds and their administrative assistant.
2. A video recording of the actions of students and/or employees may be used by the district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. Sec. 1232g, and the rules and/or regulations as outlined.

C. Security and maintenance

1. The district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. Sec. 1232g, and the rules and/or regulations as outlined.
2. Only designated school officials have access to the camera equipment and operations system. For the purposes of this policy, school officials are the superintendent or their designee. Only the school officials will handle the camera or copies of video segments.

Policy 712 Video Surveillance Other Than On Buses

Adopted: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA Service Manual, Chapter 2, Transportation

Fundraiser Report | 2021-22 School Year | July 11, 2022

Val Mertesdorf, Director of Finance

As required in Policy 713 Student Activity Accounting, I am providing a report of fundraisers that occurred from 7/1/21 - 6/30/22.

Activity	Type of fundraiser	Purpose	Results
Music Department	Poinsettia	Supplemental funds for instruments, equipment, travel, compositions and clinicians.	Sales: \$4,422.50 Net Profit: \$1,281.75
Band	Coupon Books	Raise fund to offset student travel costs	Sales: \$7,200 Net Profit: \$2,400
Girls Basketball	Bagging groceries at Cub	Raise funds for team gear	Net Profit: \$1,328.17
Boys Swim & Dive	Bagging groceries at Cub	Purchase team suits, gatorade and warm ups	Net Profit: \$1,055.00
Gymnastics	Carried banner at Jesse James Days parade	Raise funds for team gear	Net Profit: \$140.00
Cross Country	Carried banner at Jesse James Days parade	Raise funds for team gear	Net Profit: \$490.00
Cross Country	Raider XC 24 Hour Relay	Raise funds to offset travel costs and purchase additional equipment	Net Profit: \$5,606.00
Nordic Ski	Coffee Bags	Equipment purchases and team travel costs	Sales: \$1,245.00 Net Profit: \$685.00
Girls Golf	Rodeo clean up for Jesse James Days	Equipment purchases, team gear	Net Profit: \$800.00
Boys Swim	Applebee's percentage of sales	Replace fins and purchase new 500 lap counters	Net Profit: \$118.21
Gymnastics	Raider Apparel/Cups	New leotards	Net Profit: \$913.47
Softball	Papa Murphy's Gift Cards	Bat Bags, warm-up tops, socks, compression tee	Sales: \$11,170.00 Net Profit: \$8,170.00
Nordic Ski	Coupon Cards	Equipment, race wax service	Net Profit: \$5,936.50

Proposed Activity Fee Increase | July 11, 2022

Val Mertesdorf | Director of Finance

One of the recommendations authorized during the Priority Based Budget process was to increase fees to enable two MSHSL activities to continue. The district has not revised activity rates for several years.

The proposed increase is 14% across all fees. This is our existing fee structure with three changes. We are recommending a fee for strength training at the high school. We are also recommending a larger increase for Speech. Speech is considered a MSHSL sponsored activity and this increase will help align the fee with the Schedule C placement. The middle school fitness room fee reflects an increase to match the other middle school fees.

Below are the recommended rates:

HS Activity	Current	Proposed	Increase
Alpine Ski	\$260	\$296	\$36
Hockey	\$215	\$245	\$30
Nordic Ski	\$215	\$245	\$30
Gymnastics	\$215	\$245	\$30
Soccer	\$182	\$207	\$25
Basketball	\$165	\$188	\$23
Baseball	\$165	\$188	\$23
Dance Team	\$165	\$188	\$23
Football	\$165	\$188	\$23
Softball	\$165	\$188	\$23
Swim/Dive	\$165	\$188	\$23
Volleyball	\$165	\$188	\$23
Wrestling	\$165	\$188	\$23
Lacrosse	\$155	\$177	\$22
Golf	\$155	\$177	\$22
Cross Country	\$130	\$148	\$18
Tennis	\$130	\$148	\$18
Track	\$130	\$148	\$18
Olympic Weightlifting	\$130	\$148	\$18
Bowling	\$75	\$86	\$11
Clay Target	\$75	\$86	\$11

Knowledge Bowl	\$70	\$80	\$10
Mock Trial	\$70	\$80	\$10
Speech	\$70	\$128	\$58
Drama (Fall/Spring)	\$70	\$80	\$10
Science Olympiad	\$70	\$80	\$10
Math Team	\$70	\$80	\$10
Strength Training	\$0	\$80	\$80

MS Activity	Current	Proposed	Increase
Golf	\$95	\$108	\$13
Soccer	\$95	\$108	\$13
Tennis	\$95	\$108	\$13
Volleyball	\$95	\$108	\$13
Track	\$95	\$108	\$13
Football	\$95	\$108	\$13
Wrestling	\$95	\$108	\$13
6th Grade Athletics	\$75	\$86	\$11
Knowledge Bowl	\$60	\$68	\$8
Math Team	\$60	\$68	\$8
Drama	\$60	\$68	\$8
Speech	\$60	\$68	\$8
Fitness Center	\$25	\$68	\$43

The average increase per participant in this model would be approximately \$24 for high school and \$11 for middle school. Families that qualify for reduced or free meal benefits would receive a 60% and 80% discount respectively. We are also recommending an increase in the family cap from \$605 to \$700. This range intends to reduce the burden for families with multiple children in multiple activities. Each family would pay for approximately 3-4 activities per household.

This calculation estimates \$60,000 of additional revenue and assumes that participation stays the same.

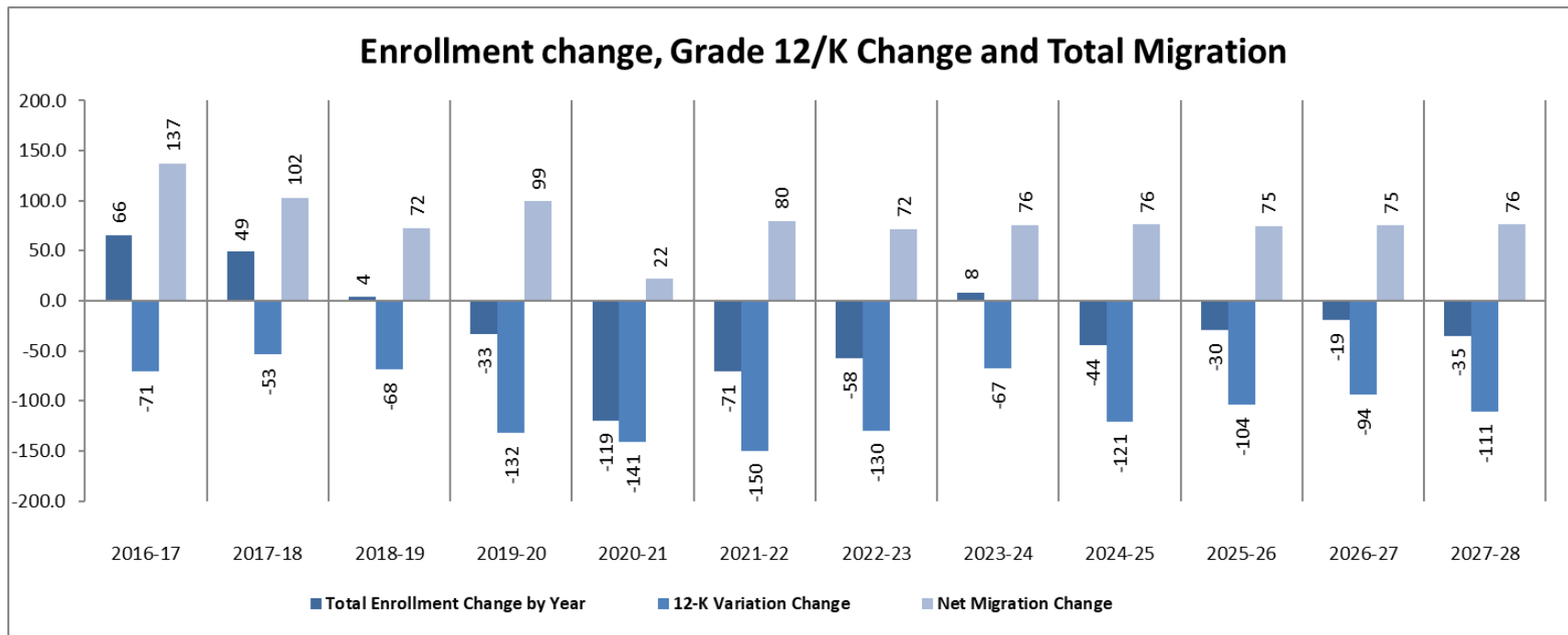
Interim Financial Forecast | July 11, 2022

Val Mertesdorf | Director of Finance

The financial forecast is typically an update I provide in the winter after our audit is complete. With the Priority Based Budget finalized and the increasing market pressures we are experiencing, I feel it is important to provide an update.

The timing of the pandemic, while never ideal, has put an additional strain on our budget. The federal stabilization funds have been helpful, but I can't emphasize enough that they are temporary. The combination of declining enrollment and historic inflation will require the district to continue making significant budget adjustments unless the State can provide a sustainable increase next year.

The chart below shows the migration analysis historically and projected. Migration analysis examines the enrollment that is realized in each grade versus the enrollment in the preceding year in the previous grade. If the succeeding grade enrollment is higher there is a positive migration at that grade level. If the succeeding grade enrollment is lower there is a negative migration.



The inflation and market disruptions we are experiencing will be challenging to navigate. Below are a few of the recent examples.

- Paper - we purchase paper in bulk at the beginning of the school year as a cost savings strategy.
 - White copy paper increased 30% per pallet. One pallet cost \$1,112 last year and this year it was \$1,446.
 - Colored paper increased 160% per pallet. We choose not to bulk order and allow buildings to determine their needs.
- Fuel - Our contract with Benjamin Bus includes a fuel clause that we will pay the difference over \$2.75/gallon.
 - September 2021 this was \$63.76 for the month.
 - January 2022 this was \$3,584.19 for the month.
 - May 2022 this was \$12,736.32 for the month. (This rate would be an extra \$114k in FY23 if rates stay the same)
- Natural Gas
 - May 2021 - Cost of Gas was \$0.233310 per therm.
 - May 2022 - Cost of Gas was \$0.536560 per therm plus a “pricing event surcharge” of \$0.107770 per therm.
 - This is a 176% increase.
 - In FY21 we paid \$174,517 in natural gas and FY22 was \$371,206.

In my preliminary review of the FY22 results, it appears that we will end slightly better than projected. The report below reflects my estimates of how we will finish FY22. I am still projecting to end just above 14% at the end of FY23. Unfortunately, our declining enrollment is trending at a slightly faster pace than I had originally projected. This in combination with the pending expiration of federal funds, lack of adequate increase in state funding and inflationary pressures outside our control result in a dismal forecast. I will continue to be transparent about the impacts on our long term financial picture. As always, this is a picture of our financial future from one point in time. There are many decisions that could change this outlook. We will continue to be judicious with our limited resources and take the necessary action to ensure the financial stability of the district to the best of our ability.

NORTHFIELD PUBLIC SCHOOL DISTRICT

7.11.22 Financial Forecast for Board

	2022	2023	2024	2025	2026	2027
Unassigned FB Goal %	14%	14%	14%	14%	14%	14%
Pupil Unit Value	\$6,728	\$6,863	\$6,931	\$7,000	\$7,071	\$7,141
Pupil Unit Value % Change		2%	1%	1%	1%	1%
REVENUES						
Property Taxes	\$14,528,579	\$14,359,850	\$14,602,367	\$13,787,216	\$14,044,348	\$14,188,312
State	\$39,874,383	\$39,836,598	\$40,377,501	\$40,648,879	\$40,902,972	\$41,307,144
Federal	\$2,697,977	\$4,420,677	\$2,952,054	\$1,468,069	\$1,468,069	\$1,468,069
Other Local	\$1,596,442	\$1,164,050	\$1,465,287	\$1,165,287	\$1,465,287	\$1,215,287
Total Revenue	58,697,381	59,781,175	59,397,209	57,069,451	57,880,676	58,178,812
% Revenue Change	1.00%	1.85%	-0.64%	-3.92%	1.42%	0.52%
EXPENDITURES						
Salaries & Wages	\$35,664,225	\$34,799,665	\$35,407,067	\$35,469,279	\$35,823,972	\$36,540,452
Benefits	\$12,906,304	\$13,389,508	\$13,947,306	\$13,865,725	\$14,143,040	\$14,425,901
All Other	\$12,405,029	\$13,119,785	\$12,138,311	\$11,971,166	\$12,090,877	\$12,211,786
Total Expenditures	\$60,975,558	\$61,308,957	\$61,492,685	\$61,306,170	\$62,057,889	\$63,178,138
% Expenditure Change	4.20%	0.55%	0.30%	-0.30%	1.23%	1.81%
Spending Variance	(\$2,278,177)	(\$1,527,782)	(\$2,095,476)	(\$4,236,720)	(\$4,177,213)	(\$4,999,326)
	2022	2023	2024	2025	2026	2027
E.O.Y. APU's	4,227.83	4,156.51	4,158.46	4,101.38	4,064.34	4,041.65

	2022	2023	2024	2025	2026	2027
Begin Fund Equity	\$18,154,039	\$15,875,862	\$14,348,080	\$12,252,603	\$8,015,883	\$3,838,670
Spending Variance	(\$2,278,177)	(\$1,527,782)	(\$2,095,476)	(\$4,236,720)	(\$4,177,213)	(\$4,999,326)
Non Spendable	\$0	\$0	\$0	\$0	\$0	\$0
Committed	\$0	\$0	\$0	\$0	\$0	\$0
Assigned	\$4,398,414	\$3,898,414	\$3,898,414	\$3,898,414	\$3,898,414	\$3,898,414
Restricted	\$2,282,985	\$1,819,985	\$1,807,985	\$1,795,985	\$1,783,985	\$1,771,985
Unassigned Fund Balance	\$9,194,463	\$8,629,681	\$6,546,204	\$2,321,484	(\$1,843,729)	(\$6,831,055)
Percentage	15.08%	14.08%	10.65%	3.79%	-2.97%	-10.81%
Goal Reserve Amount	\$8,536,578	\$8,583,254	\$8,608,976	\$8,582,864	\$8,688,105	\$8,844,939
Goal Achieved	YES	YES	NO	NO	NO	NO
Plan Change Needed	\$0	\$0	-\$2,062,772	-\$6,261,379	-\$10,531,833	-\$15,675,994

**Summary of Annual Performance Appraisal
for Matthew Hillmann Ed.D.
Superintendent Northfield Public Schools
For the appraisal period of 7/1/21-6/30/22
Summarized by Board Chair Claudia Gonzalez-George
July 11, 2022, Regular School Board Meeting**

For this review period, all seven board members completed the annual performance appraisal. The evaluation covers all facets of the superintendent's job responsibilities. Board members provide numeric ratings on 1-5 scale. (1=low, 5=high) for 45 job responsibilities organized around 8 major topics. In addition to completing the numeric ratings, board members provide additional comments.

Board Chair Claudia Gonzalez-George compiled and summarized board members' evaluations. For the numeric ratings, means were calculated. All written comments were shared verbatim but anonymously. As board chair, I met with Dr. Hillmann on July 6, 2022 to review the appraisal.

Dr. Hillmann received an outstanding appraisal achieving an overall rating of 4.93/5.00. Board members provided numerous narrative comments that supported their ratings. Collectively, they cited his exceptional work around three key areas and also his outstanding leadership in an ongoing pandemic:

COVID comments:

On August 9, 2021, at the recommendation of Superintendent Hillmann, the school board passed the COVID-19 Safety Protocols for the 2021-2022 school year which included districtwide masking and quarantine procedures. What followed was months of engagement with community members both in praise and complaint of student masking. Dr. Hillmann responded to every email, invited stakeholders to in person meetings, and supported his staff as they worked with masked students and their parents on both sides of the protocol issue. He continued to update the district COVID dashboard keeping abreast of the newest MDH recommendations for schools. Additionally, Dr. Hillmann formed the Incident Command Team which included a local epidemiologist, representation from the District Youth Council, and other stakeholders to advise him on ongoing COVID issues and updates. Besides supporting stakeholders, Dr. Hillmann and Director of Finance Val Mertesdorf, dedicated significant time to managing COVID funding. They also secured a state grant to open a testing site at the district office and hired a dedicated staff member to run the clinic. One board member summarized it well: The pandemic was in many ways all-consuming, affecting every area of education and highlighting Dr. Hillmann's strengths in community relations, collaboration, and communication. Of note is that Dr. Hillmann managed to superbly handle all his "regular" responsibilities while at the same time captaining the school district through the COVID-19 storm.

The three areas I will now highlight are Goal 1 pertaining to the updated strategic plan, Goal 2 on the prioritized budget, and finally, Community Relations.

GOAL 1: The superintendent will facilitate an inclusive process that will result in the presentation of an updated strategic plan to the board by November 30, 2021.

Recognizing that the district's strategic plan had not been updated since 2016, and more importantly, that it could be used to align the district's budget, Dr. Hillmann began a process of listening to stakeholders. He held a number of listening sessions including one held outside and another held in Spanish. After collecting the community's priorities, Dr. Hillmann presented to the board a draft document that included benchmarks from Northfield Promise which the district helped develop years prior. In an exceptionally productive work session, Dr. Hillmann's strengths were again highlighted. He connected with the community in various ways to hear them and bring their priorities to the board thus helping us be prepared to update the strategic plan. In a collaborative act, Dr. Hillmann conducted a

work session that allowed board members to refine the mission and vision of the district and in doing so set us up to tackle the next biggest challenge: the district budget. With the new strategic plan in place, Dr. Hillmann was able to keep that in front of over 70 community members as they recommended what programs needed to be prioritized instead of looking for what programs to cut. Dr. Hillmann's excellent leadership and outstanding communication, resulted in an updated and valuable strategic plan as one board member recapped.

GOAL 2: The superintendent will create an inclusive process to develop a five-year funding priority plan presented to the board by March 14, 2022. The plan will balance the short-term needs of the district with its long-term financial viability.

The work of prioritizing the district's budget was delayed a year due to COVID-19, but of note, the prioritization *could* be delayed due to the excellent stewardship effort and wise use of COVID-19 funds handled by Dr. Hillmann and his staff. Once the date was set, Dr. Hillmann invited everyone in the community to sign up for one of three committees which would look at a particular budget package. Using the new strategic plan, members determined what programs would be given budget priority. This process of valuing all programs enabled an empathetic approach to be utilized in one of the most painful processes a district has to do—let go of valuable programming and qualified staff. With the help of over 70 community members, the board was given an organized plan to sift through and consider further public comment right up to the last moments before voting on a new prioritized budget. Dr. Hillmann's strengths in communication, preparation, fiscal stewardship, and empathy were in the spotlight once again. He masterfully led our community to make difficult decisions that saw valuable programs such as EL and World Language lose teachers and classes. Thanks to Director Mertesdorf and Dr. Hillmann's leadership, our district will remain a strong district offering a quality education to our children for years to come even as enrollment drops and state funding becomes less predictable. As one board member stated, "His approach to a budget prioritization process versus a budget reduction process was an innovative approach. The community open forum format was excellent and participants felt that they were heard and their voice mattered." Another board member summed it up perfectly, "Dr. Hillmann is the most proficient superintendent I have worked with!"

4. COMMUNITY RELATIONS: Represents the school district as an effective public relations spokesperson.

Dr. Hillmann respects the need to keep all stakeholders informed and to learn from them too. His ability to listen, include, and act on stakeholders' comments and recommendations is one aspect of community relations. He understands the value of transparent communication. Dr. Hillmann's leadership style is known community-wide and is respected by outside organizations. He recently received the Northfield Human Rights Award and was elected to be president of his professional association Minnesota Association of School Administrators. As a member of local organizations such as the Chamber of Commerce and Rotary, Dr. Hillmann continues to advocate and represent the school district citywide in person and on a regular show on the local radio station KYMN. Beyond the community, Dr. Hillmann has also cultivated relationships with other nonprofits, city officials, other superintendents, and state legislatures whom he can call to advocate on behalf of the district. As a product of his advocacy this year, Dr. Hillmann also facilitated a Legislative Action Committee which included community members. He trained the members along with the help of three board members to actively engage legislators and the community with the message to fund public education. Lastly, the staff and community surveys came back with positive reviews for Dr. Hillmann. As a board we can rest easy knowing he has the full support of all stakeholders be they students, parents, or staff. We are truly privileged to have Dr. Hillmann as our superintendent.

Dr. Hillmann does not cease to deliver year in and year out. He cares about his staff. He connects to students. He works with parents and guardians. He advocates at the city and state level. He serves in and out of the district and is recognized for his efforts and respected citywide. This outstanding annual appraisal is evidence of his strong leadership and the board's full confidence in him.

Executive Summary: This report provides an overview of the district's operations, bright spots, anti-racism work, and progress towards the district's vision, commitments, and benchmarks outlined in the [2027 strategic plan](#).

Shane Baier named Northfield High School principal

strategic commitment highlights: people

Mr. Shane Baier assumed his role as the new Northfield High School principal on July 1. Mr. Baier succeeds Dr. Joel Leer, who has accepted a position as a professor of educational leadership at Minnesota State University, Mankato. Over 40 staff, students, parents, and community members were involved in the selection process.



An experienced principal, Mr. Baier served as principal at Mankato East High School, Spearfish (SD) Middle School, Mountain Home (ID) Junior High School, and most recently at Washington Elementary School in Mankato. He has bachelor's and master's degrees from South Dakota State University and an education specialist degree from Minnesota State University, Mankato.

A highly regarded school leader, Mr. Baier's commitment to relationships, equity, academic excellence for **every** student, and experience in program development will help Northfield High School continue to grow as one of the best high schools in Minnesota.

Multi-tiered systems of support (MTSS) grant

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

The Northfield School District won a competitive MTSS grant that will bring \$237,000 per year for two years to support developing systems that help every student achieve the district's strategic plan benchmarks. The district was one of 12 in the state to win the grant funding. A team of 23 educators from the district attended six Zoom sessions offered by the Minnesota Department of Education (MDE) in June to prepare for the grant's implementation. The grant will be used to support the following :

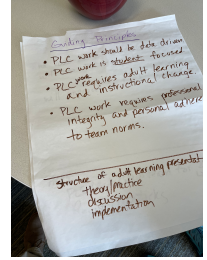
- . 5 MTSS Coordinator within the Instructional Services Department. This role will include protected time for the responsibilities outlined above and will be paired with the district instructional coaching role. This funding will offset the general fund expenditures for this position.
- Substitute teacher costs to cover training during the school day for licensed staff to participate in team trainings with the MDE MTSS 15-month cohort and MDE COMPASS Cohort Learning Groups as well as Northfield team development and enhancement of the district MTSS process.
- Training outside of the contract day for educational assistants delivering the math and literacy interventions and teachers participating in summer work teams to align instructional practices with the science of reading and math.
- LETRS Facilitator Training cost and compensation for work completed outside of the contract day for this intensive training program.
- Contracted services for a data integration specialist to automate the non-academic and classroom level student data upload for the comprehensive and holistic 5Lab dashboard.
- Contracted services for social-emotional learning intervention training during the school year and the summer.
- Cost of food to provide meals for family engagement and input sessions, as well as parent participation on the MTSS district leadership team.

Spring Work Teams

strategic commitment highlights: people, learner outcomes, equity, stewardship, communication

The district has used an employee “work team” approach to empower staff members to solve complex issues facing the district. Employees on the work teams are paid for their time (if they are not already scheduled to work). Each work team launch includes:

- The problem that is needing to be solved.
- The staff member groups need to have representation to help most effectively solve the problem.
- Administrative parameters to guide the team’s work toward a solution.
- The “deliverable” that the team must produce.
- The amount that each work team is anticipated to cost the district.



Staff members apply to be part of the work team. Employees are selected for the work teams by the administration.

This spring, the district funded three work teams to address the following issues:

- **Professional Learning Communities.** This group was facilitated by Hope Langston. The group included Cara Holland, Darren Lofquist, Ellen Mucha, Erica Trebelhorn, Kathy Flicek, Kristi Kortuem, Lori Warner, Matthew Berg-Wall, Pam Charlton, Sarah Bloom, Tallie Berkvam-Peter, Tammy McDonough, and Makenzie Mathews. The purpose of this team was to create a 2022-23 PLC plan that will increase student achievement by improving our knowledge and implementation of PLC pedagogy and sharing best instructional practices.
- **Parent/teacher communication.** This group was facilitated by Sara Pratt. The group included Angie Schock, Brent Rauk, Deborah Russell, Denise Halvorson, Jacob Odell, Kristen Cade, Maren Matson, Natalie Deane, Sari Zach, and Carla Hoppe. This group’s purpose was to create an organizational framework of expectations for parent/teacher engagement and communication. This will lead to change in the traditional parent/teacher conference model in many (but not all) cases.
- **Pre-service workshop week schedule.** This group was facilitated by Sam Richardson. The team included Amanda Sieger, Christa Danielson, Dana Holden, Leah Driscoll, Kari Winter, Kelle Edwards, Laura Vind, Gretchen Heil, Tiffany Kortbein, and Molly Otte. The team’s purpose was to develop a workshop week schedule that addresses work time, training, professional learning, and culture building needs in preparation for the school year.

The district’s leadership team reviewed the initial results of these work teams on June 15 and will meet to finalize making the work teams’ recommendations operational on July 20. There are also three work teams happening this summer — one that focuses on K-5 math, one that focuses on K-5 reading, and one that focuses on “standards of excellence” for all district employees.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

June 13, 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, Pritchard, Quinnell and Stratmoen. Gonzalez-George was absent at the start of the meeting. Gonzalez-George arrived at 6:47 p.m. 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 unanimously approved the agenda.

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- Thank you Deb Gottfried for her service in operating the district's Cue COVID testing clinic. Deb started on Oct. 28 and over the course of seven months conducted 1,854 tests. We also thank Laura Turek for her assistance and filling in at the clinic when needed. We are appreciative of their commitment to the district and to public health. This clinic provided an invaluable service to our staff, our students, and our community.
- Congratulations to the State Tournament Participants. In track and field we acknowledge Brecken Riley, Will Beaumaster, AJ Reisetter, Nathan Amundson, Collin Graff, Devin Jax, Austin Jax, Joey Schulz, Collin Graff, Clara Lippert and Shelby Svien. In golf we acknowledge Nate Stevens and Emerson Garlie.
- We want to acknowledge the retirement of Ed Terry. Mr. Terry is retiring after 51 years of teaching and for forty of those years he has been the agriculture teacher and FAA advisor in the Randolph school district.

5. Items for Discussion and Reports

- a. Policy Committee Recommendations. Dr. Hillmann presented 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 provided an update about district operations, and local and county COVID-19 data. The district's goal was to prioritize uninterrupted in-person learning, and we accomplished this goal, but recognize that many staff, students, and parents experienced individual interruptions due to illness or quarantine. The number of reported COVID cases in Northfield school district staff and students in 2020-21 was 263, and in 2021-22 was 1,415.

Northfield Middle School will be the first expansion site of an innovative out-of-school program "Athletes Committed to Educating Students" or "ACES". This program aims to reduce the academic opportunity gap and improve the likelihood of success for underserved students. The district successfully held its graduation ceremonies for the Area Learning Center and Northfield High School. Superintendent Hillmann shared that student safety is a top priority of the district. We work hard every day to create an environment where every student feels valued and supported, we are committed to relationships, prevention, and support, and we continue to make our schools physically and emotionally as safe as practicable for our students.

Board chairperson Gonzalez-George arrived at 6:47 p.m.

- c. Northfield High School Facility Task Force Report. Dr. Hillmann, Director Mertesdorf, and Sal Bagley of Wold Architects and Engineers provided an overview of the Northfield High School facility task force report

and summarized the board's work session. Next steps will be to bring this to the board for further discussion and perhaps another work session.

- d. Request to Hire an Additional Non-Licensed Special Education Staff. Cheryl Hall, Director of Special Services, requested 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. This will be an item for individual action at the next board meeting.

6. Consent Agenda

On a motion by Goerwitz, seconded by Baraniak, the board unanimously approved 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 approved the 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.
35. Rachael Caspers, 1.0 FTE Office Generalist Receptionist Class II at the District Office, beginning 6/27/2022; Class II Step 2-\$19.95/hr.
36. Brynn Puppe, 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 4-\$15.48/hr.
37. Lucy Rand, Summer Recreation Program Assistant with Community Education, beginning 6/13/2022-8/31/2022; \$10.33/hr.
38. Ryan Will, Summer Recreation Program Assistant with Community Education, beginning 6/13/2022-8/31/2022; \$10.75/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 Riazi, 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.
46. Graciela Guerrero, EA at the NCEC, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 7/5/2022-8/11/2022; Step 2-\$14.48/hr.
47. Monica Irwin, EA-Kindergarten/Supervisory for 2.5 hours/day at Greenvale Park, change to EA-Kindergarten for 2 hours/day and add Special Ed EA for 2 hours/day at Greenvale Park, effective 9/6/2022.
48. Deb Norman, EA-Kindergarten for 2 hours/day at Greenvale Park, change to EA-Kindergarten for 2 hours/day and add Supervisory for .5 hours/day at Greenvale Park, effective 9/6/2022.
49. Lucy Rand, Program Assistant with Community Ed Recreation, add Program Supervisor with Community Ed Recreation, effective 6/13/2022-8/31/2022. \$10.89/hr.
50. ReNae Trebelhorn, Special Ed Teacher at the Middle School, change to Special Ed Teacher at the High School, effective 8/29/2022.
51. Theresa Wilson, Teacher at the High School, add DECA/BPA Advisor at the High School, effective 9/6/2022; Stipend \$4,570
52. Theresa Wilson, Teacher at the High School, add .7 Assistant Alpine Coach at the High School, effective 11/14/2022; \$3,199 + Step 10

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.
 13. Katie Casson, Senior Class Advisor at the High School, resignation effective 6/9/2022.
 14. Lynn Fossum, Office Specialist at the High School, resignation effective 6/30/2022.
 15. Addie Nelson, EA at the NCEC, resignation effective 6/9/2022. Will continue as a sub.
- 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.

7. Items for Individual Action

- a. Policy Committee Recommendations. On a motion by Pritchard, seconded by Goerwitz, the board unanimously approved the EarlyVentures, Elementary, Parent Co-Curricular, and Portage Elementary handbooks for the school year 2022-23.
- b. Revised 2021-22 Community Education Budget. On a motion by Quinnell, seconded by Baraniak, the board unanimously approved the revised 2021-22 budget which reflects revenues of \$3,332,242 and expenditures of \$3,126,588.
- c. Proposed 2022-23 Budgets - All Funds. On a motion by Pritchard, seconded by Butler, the board unanimously approved the proposed 2022-23 budgets as presented for all funds.

<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

- d. Proposed 2023-2024 School Year Calendar. On a motion by Baraniak, seconded by Goerwitz, the board unanimously approved the proposed 2023-2024 school year calendar with a modification in the narrative reflecting e-Learning day procedures are implemented on the second and subsequent full day school closures.
- e. Co-Curricular Adds or Reductions. On a motion by Quinnell, seconded by Baraniak, the board unanimously approved 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. On a motion by Butler, seconded by Stratmoen, the board unanimously accepted 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. On a motion by Baraniak, seconded by Butler, the board unanimously adopted by roll call, the Resolution Establishing Dates for Filing Affidavits of Candidacy. Voting 'yes' was Baraniak, Butler, Gonzalez-George, Goerwitz, Pritchard, Quinnell and Stratmoen. No one voted 'no'. 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.

8. Items for Information

- a. End of Year Enrollment Report. Dr. Hillmann reviewed the 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

On a motion by Stratmoen, seconded by Goerwitz, the board adjourned at 7:34 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

June 27, 2022

Northfield District Office Boardroom

1. Call to Order

Board Chair Claudia Gonzalez-George called the Special meeting of the Northfield Board of Education of Independent School District 659 to order at 5:00 p.m. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Absent: None. Also present at this meeting was Superintendent Dr. Matt Hillmann, Director of Finance Val Mertesdorf, and Executive Administrative Assistant Anita Aase.

2. Consent Agenda

On a motion by Goerwitz, seconded by Pritchard, the board approved the consent agenda.

a. Personnel Item

i. Appointments

1. Shane Baier, 1.0 FTE Principal at the High School, beginning 7/1/2022; HS Principal, Step 4.

3. Adjournment

On a motion by Goerwitz, seconded by Quinnell, the board adjourned at 5:02 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 17th day of June, 2022, by and between Northfield Fine Arts Booster, 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 # 2076, \$1,445.27 for art supplies at Spring Creek Elementary.

Northfield Fine Arts Booster
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 16th day of June, 2022, by and between Northfield Booster 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 # 3030, \$1,782.00 for Boys swim and dive bags and banner.

Northfield Booster Club, Inc.
Donor

By:

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 28 day of June, 2022, by and
between Brian Porter,
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

ck # 251 - donation for Girls Swim Activity
\$2,500.00

Brian Porter

Donor

By: Received in Activities 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 Fine Arts Booster	\$1,445.27	Art supplies at Spring Creek Elementary
Northfield Booster Club, Inc.	\$1,782.00	Boys swim and dive bags and banner
Brian Porter	\$2,500.00	Girls swim activity

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

INDEPENDENT SCHOOL DISTRICT NO. 659, NORTHFIELD, MINNESOTA

AND

**EDUCATION MINNESOTA-NORTHFIELD PUBLIC SCHOOLS EDUCATIONAL SUPPORT STAFF,
LOCAL #6030, EDUCATION MINNESOTA, AFT, NEA, AFL-CIO**

AGREEMENT EXTENDS FROM

July 1, 2022 to June 30, 2024

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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 Education Minnesota-Northfield Public Schools Educational Support Staff, Local #6030, Education Minnesota, AFT, NEA, AFL-CIO, 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 Educational Assistants 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 Educational Support Staff, Local #6030, Education Minnesota, AFT, NEA, AFL-CIO as the exclusive representative for Educational Assistants 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 Educational Assistants in 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 the Bureau of Mediation Services, if any.

Section 1.04 Information: The school district shall provide the exclusive representative with a list that includes the classification, position title, 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 employees.

Section 1.06 Description of Appropriate Unit: For purposes of this Agreement, the term Educational Assistants shall mean all Educational Assistants in the appropriate unit employed by the school district, whose employment service exceeds the lesser of 14 hours per week or 35 percent of the normal work week and more than 67 work days per year, excluding all other 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 School 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 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 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 as outlined in Appendix D.

Section 1.16 List of Unit Employees: The school district will provide the exclusive representative with a list of all unit employees upon request.

Section 1.17 Conducting Business of the Exclusive Representative: The exclusive representative shall have access to school facilities, including equipment, by arranging 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 1.18 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, and shall have the right to challenge false or inaccurate statements as provided by state statute. When material involving evaluation, reprimand or deficiency is to be placed in the employee's file, a copy will be provided to the employee.

Section 1.19 Association Release Time: During the term of this Agreement, the exclusive representative will have available 40 hours of release time. This time shall include all time spent away from work duties on behalf of the exclusive representative as designated by the Northfield Schools Educational Support Staff President including any grievance activities. Association leave shall not be used for activities in support of any other exclusive representative of employees, nor to run for elective office of any kind.

ARTICLE II RATES OF PAY, HOURS OF SERVICE AND HOLIDAYS

Section 2.01 Job Classifications: Educational Assistants (EA) represented by the Northfield Educational Support Staff, Local #6030, Education Minnesota, AFT, NEA, AFL-CIO, shall be employed in two classifications: General Education EA and Special Education EA. A job classification appeals process is available from the Human Resources Office.

General Education EA: to include Supervisory, Instructional, and Media Educational Assistants.

Special Education EA: to include Special Education Personal Care Assistant Educational Assistants.

Section 2.02 Rates of Pay: The steps and corresponding rates of pay are shown below. Step placement of entering employees shall be determined by the School Board.

Step changes shall take effect on July 1. 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.

2022-23

	1	2	3	4
Base Pay:	16.33	16.70	17.05	17.70

2023-24

	1	2	3	4
Base Pay:	16.66	17.03	17.39	18.05

Special Education PCA Stipend: All Educational Assistants working as Personal Care Assistants (PCA) shall receive a \$2,500 stipend, prorated to the number of hours worked in special education. Proration for hours worked as a PCA will be based on the following schedule:

<u>Hours/day</u>	<u>Percentage</u>
6.0 – 8.0 hrs/day	100%
4.0 to 5.99 hrs/day	75%
2.0 to 3.99 hrs/day	50%
Less than 2 hrs/day	25%

Section 2.03 Employee Information: A copy of the School Board follow up information authorizing the employment of a new staff member shall be forwarded to the president of the association.

HOURS OF SERVICE

Section 2.04 Work Day: The number of hours authorized for each position shall be established by the School Board on the basis of the requirements of the job and financial resources of the District and shall be scheduled by the building principal. The paid work day for Educational Assistants shall include an unpaid lunch break of 30 minutes or as otherwise mutually agreed. Educational Assistants may not be able to take a duty free lunch during non-regularly scheduled or special events such as off-site field trips. Educational Assistants will be paid in the event they lose their duty free lunch.

Section 2.05 Work Year: The work year for Educational Assistants shall normally be the instructional days in session plus eight hours of training opportunities and additional days as deemed necessary by the district.

The district and the exclusive representative will meet at least once per year as a joint committee for the purposes of reviewing and evaluating training opportunities, professional standards, and scheduling of training opportunities.

Section 2.06 Breaks: Educational Assistants shall receive a 15-minute paid break during each three hours of employ, not to exceed two 15-minute paid breaks per day. These paid breaks shall be taken at a time when the least possible disruption in service results. Educational Assistants may not be able to take breaks during non-regularly scheduled or special events, such as an off-site field trip. It is understood that Educational Assistant will not receive additional pay for these lost breaks.

Section 2.07 School Closing: 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.

Subd. 1 - In the event that school (or schools) is closed due to an emergency, Educational Assistants shall continue to receive compensation proportionate to their work day for one day per year. School days that begin late or end early due to an emergency shall not be counted towards this one day and Educational Assistants shall receive compensation proportionate to their workday for late start or early release portions of their day. Educational Assistants shall be required to perform services if requested to do so by their immediate supervisor.

Subd. 2 - The district shall have the right to require employees to perform services on days scheduled as make-ups for student days lost due to emergency closing.

If school is closed for a second day or more that has not been designated a student make-up day according to the Northfield Public Schools Calendar (calendar), the day(s) transition to e-learning days and educational assistants will support student learning remotely

Section 2.08 Payment of Employees: Educational Assistants shall record their hours worked on the District approved online time recording system and shall be paid from the recorded time sheet.

In an effort to mitigate the financial impact of elected benefit deductions for Educational Assistants during pay periods with fewer school days, the District and Federation agree to follow the schedule below for the deductions of elected benefits.

1.	1 st September	No Deduction	11.	1 st February	Deduction
2.	2 nd September	Deduction	12.	2 nd February	Deduction
3.	1 st October	Deduction	13.	1 st March	Deduction
4.	2 nd October	Deduction	14.	2 nd March	Deduction
5.	1 st November	Deduction	15.	1 st April	No Deduction
6.	2 nd November	Deduction	16.	2 nd April	Deduction
7.	1 st December	Deduction	17.	1 st May	Deduction
8.	2 nd December	Deduction	18.	2 nd May	Deduction
9.	1 st January	No Deduction	19.	1 st June	Deduction
10.	2 nd January	Deduction	20.	2 nd June	No Deduction

HOLIDAYS

Section 2.09 Eligibility: This article shall apply to Educational Assistants who work four hours per day or more.

Section 2.10 Holidays with pay: Six per year (proportionate to a work day)

Labor Day	Christmas Eve Day
Memorial Day	Christmas Day
Thanksgiving Day	New Year's Day

ARTICLE III LEAVES OF ABSENCE

Section 3.01 Eligibility: Educational Assistants regularly scheduled to work twenty or more hours per week in a position with a minimum work year of the scheduled student days on the annual approved school calendar shall be eligible for leaves described under this Article except as provided in Section 3.02, Subd. 1.1 and Subd. 1.2 herein.

Section 3.02 Sick Leave:

Subd. 1. Eligible Educational Assistants as defined in Section 1 above, will earn ten (10) sick leave days with pay per year, proportionate to the work day.

Subd. 1.1. Educational Assistants who work between 14 and 19.99 hours per week will earn four (4) sick leave days with pay per year, proportionate to the work day. Such days will be noncumulative and may be used for sick leave or bereavement leave.

Subd. 1.2. Substitute or temporary Educational Assistants who are regularly scheduled to work less than sixty (60) days shall not be eligible for any benefits described under this article. Educational Assistants who are scheduled for 60 or more days but less than the entire school year shall earn a pro-rated amount of sick leave time based on eligibility requirements listed in Section 3.01 and Section 3.02 of this agreement and the amount of time remaining in the school year.

Subd. 2. Unused sick leave days proportionate to the educational assistant's work day, may accumulate to a maximum credit of 190 days for eligible educational assistants.

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 provided by 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 such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised. The school district shall retain the right to require an employee to provide a second medical certification, at district expense, from a physician of the employer's choosing prior to granting sick pay.

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 that are not later earned by such employee.

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. Time off for bereavement leave shall be deducted from unused sick days.

Section 3.04 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 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, unless the employee notifies the district in advance that he or she elects not to use sick leave for this purpose. Benefit payments shall continue in accordance with state and federal laws.

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. 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 3.06 -- Child Care Leaves: Child care leaves shall be processed under the Federal Family and Medical Leave Act (FMLA) for those Educational Assistants that meet the current eligibility requirements of FMLA. All Educational Assistants are eligible for benefits outlined in District Policy 411, Disability After Childbirth.

Subd. 1. 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 Educational Assistant for an extended period of time.

Subd. 2. An Educational Assistant making needing a childcare leave of absence shall contact the Human Resources Office for the appropriate leave paperwork. Applications for childcare leave shall be made as soon as possible and 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 Educational Assistant shall also provide at the time of the leave application, a statement indicating the expected date of the delivery.

Subd. 4. Child care leave shall be without pay. However, accumulated sick leave may be used for up to 8 weeks of pay after the birth of a child under District Policy 411, Disability After Childbirth. The remainder of the leave is unpaid.

Subd. 5. Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

Subd. 6. Up to ten (10) days parental leave may be used within 30 days of the birth of a child, the days used to be deducted from sick leave. These days would run concurrently with the 8 weeks allowed under District Policy 411.

Section 3.07 Leave of Absence Without Pay: Eligible Educational Assistants may apply for leaves of absence without pay in the event of personal extenuating circumstances.

Subd. 1. Leave of Absence Without Pay: Requests for leaves of absence without pay may be approved by the Director of Human Resources. Requests for unpaid leave of absence must be approved in advance except in cases of emergency.

Section 3.08 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. No more than three (3) days can be used consecutively. No more than four (4) educational assistants per building can use personal on the same day. Request for leave under this Section must be through the District's substitute/leave system at least three (3) days in advance, except for emergencies.

Any unused Personal Leave days will remain as accrued sick leave.

Section 3.09 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 contract, 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.

Educational Assistants regularly scheduled to work twenty or more hours per week 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.

Section 4.02 Health and Hospitalization Insurance: Eligible employees and their spouse and dependent children may participate in the district group health and hospitalization insurance plan. The school district will contribute toward the premium according to the schedule below. The difference between the Board contribution and the total insurance premium will be paid by the employee through 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 < 30 hrs/wk</u> <u>.6 factor</u>	<u>20 < 25 hrs/wk</u> <u>.5 factor</u>
SINGLE: Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
FAMILY: 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 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 educational assistants in the amount of \$35,000. The employee may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction

Section 4.05 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 < 30 hrs/wk</u> <u>.6 factor</u>	<u>20 < 25 hrs/wk</u> <u>.5 factor</u>
SINGLE: Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
FAMILY: 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: Eligible employees as described in Section 4.01 shall receive employer insurance contribution through August 31st. When termination of employment occurs prior to the completion of a school year, all district participation and contribution shall cease, effective at the end of the month in which termination of employment occurs. However, employees who were members of the district's health and hospitalization insurance and dental insurance plans prior to termination of employment may be continued in the group for a period following termination pursuant to applicable laws if they pay the entire premium amount.

ARTICLE V EXPERIENCE AND RETENTION PAY

Section 5.01 Experience and Retention Pay: Educational Assistants shall receive experience and retention pay according to the schedule listed below. Experience and retention pay differential shall begin with the first paycheck issued to the employee after July 1 of the employee's fifth year of employment with the District.

In addition to the hourly rate to which they are entitled under Article II, Section 2.02, Educational Assistants shall be eligible for experience and retention pay according to the following schedule:

2022-23 Eligibility Criteria	Hourly Pay Differential
4 to 8 years of experience completed	\$2.00
9 to 13 years of experience completed	\$2.50
14 to 18 years of experience completed	\$3.00
19 or more years of experience completed	\$3.50

2023-24 Eligibility Criteria	Hourly Pay Differential
4 to 8 years of experience completed	\$2.00
9 to 13 years of experience completed	\$2.50
14 to 18 years of experience completed	\$3.00
19 or more years of experience completed	\$3.50

ARTICLE VI

403(b) TAX DEFERRED PLAN MATCHING

Section 6.01. District Match: 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) tax deferred plan. The School District will match an employee's contribution to a 403(b) tax deferred plan up to \$600 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 VII

PROBATIONARY PERIOD, EVALUATION, DISCIPLINE AND DISCHARGE, AND RESIGNATIONS

Section 7.01 Probationary Period: New Educational Assistants hired by Independent School District No. 659 shall have a probationary period of six (6) months. During the probationary period, the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee and the employee shall have no recourse to the grievance procedure. However, a probationary employee shall have the right to file a grievance on any other provisions of the contract alleged to have been violated.

Subd. 1 Evaluations: The probationary period is a time during which a new employee is being tested on job capabilities, performance and fitness. As such, new employees should have a clear understanding of the district's expectations and needs. An evaluation conference shall be held with the employee and the appropriate supervisor during the first six months of employment to assist the new employee in assessing his/her job performance.

Section 7.02 Completion of Probationary Period: An employee who has completed the probationary period may be disciplined or discharged only for cause.

Section 7.03 Evaluation of Probationary Employees: Probationary employees will be evaluated by their immediate supervisor prior to the end of the employee's probationary period.

Section 7.04 Evaluation of Non-Probationary Employees: Employees who have completed their probationary period will be evaluated at least once every five years.

Section 7.05 Evaluation Review: Evaluations will be reviewed with the employee within ten (10) working days of the evaluation. The employee will have the right to attach a response to the evaluation if the employee disagrees with the evaluation. An employee signature to an evaluation will only indicate that the evaluation has been received by the employee.

Section 7.06 Discipline Procedures: The School District will follow a policy of progressive discipline, when appropriate, with unit employees. The normal discipline sequence will be 1) an oral reprimand, 2) a written reprimand, 3) suspension without pay, 4) termination. The seriousness of the matter will determine at what level disciplinary action is commenced.

Subd. 1. A member of the exclusive representative suspended during an ongoing investigation, shall be paid the normal daily rate until the school district reaches its decision on the status of the employee and concluded its investigation.

Section 7.07 Resignation: Employees electing to resign shall be required to give the employer two (2) weeks notice and shall continue in the employer's service during this two-week period with the understanding that the employee may leave sooner if a suitable replacement is obtained.

ARTICLE VIII EXPENSES

Necessary and pre-approved expenses that are required of an Educational Assistant 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.

An Educational Assistant will be reimbursed for the actual cost of replacement or repair of any damage to personal property and clothing as a result of student action or assigned duties up to a maximum of \$100.00 per incident with the exception of broken prescription glasses which will be reimbursed up to \$300. A Damage Report Form will be filled out by the employee and presented along with the damaged article for verification by the employee's supervisor prior to reimbursement.

ARTICLE IX NOTIFICATION OF JOB OPENINGS

Section 9.01 Notice: The district recognizes that it is desirable in making assignments to consider the interests and aspirations of its employees. All notices of school Educational Assistant 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 Educational Support Staff and all members of the local via the District e-mail system. Requests for consideration for job openings shall be made through the District's online application system.

Final judgment regarding the selection and placement of Educational Assistants shall be made by the school district upon the recommendation of the Superintendent or designee. The Board shall encourage a policy of selecting the best qualified applicant for job openings.

Section 9.02 Job Opening: Job opening shall be defined as any vacancy resulting from the creation of a new position or from an employee leaving a currently existing position. Current employees shall be given first consideration for vacant positions.

Section 9.03 Transfer: Transfer shall be defined as change in job location or position. Whenever possible, an employee shall be notified at least five (5) working days prior to the date of transfer. Prior to date of transfer, the supervisor or his/her designee shall arrange for a meeting with the employee for the purpose of reviewing the duties and expectations of the position and establishing a date for a building visit, if the position is in a new location for the employee.

ARTICLE X REDUCTION OR ELIMINATION OF POSITIONS

Section 10.01 Seniority Date: The seniority date shall be defined as the most recent date of continuous employment in an Educational Assistant position in the District. Movement from one Educational Assistant classification to another shall not change the seniority date. Seniority shall continue during approved leaves of absence from the district. Upon returning from leave of absence, the educational assistant shall be placed on the same step of the salary schedule as previously occupied.

Section 10.02 Reduction or Elimination of Positions: The District shall consider the length of service (seniority), along with other relevant factors, of employees within the same job category and within the same building when reducing hours or eliminating positions. An employee on layoff shall retain his/her seniority and right to recall in seniority order for a period of eighteen 18 months after the date of layoff. In the event more than one employee on the recall list has the identical date of hire, the district's employee identification number shall be used, in ascending order, to place the employee on the recall list.

Subd 1. Contact Information for Notice of Recall: When placed on layoff an Educational Assistant shall file with the District Human Resources Office his or her name, active telephone number and either a second active telephone number or an active email address where he or she can be reached daily. It is the employee's responsibility to update any changes to the contact information with the Human Resources Office.

Subd 2. Recall Notification: The District Human Resources Office will notify one or more eligible employees when a position becomes available for recall. Each employee will be notified of his or her order on the recall list. After being offered the position the employee will have two (2) full eight hour business days to make a decision. The day of the call does not count toward the two full business days. When more than one employee is contacted concurrently for the same position, the employees will have the same two (2) full eight-hour business days to respond. If the position is accepted by a more senior employee, the less senior employee(s) will be contacted on the third business day and returned to the recall list. If no response is received by 4:00 p.m. on the second full business day, the offer will be considered declined.

If the School District Human Resources Office is unable to contact an eligible employee using the contact number(s) or email address supplied by the employee, the president of the exclusive

representative, or his/her designee, will be contacted. This call will serve as recall notification and the two (2) full eight-hour business days will accrue from that point in the same manner as if the employee on recall had been contacted.

Subd 3. Loss of Recall Rights: If an employee on recall declines an offer of a position he or she shall lose all further recall rights under this Article.

Section 10.03 Notice of Elimination of Position: To the extent possible, the District shall notify an employee by the last day of school if his/her position is to be eliminated or hours changed for the subsequent school year. The District will provide at least a two-week notification for reduction of hours or elimination of position which occurs during the school year, with the exception of the reduction or elimination of a student-specific special education educational assistant due to the departure of the student. In that case, the District shall provide a two-week notice if possible or as soon as practical.

ARTICLE XI GRIEVANCE PROCEDURE

Section 11.01 Definitions and Interpretations

Subd. 1. Grievance Definition: A “grievance” is an allegation by a unit member, unit members, or the exclusive representative, of a violation, misinterpretation, or misapplication of this Agreement.

Subd. 2 Representative: The School Board may be represented during any step of the procedure by its designated representative. The Educational Support Staff shall be represented during any step of this procedure by the Exclusive Representative. Only the Exclusive Representative shall process a grievance through any step, including arbitration, of this grievance procedure.

Subd. 3. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 4. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 5. 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. 6. 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 11.02 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 11.03 Informal Discussion: Before filing a formal grievance, the unit member(s) 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.

Section 11.04 Level I: If the grievance is not resolved through informal discussions, a formal grievance shall be initiated in writing, on the grievance form (Appendix A) and served on the building principal or other immediate supervisor. The principal or other immediate supervisor shall give a written disposition of the grievance to the grievant and the exclusive representative within ten days after receipt of the written grievance.

Section 11.05 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 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 designee shall issue a decision in writing to the parties involved.

Section 11.06 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.

Subd. 1. 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.

Subd. 2. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 11.07 Level IV: 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. A request to submit a grievance to arbitration must be 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 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/her 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 operation.

ARTICLE XII DURATION

Section 12.01 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 as provided by 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 12.02 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 12.03 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 12.04 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 provisions thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For the Northfield Educational
Support Staff Local #6030, Education
Minnesota, AFT, NEA, AFL-CIO

For Independent School District #659
Northfield, Minnesota

President

Chairperson, Board of Education

Clerk, Board of Education

Dated this _____ day of _____,
_____, 2022

Dated this _____ day of _____,
_____, 2022

APPENDIX A GRIEVANCE FORM

Grievance # _____

Name of Grievant: _____

Date Filed: _____

Home Phone: _____

Assignment: _____

Association Representative: _____

Date Grievance Occurred: _____

Statement of the grievance (including events/conditions of the grievance/persons responsible)

Contract provision allegedly violated:

Redress Sought: _____

LEVEL I – FORMAL

Date Issued: _____

Disposition by Principal or Immediate Supervisor and Reasons Therefore:

Disposition:

Reasons:

Initial Applicable Statements:

- ☐ I hereby accept the above disposition.
☐ I hereby decline the above disposition.
☐ I intend to process the grievance to the next step.

Signature of Grievant

Signature

Date

LEVEL II - FORMAL

Date Issued: _____

Disposition by Superintendent and Reasons Therefore:

Disposition:

Reasons:

Initial Applicable Statements:

- ☐ I hereby accept the above disposition.
☐ I hereby decline the above disposition.
☐ I intend to process the grievance to the next step.

Signature

Signature of Grievant

Date

LEVEL III – FORMAL

Date Issued: _____

Disposition by Board of Education and Reasons Therefore:

Disposition:

Reasons:

Signature

Initial Applicable Statements:

- ☐ I hereby accept the above disposition.
☐ I hereby decline the above disposition.
☐ I intend to process the grievance to the next step.

Signature of Grievant

Date

LEVEL IV – FORMAL

Date Issued: _____

Disposition and Award of Arbitrator: Attach Arbitrator's award.

APPENDIX B

SICK LEAVE OTHER ELIGIBILITY

In addition to using accumulated leave time for one's own illness or injury, Minnesota law (M.S. §181.9413) allows an employee to use up to 160 hours of accumulated leave time per leave year (July 1-June 30) for the illness or injury of the following relatives:

- minor child
- adult child
- spouse
- sibling
- parent
- mother-in-law
- father-in-law
- grandchild
- grandparent
- stepparent

In addition, the law also allows an employee to use accumulated leave time for themselves or a relative (as listed above) to provide or receive assistance because of sexual assault, domestic abuse or stalking.

Please note that the eligible relatives above are based upon Minnesota law as of July 1, 2014. Many Northfield Public Schools contracts and/or agreements reference Minnesota law for the purposes of defining eligible relatives for the purpose of sick leave. Please see the Minnesota statute for the most current listings.

Please contact the Northfield Public Schools Human Resources Office at (507) 663-0627 with questions about the use of the 'Sick Leave – Other' absence code.

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)	Chess Club (6-12)
Football	Cheer	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
Cheer	B Swim/Dive (7-12)	Boys/Girls Track	Music Listening
	Wrestling		One Act Play
	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, 7th and 8th grade students may not displace 9th grade students on 9th 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	Cheer Team , all Varsity Teams
● Captain(s) Certificate	Cheer Team , all Varsity Teams
● Most Valuable Player	Cheer Team , 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 truancies by county officials. If the student has excessive unexcused absences with excessive truancies, 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 truancies will be given appropriate consequences by their Assistant Principal. Consequences will be progressive with succeeding unexcused absences and truancies.

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	Chess	Math Team	Student Council
Science Olympiad	Band	Choir	Orchestra
Knowledge Bowl	Drama	RALIE	Cheerleading
	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 1st & 3rd 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 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 9th 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 9th 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 1st 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 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.

Early Childhood Family Education Handbook 2022-2023



Northfield Community Education Center
700 Lincoln Parkway
Northfield, MN 55057
507.664.3750

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.

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. 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 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 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
Mary Hansen 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 10 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: Shane Baier
Assistant Principals: ~~Nancy Veverka~~ and Rico Bohren
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 14% of its annual expenditures in its unassigned fund balance to ensure **financial stability**.

11

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

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

STRATEGIC COMMITMENTS



People

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



Learner Outcomes

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



Equity

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



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

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



Partnerships

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

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

July		August		September		October		November		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

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 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

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/.

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 >
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

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 5th 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

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

11

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

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

STRATEGIC COMMITMENTS



People

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



Learner Outcomes

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



Equity

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



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

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



Partnerships

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

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/staff-directory) at northfieldschools.org to contact staff.

Northfield Public Schools 2022-2023 School Calendar

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

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

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

Student Days:

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

Summary:

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

2022-2023 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 log in to Portage ~~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 Policy

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.

1. Students must be passing each class as calculated by the actual grade.
2. Academic progress will be determined by the calculation of completion progress for each class. For example, 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.
3. Exceptions to the above will be made in the following circumstances:
- 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.
 - 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.

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
Total	23		

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 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

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.

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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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SPECIAL SERVICES

201 Orchard Street South
Northfield, MN 55057
PH 507.645.3410 • Fax 507.645.3404
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

Education Identity & Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local education agency or organization (the Superintendent or Director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity Access Management

Organization Name: **Northfield Public School District**

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): # **0659-01**

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: **Matthew Hillmann, Ed.D.**

Title: **Superintendent**

Board Member Signature:

Name: **Claudia Gonzalez-George**

Date: **July 11, 2022**