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

Monday, July 10, 2023 ~ 6:00 p.m. ~ Regular Board Meeting Northfield District Office Boardroom

Zoom Link: https://northfieldschools-org.zoom.us/j/87623801797?pwd=bVh3YIM4MWh1bmdEa0xYZDJKcFViQT09 Passcode: 458218

#### AGENDA

- 1. Call to Order
- 2. Agenda Approval/Table File
- 3. Public Comment
- 4. Announcements and Recognitions
- 5. Items for Discussion and Reports
  - a. Policy Committee Recommendations
  - b. Annual Fundraising Report
  - c. Benjamin Bus Contract Terms for 2023-2025
  - d. Staffing Update and Contingency Request
  - e. Potential Grant Writer
  - f. Summary of Superintendent's Performance Appraisal
- 6. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Grant Application
  - d. Policy Revisions Due to Changes in Law
  - e. Fiscal Year Organization Actions
  - f. Memberships for 2023-2024
  - g. Personnel Items
- 7. Items for Individual Action
  - a. Nursing Proposal
  - b. Policy Committee Recommendations
  - c. FY 2023 Audit Engagement Letter
  - d. Resolution Regarding Conducting School Business on the Federal Indigenous Peoples' Day
  - e. Resolution Designation of Identified Official with Authority for the MDE External User Access Recertification System
- 8. Items for Information
- 9. Future Meetings
  - a. Monday, August 14, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Monday, August 28, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - c. Monday, September 11, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- 10. Closed Session: Labor Negotiations Strategy (Minnesota Statute 13D.03)
- 11. Adjournment

#### NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, July 10, 2023 ~ 6:00 p.m. ~ Regular Board Meeting

Northfield District Office Boardroom

Zoom Link: https://northfieldschools-org.zoom.us/j/87623801797?pwd=bVh3YIM4MWh1bmdEa0xYZDJKcFViQT09

Passcode: 458218

TO: Members of the Board of Education

FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of agenda items for Monday, July 10, 2023, regular school board meeting

- 1. Call to Order
- 2. Agenda Approval/Table File
- 3. Public Comment Public comment for this school board meeting may be made in person at the beginning of the meeting and must comply with the district's public comment guidelines.
- 4. Announcements and Recognitions
- 5. Items for Discussion and Reports
  - a. <u>Policy Committee Recommendations</u>. Superintendent Hillmann will present the policy committee's recommended updates to policies 520.1, 805 and interim updates to the Student Citizenship Handbook. He will also review the Minnesota School Boards Association's documents describing the recommended policy changes resulting from the 2023 legislative session.
  - b. <u>Annual Fundraising Report</u>. Director of Finance Val Mertesdorf will review the fundraising report as required by Policy 713 Student Activity Accounting.
  - c. <u>Benjamin Bus Contract Terms for 2023-2025</u>. Director of Finance Val Mertesdorf will review the terms of the contract extension with Benjamin Bus. The current contract allows for this two-year extension with the rates to be negotiated. The contract extension will be an item for individual action on the August 14 board meeting.
  - d. <u>Staffing Update and Contingency Request</u>. Superintendent Hillmann will provide an update on staffing for the 2023-24 school year and request an increase to the district's contingency FTE budget to address the most pressing class size issues in the district.
  - e. <u>Potential Grant Writer</u>. Superintendent Hillmann will present a concept document about a potential grant writer position. The omnibus education bill includes more than \$150 million in competitive grants over the next two years. This position could help secure funds to advance our strategic plan, commitments, and benchmarks.
  - f. <u>Summary of Superintendent's Performance Appraisal</u>. Chair Gonzalez-George will share her summary of the superintendent's annual performance appraisal.

## 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 12, 2023
- b. <u>Gift Agreements</u>. Gift agreements to be approved are attached.
- c. <u>Grant Application</u>. Director of Instructional Services Hope Langston and Instructional Coach Carrie Duba are requesting school board approval for a \$373,900 three year grant from the Minnesota Department of Education who is receiving funding from the U.S. Department of Education for the Bipartisan Safer Communities Act Stronger Connections Grant for the period August 15, 2023 to September 30, 2026. The

purpose of this grant is to provide students safe, healthy and supportive learning opportunities and environments. Northfield Public Schools would fund an additional 1.0 FTE Cultural Navigator and a .2 FTE clinical licensed social worker to facilitate parenting groups that center the voice of our Hispanic, multilingual and low-income learns in order to build capacity in their communities, develop their skills in helping their anxious students who struggle to get to school consistently, help them to manage internalizing and externalizing concerns with their children and increase their ability to be more effective advocates for their children's needs in connecting to school.

#### d. Policy Revisions Due to Changes in Law

The revisions to policies 102, 418, 419, 424, 425, 507, 509, 513, 514, 516.5, 532, 534, 602, 621, 708 and 709 create substantive change or additions to existing policies. The revisions are directly related to changes in federal or Minnesota law and recommended by the Minnesota School Boards Association. Because the district endeavors to have policy align with state and federal law it is recommended that the board adopt the substantive revisions presented. These policies will continue to be evaluated as scheduled in the board's policy review cycle.

- e. <u>Fiscal Year Organization Actions</u>. 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:
  - i. 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 2023-2024.
  - ii. 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 Policy 705 Investments, for fiscal year 2023-2024.
  - iii. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2023-2024.
- f. <u>Memberships for 2023-2024</u>. The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2023-2024 school year.
  - i. Minnesota State High School League. The designated Northfield High School representative is Activities Director John Mahal and the designated school board representative is Board Chair Claudia Gonzalez-George.
  - ii. Minnesota Association of School Administrators.
  - iii. Minnesota Association of Charter School Authorizers.
  - iv. Southeast Service Cooperative.
  - v. Region V Computer Services Cooperative.
  - vi. Rice County Family Services Collaborative.
- vii. Minnesota School Boards Association.
- viii. Healthy Community Initiative.

#### g. Personnel Items

- i. <u>Appointments</u>
  - 1. Garrett Hoernke, Summer Instructor/Swim Assistant with Community Ed Recreation, beginning 6/29/2023-8/31/2023. Step 1-\$14.00/hr.
  - 2. Gretta Kunze, Summer Bridges to Kindergarten Teacher for 32 hours total at Bridgewater, beginning 8/7/2023-8/18/2023. BA+10, step 10
  - 3. Tait Narveson, Summer Instructor/Swim Assistant with Community Ed Recreation, beginning 6/26/2023-8/31/2023. Step 1-\$14.00/hr.
  - 4. Christine Peterson, 1.0 FTE Special Ed Resource Room Teacher at the High School, beginning 8/24/2023. MA+40, Step 10
  - Caitlin Robertson, 1.0 FTE Special Ed Resource Room Teacher at Spring Creek, beginning 8/24/2023. MA, Step 5
  - 6. Garret Swenson, Summer KidVentures Site Assistant for 15 hours/week at Spring Creek, beginning 6/16/2023-9/1/2023. Step 4-\$15.91/hr.
- ii. Increase/Decrease/Change in Assignment
  - 1. Sara Bartholomew, Special Ed Teacher at the High School, add Special Ed Teacher ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.

- Michael Bishop Garlitz, Targeted Services Substitute Teacher, add Summer Teacher Substitute and Club Leader for up to 6 hours/day at Bridgewater/Middle School, effective 6/14/2023-8/10/2023. Teacher \$40.00/hr. Club Leader \$23.65/hr.
- 3. Erin Blanck, ECFE EA at the NCEC, add Summer Casual ECFE EA for a total of 15 hours at the NCEC, effective 6/12/2023-8/22/2023.
- 4. Brianna Grabinger, ECFE EA at the NCEC, add Summer Casual ECFE EA for a total of 7 hours at the NCEC, effective 6/12/2023-8/22/2023.
- 5. Monica Irwin, Special Ed EA at Greenvale Park, add .50 FTE Special Ed Teacher EBD/DCD at Greenvale Park, effective 8/24/2023-6/6/2024.
- 6. Marcy Korynta, School Psychologist at the Middle School, add School Psychologist for up to 24 hours/week at the NCEC, effective 6/12/2023-7/31/2023. Lane/step
- 7. Annie Kruse, Early Childhood Coordinator at the NCEC, add Special Ed Teacher Mentor at the NCEC, effective 8/15/2023-6/6/2024. \$750 stipend
- 8. Jennifer Link, Special Ed Teacher at the Middle School, add Special Ed Teacher Mentor at the Middle School, effective 8/15/2023-6/6/2024. \$750 stipend
- 9. Armando Martinez Rosas, Night Custodian Engineer at Spring Creek, change to Night Custodian Engineer at the High School, effective 7/10/2023. Secondary rate +.30
- 10. Karen Murphy, Night Custodian Engineer at the High School, change to Night Custodian Engineer at the Middle School, effective 6/12/2023.
- 11. Kellie O'Meara, Instructor Assistant with Community Ed Recreation, add Summer Instructor Lead with Community Ed Recreation, effective 6/22/2023-8/31/2023. Step 1-\$15.00/hr.
- 12. Linda Perez, Instructor Assistant with Community Ed Recreation, add Summer Instructor Lead with Community Ed Recreation, effective 6/22/2023-8/31/2023. Step 2-\$15.25/hr.
- Sam Richardson, Greenvale Park Principal, add Building Supervisor with Community Education, effective 6/26/2023. \$17.89/hr.
- 14. Christopher Rosas Bermudez, Summer Site Assistant at Bridgewater, add Summer Club Leader for up to 6 hours/day at Bridgewater, effective 6/14/2023-8/10/2023. \$23.65/hr.
- 15. Rebekka Schrank, General Education Teacher at Spring Creek, change to Special Ed Teacher at Spring Creek, effective 8/24/2023.
- 16. Natasha Smith, Summer Site Assistant at Bridgewater, add Summer Club Leader for up to 6 hours/day at Bridgewater, effective 6/14/2023-8/10/2023. \$23.65/hr.
- 17. Juan Trinidad Ramos, Night Custodian Engineer at the Middle School, change to Night Custodian Engineer at the High School, effective 6/12/2023.
- 18. Sarah Van Sickle, Youth Development Coordinator at the NCEC, change to Targeted Services Coordinator at the ALC, effective 7/1/2023.
- 19. Alicia Veltri, Special Ed Teacher at Greenvale Park, add Special Ed Teacher Mentor with Portage, effective 9/20/2022-6/9/2023. \$750 stipend
- 20. Margaret Witt, Sub Teacher with the District, add Special Ed Teacher ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 21. Community Education Summer Brochure Instructors.
- iii. Leave of Absence
  - 1. Adria Fischer, Early Ventures Teacher at the NCEC, FMLA beginning on or about 10/3/2023-1/1/2024.
- iv. <u>Retirements/Resignations/Terminations</u>
  - 1. Denise Halvorson, .4 FTE French Teacher at the High School, resignation effective 6/22/2023.
  - 2. Bonnie Johnson, Administrative Support Assistant at the NCEC, retirement effective 7/19/2023.
  - 3. Maria Richert, Girls Assistant Cross Country Coach at the High School, resignation effective 6/26/2023.
  - 4. Grace Swanson, KidVentures Site Assistant with Community Education, declined position effective 6/21/2023.

\*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. <u>Nursing Proposal</u>. The board is requested to approve the addition of a year-round nurse at the NCEC partially funded through recently approved legislation for student support personnel effective for the 2023-24 school year as presented at the June 12, 2023 board meeting.

**Superintendent's Recommendation**: Motion to approve the addition of a year-round nurse at the NCEC partially funded through recently approved legislation for student support personnel effective for the 2023-24 school year.

b. <u>Policy Committee Recommendations</u>. The board is requested to approve the policy committee's recommended updates to the 2023-24 Early Ventures, Hand in Hand Preschool, and Kid Ventures Handbooks.

**Superintendent's Recommendation**: Motion to approve the policy committee's recommended updates to the 2023-24 Early Ventures, Hand in Hand Preschool, and Kid Ventures as presented.

c. <u>FY 2023 Audit Engagement Letter</u>. Director of Finance Val Mertesdorf recommends approval of the CliftonLarsonAllen, LLP Audit Engagement Letter for the audit of the 2022-2023 school year. The engagement letter establishes the parameters and fees associated with the annual audit required by statute.

**Superintendent's Recommendation:** Motion to accept the 2022-2023 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$19,600, Uniform Grant Guidance compliance audit of federal program expenditures (if needed) in the amount of \$4,000 per audited federal program, consulting assistance for SBITDA preparation tools, templates and calculator in the amount of \$1,500, plus expenses.

d. <u>Resolution Regarding Conducting School Business on the Federal Indigenous Peoples' Day</u>. A regular school board meeting is scheduled for Monday, October 9, 2023 which is the Federal Indigenous Peoples' 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 Indigenous Peoples' Day is not a holiday, public business may be conducted thereon. What follows is a resolution stating that Indigenous Peoples' Day shall not be a holiday for the Northfield Public Schools during the 2023-2024 school year.

**Superintendent's Recommendation:** Motion to approve the following resolution regarding Indigenous Peoples' Day.

WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Indigenous Peoples' Day shall be a holiday, then BE IT RESOLVED, that Indigenous Peoples' Day on October 9, 2023, shall not be a holiday.

e. <u>Resolution Designation of Identified Official with Authority for the MDE External User Access</u> <u>Recertification System</u>.

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
- 9. Future Meetings
  - a. Monday, August 14, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Monday, August 28, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - c. Monday, September 11, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- 10. Closed Session: Labor Negotiations Strategy
  - a. This meeting will be closed as permitted by Minnesota Statute 13D.03 to discuss labor negotiations.
- 11. Adjournment





## **Minnesota Model Policy Revisions**

## 2023 Minnesota Legislative Changes

The MSBA/MASA model policies are now updated to reflect Minnesota laws enacted in 2023. Because the revisions potentially concern matters of stakeholder interest, MSBA recommends that, when possible, school boards consider using the multiple meeting revision process set forth in their Model Policy 208.

Because some revisions are effective immediately or in the Summer 2023—and because the revisions are largely taken word-for-word from 2023 legislation—school boards may choose to adopt changes in a single meeting or as an emergency (pursuant to Model Policy 208). This is a local decision for school boards. Whether policy language has been formally adopted, school districts must follow the laws related to the policies.

Number	Title	Primary Revisions
102	Equal Educational Opportunity	Adds equal athletic opportunity paragraph
418	Drug-Free Workplace/Drug-Free School	Reflects marijuana legalization *Education program not required until 26-27 SY
419	Tobacco-Free Environment	Adds loose tobacco/tribal ritual exception
424	License Status	Adds annual report to PELSB requirement
425	Staff Development	Adds paraprofessional paid orientation or professional development
504	Student Appearance (substantially revised)	
506	Student Discipline	Adds substantial revisions: Nonexclusionary disciplinary practices, reasonable force, recess, etc.
507	Corporal Punishment and Prone Restraint	Adds Prohibitions article; prone restraint prohibition
509	Enrollment of Nonresident Students	Adds application provisions
513	Student Promotion, Retention, and Program Design	Adds Gifted and Talented Student provisions; early admissions

514	Bullying Prohibition Policy	Adds malicious and sadistic conduct prohibition;
		updates General Policy Statement and Notice
516.5	Overdose Medication	Adds school district policy requirements and prescription authorizations
524	Internet Acceptable Use and Safety Policy	Adds cell phone provisions
532	Use of Peace Officers and Crisis Teams	Adds reasonable force provision
534	School Meals Policy	Updates policy to reflect new free meals law
601	School District Curriculum and Instruction Goals	Adds definitions; updates WBWF plan; deletes obsolete provisions on reading
602	Organization of School Calendar and School Day	Adds E-learning provisions
603	Curriculum Development	Updates District Advisory Committee provisions; deletes curriculum development process (Art. VI)
604	Instructional Curriculum	Updates required academic standards; prohibits curriculum discrimination/discipline
613	Graduation Requirements	Updates definitions; adds ethnic studies course provision
616	School District System Accountability	Deletes "graduation standards"; adds reports; updates District Advisory Committee provisions
617	School District Ensurance of Standards	Deletes Profile of Learning reference
618	Assessment of Student Achievement	Updates definitions
620	Credit for Learning	Removes online learning (see updated Policy 624); updates definitions; adds health care credit
621	Literacy and the READ Act (New)	New policy on the READ Act requirements
624	Online Instruction (New)	New policy on online instruction (policy number remains the same)
708	Transportation of Nonpublic School Students	Allows written plan for nonpublic pupil transportation
709	Student Transportation Safety Policy	Adds active transportation safety training requirements; adds Type III bus change
806	Crisis Management Policy	Adds active shooter drill requirements

Please note that Model Policy 621 (Literacy and the READ Act) is an entirely new policy. Model Policy 624 (Online Instruction) maintains an existing policy number, but its text has been entirely deleted and replace with new Minnesota law.

#### Instructions to access the Policy Manual online

- 1. Please visit <u>www.mnmsba.org</u>.
- 2. Go to the Resources tab and select Policies
- 3. Log into the Members area (access is limited to Policy Services subscribers)
- 4. Click on a desired policy
- 5. A clean version (e.g., Policy 418) and a redlined version (e.g., Policy 418 Redline) can be found at the bottom of the policy page, below the Legal References and Cross References.

**NOTE**: If you experience trouble viewing the redlined version, please go to the Review tab on Microsoft Word and ensure that "All Markup" is clicked in the Tracking section. If the "Simple Markup" box is checked, one cannot see the redlined changes.

**Redlines:** To clean up the policy library, we removed redlines that are more than ten years old to reduce possible confusion. The removed redlines are available upon request.

The current and recent Policy Services Newsletters can be found on the MSBA website under Services/Policy Services.

If you have questions about Policy Services, how to navigate the online Policy Reference Manual, or the content of the model policies, please contact Terry Morrow at (507) 934-8126 or (800) 324-4459 or by email at <u>tmorrow@mnmsba.org</u>

Jaymyson Sillman (jsillman@mnmsba.org) can assist if technological issues arise related to accessing the model policies or the revisions.







## Student Directory Information Policy 515 Model Student Handbook

The Minnesota Legislature passed a law regarding student directory information that is now in effect. The new law states:

An educational agency or institution may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under this subdivision. This paragraph does not apply to a postsecondary institution.

Please note that federal law continues to permit military recruiters to request "name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number."

#### Model Policy 515

MSBA/MASA Model Policy 515—*Protection and Privacy of Pupil Records*—is updated to reflect this change. A redline and an editable version of the policy is available on the MSBA website (see below).

#### Model Student Handbook Subscribers

The redline and the editable versions of the *2023-24 Model Student Handbook* is updated as of June 27, 2023. If your district downloaded the Handbook before June 27, please update pages 28-29 under "Directory Information" as shown on the redline version.

#### Instructions to access the Policy Manual online

- 1. Please visit <u>www.mnmsba.org</u>.
- 2. Go to the Resources tab and select Policies
- 3. Log into the Members area (access is limited to Policy Services subscribers)
- 4. Click on a desired policy
- 5. A clean version and a redlined version can be found at the bottom of the policy page, below

the Legal References and Cross References.

#### Instructions to access the Model Student Handbook online

- 1. Please visit <u>www.mnmsba.org</u>.
- 2. Go to the Services tab and select Policy Services
- 3. Please scroll down to MSBA Model Student Handbook
- 4. Click on Access more information about the MSBA Model Student Handbook.
- 5. Click on Subscribers: Click here to download the latest version of the handbook.
- 6. Links to a clean version and a redlined version of the Model Student Handbook will appear.

**NOTE**: If you experience trouble viewing the redlined version, please go to the Review tab on Microsoft Word and ensure that "All Markup" is clicked in the Tracking section. If the "Simple Markup" box is checked, one cannot see the redlined changes.

If you have questions about Policy Services, how to navigate the online Policy Reference Manual, or the content of the model policies, please contact Terry Morrow at (507) 934-8126 or (800) 324-4459 or by email at <u>tmorrow@mnmsba.org</u>

Jaymyson Sillman (jsillman@mnmsba.org) can assist if technological issues arise related to accessing the model policies or the revisions.



#### Policy 520.1 USE OF STUDENTS, EMPLOYEES AND/OR DISTRICT DATA <u>OR</u> <u>MULTIMEDIA</u> (INCLUDING RESEARCH REQUESTS)

#### I. PURPOSE

The purpose of this policy is to establish guidelines for considering and approving requests for student, employee, <del>or</del> district use of data <u>or multimedia</u>, including research requests, in the Northfield School District.

#### II. RESEARCH REQUEST

Individuals or organizations that wish to conduct research using district or school data, or using employees or students as subjects, must submit a written request in advance, using the form, "Request to Conduct Research in District 659" to the superintendent or their designee.

Multimedia can include digital or physical photographs, audio recordings, and video recordings.

#### III. APPROVAL CRITERIA

For use of student, employee, or district data or multimedia, and research study requests, the district data sharing and confidentiality agreement must be submitted by the requestor and authorized by the superintendent or their designee. The superintendent or their designee has sole discretion to approve student, employee, or district data or multimedia, and research study requests.

For a research study to be approved, it must meet the following criteria:

- A. Protect the rights and welfare of any human subjects, including providing the following information to parents/guardians/caregivers of children who may be research subjects or to adults who may be subjects:
  - 1. An explanation of the research procedures and their purpose.
  - 2. A description of any possible risks and/or benefits to be expected.
  - 3. An offer to respond to inquiries about the procedures.
  - 4. Instruction on the right to refuse to participate or to discontinue participation at any time without prejudice.
- B. Be a direct benefit to the district.
- C. Contribute to the advancement of education in general.
- D. Not disrupt the ongoing educational process and/or duplicate recent research projects in the district.

#### IV. CONSIDERATION OF RESEARCH REQUEST

In considering a request to conduct research in a specific school or department, the superintendent or their designee will consult with the principal, department head and other appropriate personnel. The decision of the superintendent or their designee shall be final.

#### V. COMMUNICATIONS

The principals shall be kept informed of research projects approved by the superintendent or their designee. The researcher will provide to the principals and the superintendent a free copy of the results/papers/publications upon completion of the research.

Policy 520.1 Use of Students, Employees and/or District Data or Multimedia (Including Research Requests)

Adopted: 10.22.2007; Updated: 05.23.2022

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

## Policy 805 WASTE REDUCTION, RECYCLING, ENVIRONMENTAL PROTECTION AND COMPLIANCE

#### I. PURPOSE

It is the policy of the Northfield School District to reduce waste, encourage recycling and promote conservation of resources. (Minn. Stat. § 115A.15, Subd. 1)

#### II. DEFINITIONS GENERAL STATEMENT OF POLICY

The policy of the district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the district.

#### **III. DEFINITIONS**

- A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps.
- B. "Mixed municipal solid waste" means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.
- C. "Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.
- D. "Postconsumer materials" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.
- E. "Rechargeable battery" means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the commissioner of the Pollution Control Agency (PCA).
- F. "Recyclable commodities" means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources.
- G. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or

other material that is destroyed by incineration is not a recyclable material.

- H. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use.
- I. "Resource conservation" means the reduction in the use of water, energy, and raw materials.
- J. "Reusable commodities" means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition.
- K. "Source-separated compostable materials" means materials that:
  - 1. Are separated at the source by waste generators for the purpose of preparing them for use as compost.
  - 2. Are collected separately from mixed municipal solid waste and are governed by state licensing provisions.
  - 3. Are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the commissioner has determined that no other person is willing to accept the paper for recycling.
  - 4. Are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility.
  - 5. May be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the commissioner determines that no other person is willing to accept the materials.
- L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
  - 1. Reusing the product in its original form.
  - 2. Increasing the lifespan of a product.
  - 3. Reducing material or the toxicity of material used in production or packaging. or
  - 4. Changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

#### HHIV. WASTE DISPOSAL

- A. The district will attempt to decrease the amount of waste consumable materials by:
  - 1. Reduction of the consumption of consumable materials whenever practicable.
  - 2. Full utilization of materials prior to disposal.

- 3. Minimization of the use of non-biodegradable products whenever practicable.
- B. Each district facility shall also collect at least three recyclable materials such as, but not limited to paper, glass, plastic and metal.
- C. The district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the district is located.
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the district is located and whether the contract is consistent with the solid waste plan. If the waste management practices employed by the county or district, the district will:
  - 1. Determine the potential liability to the district and its taxpayers for managing waste in this manner.
  - 2. Develop and implement a plan for managing the potential liability.
  - 3. Submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the district's waste management activities are inconsistent with the county plan, the district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities.

- E. The district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
  - 1. Solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility.
  - 2. The land unless approved by the PCA.
  - 3. The waters of the state, an individual sewage treatment system, or in a storm water or wastewater collection or treatment system unless:
    - a. Permitted to do so by the operator of the system and the PCA.
    - b. The district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month.
    - c. The district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

- F. The district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling in solid waste or in a wastewater disposal system.
- G. The district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling in a solid waste processing facility or in a solid waste disposal facility.
- H. The district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minnesota Statute section 216B.241, subdivision 2.
- I. The district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the district. The district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed.
- J. The district may not place yard waste in:
  - 1. Mixed municipal solid waste.
  - 2. A disposal facility.
  - 3. A resource recovery facility, except for the purposes of reuse, composting, or co-composting.
  - 4. A plastic bag unless exempt as specified in Minnesota Statutes section 115A.931(c), (d), or (e).
- K. The district may not place a telephone directory in:
  - 1. Solid waste.
  - 2. A disposal facility.
  - 3. A resource recovery facility, except a recycling facility.
- L. The district may not place major appliances in mixed municipal solid waste, or dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

- M. The district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube.
- N. The district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The district may provide financial incentives to any person, including public or private civic groups, to collect the batteries.

# **IV. ESTABLISHING COMPLIANCE WITH SECTION 306 OF THE CLEAN AIR ACT AND SECTION 508 OF THE CLEAN WATER ACT (40 CFR 15)**

- A. Any facility to be utilized in the performance of business operations by Northfield School District or any subcontractor shall not be a facility listed on the EPA List of Violating Facilities pursuant to 40 CFR 15.20.
- B. Northfield School District will comply with all requirements of Section 306 of the Clean Air Act, as amended, and Section 508 of the Clean Water Act, as amended, and all regulations and guidelines issued thereunder.
- C. Northfield School District will promptly notify the Department of Environmental Quality of any notification received from the Director of the Office of Federal Activities, EPA, indicating that a facility utilized or to be utilized by Northfield School District is under consideration to be listed on the EPA List of Violating Facilities.

### VI. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than 10 percent, the district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the district.
- B. When purchasing commodities and services, the district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste.
- C. Whenever practicable the district will:
  - 1. Purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material.
  - 2. Purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight.
  - 3. Purchase paper which has not been dyed with colors, excluding pastel colors.
  - 4. Purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives.

- 5. Use reusable binding materials or staples and bind documents by methods that do not use glue.
- 6. Use soy-based inks.
- 7. Purchase printer or duplication cartridges that:
  - a. Have 10 percent post-consumer material.
  - b. Are purchased as remanufactured.
  - c. Are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minnesota Statutes section 115A.03, subdivision 25b.
- 8. Produce reports, publications, and periodicals that are readily recyclable.
- 9. Purchase paper which has been made on a paper machine located in Minnesota.
- 10. Print documents on both sides of the paper where commonly accepted publishing practices allow.
- D. The district may not use a specified product included on the prohibited products list published in the State Register.
- E. In developing bid specifications, the district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material.
- F. When a project involves the replacement of carpeting, the district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids.

#### VI<u>I</u>. OTHER

Buildings and Grounds staff will be trained in proper disposal of all materials. All staff will be made aware of proper disposal of materials commonly used in their work area.

Policy 805 Waste Reduction and Recycling Adopted: 10.27.2008; Updated: 04.2012, 11.24.2014, 12.2014, 05.2016, 08.2017, 07.01.2019; Non-Substantive Update: 08.08.2022

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

 Legal References:
 Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)

 Minn. Stat. § 115A.03 (Definitions)

 Minn. Stat. § 115A.15 (State Government Resource Recovery)

 Minn. Stat. § 115A.151 (Recycling Requirements; Public Entities; Commercial Buildings; Sports Facilities)

 Minn. Stat. § 115A.46 (Regional and Local Solid Waste Management Plan; Requirements)

 Minn. Stat. § 115A.471 (Public Entities; Managing of Solid Waste)

 Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)

 Minn. Stat. § 115A.915 (Disposing of Certain Dry Cell Batteries)

 Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)

 Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)

Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products; Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subd. 2 (Public Utilities; Energy Conservation and Optimization)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References: None



# STUDENT CITIZENSHIP HANDBOOK

# 2023 - 2024

RIGHTS RESPONSIBILITIES DISTRICT POLICIES

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

#### **Table of Contents**

#### STUDENT DISCIPLINE PHILOSOPHY

Philosophy Regarding Learning and Discipline Roles and Responsibilities

#### STUDENTS' RIGHTS AND RESPONSIBILITIES

Access to Records Dress Code Equal Opportunity Fair Treatment Free Speech Harassment Learning Nondiscrimination Pledge of Allegiance Privacy Student Government Student Safety

#### **DISCIPLINE GUIDELINES & DISCLAIMER**

Abuse, Verbal Alcohol or Chemicals, Possession or Use Alcohol or Chemicals, Possession With Intent to Distribute or Sell Arson Assault, Aggravated Assault, Physical Bodily Harm, Inflicting Bullying Burglary Cell Phones-Secondary Cell Phones-Elementary Dishonesty, Scholastic Disrespectful Behavior Disruptive Behavior Driving, Careless or Reckless False Reporting/Misrepresenting the Truth Fighting Fire Alarm, False Fire Extinguisher, Unauthorized Use Firearms Fireworks or Ammunition Freedom of Expression Gambling Gang/Threat Group Activity Harassment and Violence Hazing Insubordination Offensive Behavior Records or Identification Falsification Robbery or Extortion Safety

#### Table of Contents, Continued

Sexual Misconduct Technology and Telecommunication Misuse Theft, Receiving or Possessing Stolen Property Threat, Direct/Indirect Tobacco, Smoking and Vaping Transportation-District Policy Trespassing Truancy Unauthorized Areas Unexcused Absence Vandalism, Major Acts Vandalism, Minor Acts Vehicle, Unauthorized Parking Weapons (exclusive of firearms) Multiple/Chronic Violations & Unique Situations

#### ADDITIONAL DISCIPLINE INFORMATION

#### **DEFINITIONS**

#### POSSIBLE DISCIPLINARY CONSEQUENCES

#### TITLE IX AND HUMAN RIGHTS REPORTING INSTRUCTION

#### SCHOOLS AND ADMINISTRATION STAFF DIRECTORY

## STUDENT DISCIPLINE PHILOSOPHY

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

While this policy pertains to all schools in District No. 659, the school board recognizes the uniqueness of each building and classroom in which the policy must be implemented. This policy may be supplemented by additional policies, rules and procedures that recognize those unique needs.

#### PHILOSOPHY REGARDING LEARNING AND DISCIPLINE

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

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

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

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

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

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

#### **ROLES AND RESPONSIBILITIES**

#### School Board

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

#### **Superintendent**

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

#### Principal and Assistant Principals

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

#### **Teachers**

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

#### **Other School District Personnel**

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

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

#### Parents or Legal Guardians

Parents and legal guardians shall be held responsible for the behavior of their children as determined by law, and <u>district policy</u>, and school procedures community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

#### **Students**

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

#### **Community Members**

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

## STUDENTS' RIGHTS AND RESPONSIBILITIES

Students who attend District No. 659 have numerous rights and opportunities. Students also have responsibilities to teachers, other staff and fellow students. The following list lays out student rights and opportunities as well as student responsibilities. Applicable district policies are identified where appropriate and can be found in their entirety on the <u>district's website</u>.

#### ACCESS TO RECORDS

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

#### STUDENT APPAREL (DRESS) CODE

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

#### EQUAL OPPORTUNITY

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

#### FAIR TREATMENT

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

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

#### FREE SPEECH

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

#### HARASSMENT

Rights/Opportunities	Responsibilities
The Northfield School District takes Human Rights	The Northfield School District takes Human Rights
complaints (including Title IX complaints) seriously.	complaints (including Title IX complaints) seriously.
Students have the right to be free from any form of	Students are responsible for maintaining an environment
harassment, arising out of the physical or verbal conduct	free from harassment, cyberbullying, intimidation and
of other students, school staff or others.	abuse. Students are also responsible to report incidents
(Policy 514 Bullying Prohibition; Policy 413 Harassment	of physical, sexual and verbal harassment, intimidation
and Violence; Policy 526 Hazing Prohibition, Policy 522	and/or abuse that they have experienced or of which
Student Sex Nondiscrimination)	they are aware. Policy 413 and its associated procedures
	and Policy 522 govern the process for addressing these
	complaints. Such reports should be made to:
	Molly Viesselman, Director of Human Resources,
	Human Rights Officer/Title IX Coordinator, Northfield
	Public Schools, 201 Orchard Street South, Northfield,
	MN 55057
	Phone: 507.663.0600
	Email: mviesselman@northfieldschools.org.
	While not required, individuals can make complaints
	using this form.

#### LEARNING

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

#### NONDISCRIMINATION

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

#### PLEDGE OF ALLEGIANCE

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

### PRIVACY

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

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

#### STUDENT GOVERNMENT

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

#### STUDENT SAFETY

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

## **DISCIPLINE GUIDELINES & DISCLAIMER**

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

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

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

#### ABUSE, VERBAL

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

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

(\*) Principal discretion.

#### ALCOHOL, CANNABIS, OR CHEMICALS, POSSESSION OR USE

Possession or use of any alcohol, <u>cannabis</u>, <u>nonintoxicating cannabinoid as defined in Policy 418</u>, <u>edible cannabinoid</u> <u>product</u>, <u>a</u> narcotic, controlled substance or drug paraphernalia is prohibited by Minnesota or federal law. Any student in possession of or under the influence of alcohol, <u>cannabis</u>, <u>a nonintoxicating cannabinoid as defined in Policy 418</u>, <u>an edible cannabinoid product</u>, <u>a</u> narcotic, <u>a toxic substance</u>, <u>a controlled substance</u>, or drug paraphernalia at a school location will be reported to the police. Further recommendations such as possible chemical assessment may also be required. A chemical assessment may be required on a second school <del>offense</del> <u>occurrence</u> prior to readmission to school.

Grades	First Occurrence	Second Occurrence	Third Occurrence
<u>Grades K-3</u>	*	*	*
Grades 4-12	<ul> <li>3-5 day suspension</li> <li>Referral for chemical evaluation</li> <li>Police referral</li> </ul>	<ul> <li>Social worker intervention</li> <li>5-10 day suspension</li> <li>Chemical assessment</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>	<ul> <li>10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> <li>Chemical assessment</li> </ul>

(\*) Principal discretion.

#### ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

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

Grades	First Occurrence	
Grades K-3	*	
Grades 4-12	<ul><li>10 day suspension</li><li>Recommendation for expulsion</li><li>Police referral</li></ul>	

(\*) Principal discretion.

#### ARSON

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

Grades First Occurrence		
Grades K-3	*	
Grades 4-12	• 10 day suspension	
	<ul> <li>Recommendation for expulsion</li> </ul>	
	• Police referral	
	Restitution	

(\*) Principal discretion.

#### ASSAULT, AGGRAVATED

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

Grades	First Occurrence	
Grades K-3	*	
Grades 4-5	• 5-10 day suspension	
	• Possible recommendation for expulsion	
Grades 6-12	• 10 day suspension	
	<ul> <li>Recommendation for expulsion</li> </ul>	
	Police referral	

(\*) Principal discretion.

#### ASSAULT, PHYSICAL

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-3	*	*	*
Grades 4-8	• 3-5 day suspension	• 5-10 day suspension	• 10 day suspension
	• Police referral	• Police referral	• Possible
		• <u>Possible</u>	recommendation for
		recommendation for	expulsion
		expulsion	• Police referral
Grades 9-12	• 5-10 suspension	• 5-10 day suspension	• 10 day suspension
	• Police referral	• Police referral	• Possible
		• <u>Possible</u>	recommendation for
		recommendation for	expulsion
		expulsion	• Police referral

(\*) Principal discretion.

#### **BODILY HARM, INFLICTING**

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	*	*

Grades 6-12	*	1 day suspension	3 day suspension

(\*) Principal discretion.

#### BULLYING

Bullying is defined as behavior that is:

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

Any act of bullying or cyberbullying is strictly prohibited as defined in district Policy 514.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	*	*
Grades 6-8	*	*	◆ 1-3 day OSS Possible
		<u>1-3 day suspension</u>	expulsion
			3-5 day suspension
Grades 9-12	*	Detention	● <del>1-3 day OSS</del>
		<ul> <li>Possible suspension</li> </ul>	<ul> <li>Possible expulsion</li> </ul>
		<u>1-3 day suspension</u>	• <u>5-10 day suspension</u>
			• <u>Possible</u>
			recommendation for
			expulsion

(\*) Principal discretion.

#### BURGLARY

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

Grades	First Occurrence	Second Occurrence
<u>Grades K-3</u>	*	*
Grades 4-12	• 5 day suspension	• 10 day suspension
	• Police referral	• Recommendation for expulsion
		• Police referral

(\*) Principal discretion.

		•	

#### CELL PHONES & PERSONAL DEVICES-ELEMENTARY (Grades K-5) Elementary Student Cell Phone/Hand-Held Electronics Guidelines & Procedures:

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

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

text during school hours, including recess. Bridgewater, Greenvale Park and Spring Creek Elementary Schools are not responsible for lost, damaged or stolen phones or other electronic devices brought from home.

Grades	First Occurrence	Second Occurrence	Third Occurrence	
Grades K - 5	Confiscate and return at	Confiscate and parent/	Students are no longer	
	end of day	<u>guardian/caregiver</u> pick up	allowed to bring a device	
			to school until a <u>parent/</u>	
			guardian/caregiver	
			conference is held with the	
			building principal.	
Inci	Incidents involving the unauthorized photography or recording			
Grades	First Occurrence	Second Occurrence	Third Occurrence	
Grades K-5	*	*	*	

(\*) Principal discretion.

#### CELL PHONES & PERSONAL DEVICES-SECONDARY (Grades 6-12)

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

Grades	First Occurrence	Second Occurrence	Third Occurrence		
Grades 6 - 8	Confiscate and return at end of day	Confiscate and return at end of day	<ul> <li>Confiscate <u>and</u> parent/<u>guardian/</u> <u>caregiver</u> pick up</li> <li>Students who have a fourth violation may be required to turn in their phone to the office each day</li> </ul>		
Grades 9 - 12	Confiscate and return at end of day	Confiscate and hold for two days	<ul> <li>Confiscate and hold for three days</li> <li><u>Students who have</u> <u>a fourth violation</u> <u>may be required to</u> <u>turn in their</u> <u>phone to the</u> <u>office each day</u></li> </ul>		
Inc	Incidents involving the unauthorized photography or recording				
Grades	First Occurrence	Second Occurrence	Third Occurrence		
Grades 6 - 12	1-3 day suspension	3-5 day suspension	5-10 day suspension		

#### DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism, <u>submitting artificial intelligence generated work as one's own without explicit disclosure</u>, or collusion is prohibited. Academic consequences may also be assigned. Incidents of academic dishonesty will be cumulative for the duration of attendance at each building. The procedures whereby a student will be held accountable for infractions are as follows:

Grades	First Occurrence	Second Occurrence	Third Occurrence or More
Grades K-5	*	*	*
Grades 6-12	<ul> <li>The teacher will address the student with evidence when the infraction occurs and notify parents/guardians/caregivers</li> <li>The student can receive a zero on the assignment, but may arrange a time to meet with the teacher and set up an opportunity to re-do the assignment with supervision</li> </ul>	<ul> <li>All of the disciplinary action of the first offense occurrence will occur</li> <li>The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points</li> <li>The teacher will file an incident referral form with the Assistant Principal, who will conference with the student and notify parents/guardians/ caregivers</li> </ul>	<ul> <li>All of the disciplinary action of the first offense occurrence will occur</li> <li>Assistant Principal will initiate a parent/guardian/ caregiver-student-counselor conference</li> <li>The student will receive 1 day of ISS</li> </ul>

(\*) Principal discretion.

#### DISRESPECTFUL BEHAVIOR

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<u>Grades K-3</u>	* -	*	*
Grades 4-8	*	*	Same/next day dismissal
Grades 9-12	*	*	1-3 day suspension

(\*) Principal discretion.

#### **DISRUPTIVE BEHAVIOR**

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

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

(\*) Principal discretion.

#### DRIVING, CARELESS OR RECKLESS

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

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

#### FALSE REPORTING/MISREPRESENTING THE TRUTH

Deliberately reporting false information is prohibited.

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

(\*) Principal discretion.

#### FIGHTING

Engaging in any form of <u>physically aggressive confrontation</u>, including fighting, where blows are exchanged is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-3	*	*	*
Grades 4-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	<ul> <li>10 day suspension</li> <li>Possible recommendation for expulsion</li> </ul>

(\*) Principal discretion.

#### FIRE ALARM, FALSE

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<u>Grades K-3</u>	*	* -	*
Grades 4-5	*	<ul><li>Suspension</li><li>Restitution</li></ul>	<ul><li> 2-3 day suspension</li><li> Police referral</li><li> Restitution</li></ul>
Grades 6-12	<ul><li> 3-5 day suspension</li><li> Police referral</li><li> Restitution</li></ul>	<ul> <li>5-10 day suspension</li> <li>Police referral</li> <li>Restitution</li> </ul>	<ul> <li>10 day suspension</li> <li>Possible recommendation for expulsion</li> <li>Police referral</li> <li>Restitution</li> </ul>

(\*) Principal discretion.

#### FIRE EXTINGUISHER, UNAUTHORIZED USE

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<u>Grades K-3</u>	*	*	*
Grades 4-5	*	1 day suspension	• 2 day suspension
			• Restitution
Grades 6-12	*	• 3-5 day suspension	• 10 day suspension
		• Police referral	• Police referral
		• Restitution	• Restitution

(\*) Principal discretion.

#### FIREARMS

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

Grades	First Occurrence	
<u>Grades K-3</u>	* _	
Grades 4-12 • 10 day suspension		
	• Recommendation for expulsion	
	• Police referral	

(\*) Principal discretion.

#### FIREWORKS OR AMMUNITION

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

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-3	*	*	*
Grades 4-5	1 day suspension	2 day suspension	5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	5-10 day suspension

(\*) Principal discretion.

#### FREEDOM OF EXPRESSION

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

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

- Grades K-8 hats or bandanas are not permitted without special permission of the building administrator.
- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups (including but not limited to gang and/or hate symbols).
- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.

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

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

(\*) Principal discretion.

#### GAMBLING

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-3	*	*	*
Grades 4-5	*	*	Same/next day dismissal

Grades 6-12	*	1-3 day suspension	3-5 day suspension
			-

(\*) Principal discretion.

#### GANG/THREAT GROUP ACTIVITY

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	*	*
Grades 6-12	*	<ul><li>1-5 day suspension</li><li>Police referral</li></ul>	<ul> <li>5-10 day suspension</li> <li>Possible recommendation for expulsion</li> <li>Police referral</li> </ul>

(\*) Principal discretion.

#### HARASSMENT AND VIOLENCE

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-3	*	*	*
Grades 4-5	*	Same/Next Day Dismissal	<ul> <li>3-5 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>
Grades 6-12	<ul><li>1-3 day suspension</li><li>Police referral</li></ul>	<ul><li> 3-5 day suspension</li><li> Police referral</li></ul>	<ul> <li>5-10 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>

(\*) Principal discretion.

### HAZING

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

Grades	Any Occurrence
<u>Grades K-12</u>	<u>Consequences for any hazing violation will be determined by school administration</u> based on the results of the investigation as outlined in Policy 526. Such consequences
	may include, but are not limited to, warning, suspension, exclusion, expulsion, transfer, or remediation.

#### **INSUBORDINATION**

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-3	*	*	*
Grades 4-5	*	*	1 day suspension
Grades 6-12	*	1 day suspension	1-3 day suspension

(\*) Principal discretion.

### **OFFENSIVE BEHAVIOR**

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<u>Grades K-3</u>	*	*	*
Grades 4-8	*	*	1-3 day suspension
Grades 9-12	*	Detention	1-3 day suspension

(\*) Principal discretion.

### **RECORDS OR IDENTIFICATION FALSIFICATION**

Falsifying signatures or data, forging notes is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
<u>Grades K-3</u>	*	*	*
Grades 4-5	*	*	1-3 day suspension
Grades 6-12	*	1-3 day suspension	3-5 day suspension

(\*) Principal discretion.

### **ROBBERY OR EXTORTION**

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<u>Grades K-3</u>	*	*	*
Grades 4-5	*	Same/next day dismissal	<ul> <li>3-5 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>
Grades 6-12	<ul><li>1-3 day suspension</li><li>Police referral</li><li>Restitution</li></ul>	<ul><li> 3-5 day suspension</li><li> Police referral</li><li> Restitution</li></ul>	<ul> <li>10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> </ul>

		• Restitution
(*) Principal discretion		

(\*) Principal discretion.

### SAFETY

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

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

(\*) Principal discretion.

## SEXUAL MISCONDUCT

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

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<u>Grades K-3</u>	*	*	*
Grades 4-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	<ul> <li>10 day suspension</li> <li>Possible recommendation for expulsion</li> <li>Police referral</li> </ul>		

Phone: 507.663.0600 • Email: mviesselman@northfieldschools.org

(\*) Principal discretion.

### TECHNOLOGY AND TELECOMMUNICATION MISUSE

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

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

(\*) Principal discretion.

### THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-3	*	*	*
Grades 4-5	*	1-3 day suspension	• 3-5 day suspension

			• Restitution
Grades 6-12	• 1-3 day suspension	• 3-5 day suspension	• 5-10 day suspension
	• Police referral	• Police referral	• Recommendation for
	Restitution	• Restitution	expulsion
			• Police referral
			• Restitution

(\*) Principal discretion.

## THREAT, DIRECT/INDIRECT

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

Grades	First Occurrence	Second Occurrence
<u>Grades K-3</u>	*	*
Grades 4-5	<ul><li>5 day suspension</li><li>Police referral</li></ul>	<ul> <li>10 day suspension</li> <li>Possible recommendation for expulsion</li> <li>Police referral</li> </ul>
Grades 6-8	<ul> <li>5-10 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>	<ul> <li>10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> </ul>
Grades 9-12	<ul><li>Up to 10 day suspension</li><li>Recommendation for expulsion</li><li>Police referral</li></ul>	

(\*) Principal discretion.

## TOBACCO, SMOKING, AND VAPING

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<u>Grades K-3</u>	*	*	*
Grades 4-5	*	1-3 day suspension	3-5 day suspension
	<ul><li>1 day suspension</li><li>Police referral</li></ul>	<ul><li> 2-3 day suspension</li><li> Police referral</li></ul>	<ul><li> 3-5 day suspension</li><li> Police referral</li></ul>

(\*) Principal discretion.

### TRANSPORTATION-DISTRICT POLICY

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

Students endangering persons and/or property may lose bus-riding privileges immediately and for an indefinite period. (Policies 707, 708, 709, 710, FFCC)

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	Parent/guardian/caregiver	• Parent/guardian/
		contacted	caregiver meeting
			• 1-3 days off the bus
			Additional occurrences are
			individually considered.
			Students may lose their bus
			riding privileges for a
			longer period of time,
			including the remainder of
			the school year.
Grades 6-12	*	• Parent/guardian/	• Parent/guardian/
		caregiver contacted	caregiver meeting
		• Up to 5 days off the bus	• Up to 10 days off the
			bus
			Additional occurrences are
			individually considered.
			Students may lose their bus
			riding privileges for a
			longer period of time,
			including the remainder of
			the school year.

(\*) Principal discretion.

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

### TRESPASSING

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-3	*	*	*
Grades 4-5	*	Same/next day dismissal	5 day suspension
Grades 6-12	• 1 day suspension	• 1-3 day suspension	• 5-10 day suspension
	• Police referral	• Police referral	• Police referral

(\*) Principal discretion.

### TRUANCY

Northfield Public Schools have developed attendance policies consistent with current state, and county guidelines. Compulsory attendance policies for students under the age of 18 years will be applied in cases of chronic absences or tardies. Absences or tardies which are not lawful include oversleeping, baby-sitting, missing the bus, staying home to complete class assignments and car trouble. A warning letter will be sent to the parent/guardian/caregiver. A student under the age of 18 years with more than seven unexcused absences may be referred to the student's home county social services programming or Student Attendance Review Board (SARB).

### UNAUTHORIZED AREAS

Students in areas that are off-limits or where students are not authorized to be.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-8	*	*	*
Grades 9-12	*	Detention	Detention

(\*) Principal discretion.

### UNEXCUSED ABSENCE

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-5	*	*	*
Grades 6-12	*	Detention	Detention or ISS

(\*) District School Attendance/Diversion Plan procedures will be followed

### VANDALISM, MAJOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. **Restitution, when appropriate, is applied.** 

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-3	*	*	*
Grades 4-5	• 5-10 day suspension	• 10 day suspension	• 10 day suspension
	<ul> <li>Recommendation for</li> </ul>	<ul> <li>Recommendation for</li> </ul>	• Recommendation for
	expulsion	expulsion	expulsion
	• Restitution	• Restitution	• Restitution
	• Police referral	• Police referral	• Police referral
Grades 6-12	• 5-10 day suspension	• 10 day suspension	• 10 day suspension
	• <u>Possible</u>	• Recommendation for	Recommendation
	recommendation for	expulsion	for expulsion
	expulsion	• Restitution	Restitution
	• Restitution	• Police referral	• Police referral
	• Police referral		

(\*) Principal discretion.

### VANDALISM, MINOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. **Restitution, when appropriate, is applied.** 

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-3	* -	*	*
Grades 4-12	*	<ul><li>1-5 day suspension</li><li>Restitution</li><li>Police referral</li></ul>	<ul> <li>5-10 day suspension</li> <li>Possible recommendation for expulsion</li> <li>Restitution</li> <li>Police referral</li> </ul>

(\*) Principal discretion.

### VEHICLE, UNAUTHORIZED PARKING

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

Not having a parking permit or parking a motorized vehicle in unauthorized areas on school property is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permit.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades 9-12	Written parking violation	Administrative referral	Loss of parking permit or
	warning		tow at owners expense

(\*) Principal discretion.

### WEAPONS (EXCLUSIVE OF FIREARMS)

The possession, or implied possession of a real or look alike item which is considered dangerous, illegal, or which is used to imply or possibly cause harm, destruction or disruption is strictly prohibited on school property or at school activities. All offenses occurrences will be reported to the Minnesota Department of Education.

Grades	First Occurrence	Second Occurrence	Third Occurrence
Grades K-3	*	*	*
Grades 4-5	*	<ul> <li>3-10 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>	<ul> <li>10 day suspension</li> <li>Police referral</li> <li>Recommendation for expulsion</li> </ul>
Grades 6-12	<ul> <li>3-10 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>	<ul> <li>5-10 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>	<ul> <li>10 day suspension</li> <li>Police referral</li> <li>Recommendation for expulsion</li> </ul>

(\*) Principal discretion.

### MULTIPLE/CHRONIC VIOLATIONS & UNIQUE SITUATIONS

A student who accumulates excess referrals or several referrals for serious behavior may be disciplined in light of the student's overall record. The student and parent/guardian/caregiver will have a warning conference with a principal and other appropriate staff members to make them aware that the student is accumulating too many referrals. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon his or her their return if he or she they commit additional offenses of the same nature.

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

## ADDITIONAL DISCIPLINE INFORMATION

### CORPORAL PUNISHMENT AND PRONE RESTRAINT

The district strictly prohibits corporal punishment. Corporal punishment involves the hitting or spanking of a person with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm.

## ADD PRONE RESTRAINT INFO HERE!

### **DISCIPLINE PROCEDURES**

All disciplinary actions shall be processed pursuant to the district's discipline policy and the requirements of the Minnesota Pupil Fair Dismissal Act,

- Any student who violates a school policy or rule may be subject to the consequences established in this student <u>citizenship</u> handbook.
- Any student who violates a school policy that has a potential consequence of dismissal from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required where the student is creating an immediate and substantial danger to himself or herself themself or to surrounding persons or property.
- Any student who is being dismissed from school for more than one day will be provided written notice containing: a statement of the facts giving rise to the dismissal (including pertinent statements of staff members and the student), the grounds for dismissal, a copy of the Pupil Fair Dismissal Act and a plan established for the student's readmission. The parents/guardians/caregivers of the dismissed student shall be provided written notice of the dismissal within 2-3 business days. The notice will include all the elements contained in the student's notice.
- Any suspension that exceeds ten days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded ten days in length.

All students who violate a school policy or rule that has potential consequences of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accordance with Minnesota law. (See Minnesota Statutes 121A.41 to 121A.55.)

### **DRUG DOG** CANINE SEARCH - PURPOSE AND PROCEDURE

The district will conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least one school district staff and when possible, the school resource officer.

In the event of a positive identification by the canines, two school personnel will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, district personnel may ask that law enforcement finish the search of the locker or vehicle.

A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of <u>Policy 527</u>.

### EFFECT OF DISCIPLINARY ACTION ON STUDENT RECORD

Violations and consequences accumulate for the current school year except for chemical violations leading to expulsions.

### **MODIFICATION OF CONSEQUENCES**

Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration.

### PARENTAL QUESTIONS ABOUT DISCIPLINE

Parents/guardians/caregivers may contact building administration to discuss an infraction and consequence assigned if they have questions regarding the situation.

### PHYSICAL RESTRAINT

Physical restraint may be utilized by <u>trained</u> administrators, teachers and other staff <u>as allowed by state or federal law</u> <u>and</u> only where it is necessary to use reasonable force to restrain a student from injuring themselves, others or property.

### POLICE REFERRAL

Generally, law enforcement will not be present during an administrator's interview of a student. If a student violates a district policy that also violates a law, the student may be referred to the police. A district administrator may be present during a search and related questioning by law enforcement. Law enforcement and other external agencies are permitted to interview students on campus as described in <u>Policy 519</u>.

### PUBLICATION OF DISCIPLINE POLICY

Each school will include the district-wide guidelines along with their building-level guidelines to make up their overall building discipline guidelines. Students and parents/guardians/caregivers will be informed of these guidelines at the beginning of the school year or when they enroll in a district school.

### SCHOOL DISTRICT LOCKER POLICY

District <u>Policy 502</u> and the State of Minnesota state that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of lockers at any time, without notice, without student consent and without a search warrant.

The personal possessions of a student within a locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

As soon as practicable after the search of a student's personal possessions, the school must provide notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

### SPECIAL EDUCATION OR DISABLED STUDENTS

Consequences for special education or disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. Special Education students and their parents/guardians/caregivers may request modification of those policies and accommodations where appropriate.

### UNIQUE SITUATIONS

Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances at a particular school may call for an adjustment in the discipline policies to meet the school's needs.

## DEFINITIONS

"Detention" Requirements for a student to remain in school or attend school outside normal school hours.

Detention does not include withholding recess from students. Detention may be assigned during recess if a student causes or is likely to cause serious physical harm to other students or staff; with written parent permission; or for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

"Dismissal" means dismissing a student from school for less than one school day or less.

"Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

"<u>Expulsion</u>" means a school board action to prohibit an enrolled pupil from further attendance for <del>a period that shall</del> not extend beyond an amount of time equal to one school year from the date up to 12 months from the date the student <u>pupil</u> is expelled.

"Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

"Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

"Pupil" means any student:

(1) without a disability under 21 years of age; or

(2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and

(3) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

"Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

"<u>Removal</u>" means any action taken by a teacher, principal or other school district employee to prohibit a pupil from attending class for a period of time not to exceed five class or activity periods. A student may be removed from class for violating the district's discipline policy or for willful conduct that disrupts the rights of others to an education or which endangers other individuals or the property of the school.

"<u>School location</u>" includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the areas of entrances or departure from school premises or events, and all school related functions.

"School personnel" means any person employed or under the direction/assignment of school personnel and who is acting within the scope of their assignment.

"Suspension" means an action taken by the school administration, under <u>rules promulgated by the school board</u> the district's discipline policy, which prohibitsing a pupil from attending school <u>for a period of no more than ten school</u> days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a <u>reason for the longer suspension</u>. This definition does not apply to dismissal from school for <u>less than</u> one school day, <u>except as provided in federal law for a student with a disability-or less</u>. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented when that suspension exceeds ten days. <u>Students in Grades Kindergarten—Grade 3 are not subject to suspension unless non-exclusionary</u> discipline measures have been exhausted or there is an ongoing serious safety threat to the child or others.

## **POSSIBLE DISCIPLINARY CONSEQUENCES**

District staff can use the following consequences or actions when discipline infractions occur. These could include:

- Student conference
- Parent/guardian/caregiver conference
- **Restorative practices** This includes community-building circles, norm setting, and restorative conversations.
- Detention Requirements for a student to remain in school or attend school outside normal school hours.
- Fine A financial penalty assessed on a student by the school.
- **Restitution** Compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.
- Truancy referrals Referral to Rice County authorities when unexcused absences exceed the legal limits.
- **Removal from class** Removal from a particular class for up to five class periods due to inappropriate behavior.
- In-School suspension (ISS) Removal from classes to an in-school suspension room under the direction of staff.
- **Dismissal from school** Dismissing a student from school for one day or less.
- **Out-of-School suspension** Action taken by the school administration, under the district's discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented to the extent that suspension exceeds ten days. Students may not be on school property during the suspension or they are subject to trespassing. Out-of-school suspension may be served during non-school days at the discretion of the building administrator.
- **Police referral** If a student violates a district policy that also violates a law, the student may be referred to the police.
- School transfer Transfer from the student's home or neighborhood school to another similar district school.
- **Exclusion** Action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year.
- Expulsion Action taken by the school board to prohibit <del>a student from</del> <u>an enrolled pupil from further</u> <u>attendance</u> <u>attending school</u> for <u>a period that shall not extend beyond an amount of time equal up to 12</u> <u>months</u> <u>one school year</u> from the date <del>a</del> <u>the</u> pupil is expelled.
  - Agreement to Withdraw (in lieu of expulsion)– The student and his/her their family and the district sign a document agreeing that the student will enroll in another school district for the duration of the proposed expulsion period. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in a Northfield district school during that period (up to one calendar year).
  - Abeyance (in lieu of expulsion) The student and his/her their family and the district sign a document agreeing that the student will transfer to the Northfield Area Learning Center for at least the duration of the proposed expulsion period and will abide by the terms and conditions outlined in the abeyance agreement. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in another district school during that period (up to one calendar year).
    - As the Northfield Area Learning Center is a high school-only program, abeyance is not an option for students in 8th grade and below.
- **Bus suspension** Action taken by a school district administrator to prohibit a student from riding a school bus or other district vehicles ranging from one day to the balance of the school year.
- Restriction or loss of school privileges
- Suspension from co-curricular activities
- Other disciplinary action deemed appropriate by District No. 659.

### **EXPELLABLE OFFENSES**

While it is the district's belief that action to expel a student should be a "last resort," district policy does include expulsion as a possible or automatic response to several behavioral offenses. The following chart is a quick reference to those offenses. Please see a more detailed description of those offenses and the corresponding responses to them in the earlier pages of this handbook.

$\mathbf{R}$ – Recommended; $\mathbf{P}$ – Possible; $\mathbf{E}$ – Elementary; $\mathbf{H}$ – High School; $\mathbf{M}$ – Middle School: $\mathbf{N}/\mathbf{A}$	Means not
applicable because a recommendation for expulsion was required for a previous violation	

Offense	1st	2nd	3rd
Alcohol, Chemicals Possession or Use	NO	YES - P	YES - R
Alcohol, Chemicals Intent to Distribute	YES - R	N/A	N/A
Arson	YES - R	N/A	N/A
Assault, Aggravated	YES - R	N/A	N/A
Assault, Physical	NO	<u>YES – P</u>	YES - P
Bullying	NO	NO	YES - P-H
Burglary	NO	YES - R	N/A
Fighting	NO	NO	YES - P-M-H
Fire Alarm, False	NO	NO	YES - P-M-H
Firearms	YES - R	N/A	N/A
Gang/Threat Group Activity	NO	NO	YES - P-M-H
Harassment and Violence	NO	NO	YES - P
Robbery or Extortion	NO	NO	YES - R-E YES - P-M-H
Sexual Misconduct	YES - P-M-H	N/A	N/A
Theft, Receiving or Possessing Stolen Property	NO	NO	YES - R-M-H
Threat, Direct/Indirect	YES - P-M YES - R-H	YES - P-E YES - R-M	N/A
Vandalism, Major Acts	YES - P	YES - M-H	N/A
Vandalism, Minor Acts	NO	NO	YES - P-E-M-H
Weapons	YES - P-MS	YES - P-E YES - P-M-H	YES - R-E YES - R-M-H

## TITLE IX AND HUMAN RIGHTS REPORTING INSTRUCTIONS

Parents/guardians/caregivers and students may also make a direct report to the Human Rights Officer/Title IX Coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district Policies 413 and/or 522.

#### Reports should be made to:

**Molly Viesselman**, Director of Human Resources, Human Rights Officer/Title IX Coordinator Northfield Public Schools, 201 Orchard Street South, Northfield, MN 55057 Phone: 507.663.0600 • Email: <u>mviesselman@northfieldschools.org</u>

## SCHOOLS AND ADMINISTRATION

	Phone	Email
District Office	507.663.0600	-
201 Orchard Street South, Northfield	<del>507.663.0611 (fax)</del>	
Superintendent: Dr. Matt Hillmann	507.663.0629	mhillmann@northfieldschools.org
Executive Admin Asst: Anita Aase	507.663.0629	<u>aaase@northfieldschools.org</u>
Office Specialist, Rachael Caspers	507.663.0600	reaspers@northfieldschools.org
Bridgewater Elementary	507.664.3300	_
101 Jefferson Parkway, Northfield	507.664.3308 (fax)	
Principal: Nancy Antoine	507.664.3301	<u>nantoine@northfieldschools.org</u>
Admin Asst: Jessica Huebsch	507.664.3301	
Greenvale Park Elementary	507.645.3500	-
500 Lincoln Parkway, Northfield	<del>507.645.3505 (fax)</del>	
Principal: Sam Richardson	507.645.3501	srichardson@northfieldschools.or
Admin Asst: Renee Malecha	507.645.3501	rmalecha@northfieldschools.org
pring Creek Elementary	<u>507.645.3470</u>	-
400 Maple Street, Northfield	<del>507.645.3469 (fax)</del>	
Principal: Scott Sannes	507.645.3471	ssannes@northfieldschools.org
Admin Asst: Amy Truman	507.645.3471	atruman@northfieldschools.org
Northfield Middle School	507.663.0650	-
2200 Division Street S., Northfield	507.663.0660 (fax)	
Principal: Greg Gelincau	507.663.0669	ggelineau@northfieldschools.org
Assistant Principal: Michael O'Keefe	507.663.0667	mokeefe@northfieldschools.org
Admin Asst. Amy Stowe	507.663.0651	astowe@northfieldschools.org
Jorthfield High School	507.663.0630	_
400 Division Street S., Northfield	507.645.3455 (fax)	
Tincipal. Shane Baier	507.645.3400	sbaier@northfieldschools.org
Assistant Principal: Rico Bohren	507.645.3400	rbohren@northfieldschools.org
1	507.645.3450	0
Assistant Principal: Beeca Bang	507.645.3473	<u>bbang@northfieldschools.org</u>
Admin Asst: Lori Christophersen	307.643.3473	<u>lehristophersen@northfieldsehool</u>
Area Learning Center	<del>507.645.1201</del>	
201 Orchard Street South, Northfield	507.645.1201	
ALC Director: Daryl Kehler	<u>507.645.1201</u>	dkehler@northfieldsehools.org
Admin Asst. Katie Bauer	507.645.1201	kbauer@northfieldschools.org
	JUT.04J.1201	KDauer(@110111111110105010015.01g
Jorthfield Community Education Center		
	<del>507.664.3649</del>	
	<del>507.664.3649</del> 507.664.3651 (fax)	
00 Lincoln Parkway, Northfield	<del>507.664.3651 (fax)</del>	- chailey@northfichtschools corr
700 Lincoln Parkway, Northfield Director of Community Education: Erin Bailey	<del>507.664.3651 (fax)</del> 507.664.3652	<u>ebailey@northfieldschools.org</u>
00 Lincoln Parkway, Northfield Director of Community Education: Erin Bailey	<del>507.664.3651 (fax)</del>	<u>ebailey@northfieldschools.org</u> <u>lkoktavy@northfieldschools.org</u>
700 Lincoln Parkway, Northfield Director of Community Education: Erin Bailey Admin Asst: Lisa Koktavy	<del>507.664.3651 (fax)</del> 507.664.3652	
900 Lincoln Parkway, Northfield Director of Community Education: Erin Bailey Admin Asst: Lisa Koktavy District Services	507.664.3651 (fax) 507.664.3652 507.664.3649 507.663.0600	
200 Lincoln Parkway, Northfield Director of Community Education: Erin Bailey Admin Asst: Lisa Koktavy Distriet Services 201 Orchard Street South, Northfield	507.664.3651 (fax) 507.664.3652 507.664.3649	
200 Lineoln Parkway, Northfield Director of Community Education: Erin Bailey Admin Asst: Lisa Koktavy District Services 201 Orchard Street South, Northfield Director of Instructional Services: Hope Langston	507.664.3651 (fax) 507.664.3652 507.664.3649 507.663.0600 507.663.0611 (fax) 507.645.3436	lkoktavy@northfieldschools.org
200 Lineoln Parkway, Northfield Director of Community Education: Erin Bailey Admin Asst: Lisa Koktavy District Services 201 Orchard Street South, Northfield Director of Instructional Services: Hope Langston Admin Asst: Debbie O'Meara	507.664.3651 (fax) 507.664.3652 507.664.3649 507.663.0600 507.663.0611 (fax) 507.645.3436 507.663.0622	Ikoktavy@northfieldschools.org hlangston@northfieldschools.org domeara@northfieldschools.org
700 Lincoln Parkway, Northfield Director of Community Education: Erin Bailey Admin Asst: Lisa Koktavy District Services 201 Orchard Street South, Northfield Director of Instructional Services: Hope Langston Admin Asst: Debbie O'Meara Director of Special Services: Cheryl Hall	507.664.3651 (fax) 507.664.3652 507.664.3649 507.663.0600 507.663.0611 (fax) 507.645.3436 507.663.0622 507.645.3410	Ikoktavy@northfieldschools.org hlangston@northfieldschools.org domeara@northfieldschools.org chall@northfieldschools.org
200 Lincoln Parkway, Northfield Director of Community Education: Erin Bailey Admin Asst: Lisa Koktavy District Services 201 Orchard Street South, Northfield Director of Instructional Services: Hope Langston Admin Asst: Debbie O'Meara Director of Special Services: Cheryl Hall Assistant Director of Special Services: Sara Pratt	507.664.3651 (fax) 507.664.3652 507.664.3649 507.663.0600 507.663.0611 (fax) 507.645.3436 507.645.3436 507.645.3410 507.645.3410	<u>lkoktavy@northfieldschools.org</u> <u>hlangston@northfieldschools.org</u> <u>domeara@northfieldschools.org</u> <u>chall@northfieldschools.org</u> <u>spratt@northfieldschools.org</u>
200 Lineoln Parkway, Northfield Director of Community Education: Erin Bailey Admin Asst: Lisa Koktavy Distriet Services 201 Orchard Street South, Northfield Director of Instructional Services: Hope Langston Admin Asst: Debbie O'Meara	507.664.3651 (fax) 507.664.3652 507.664.3649 507.663.0600 507.663.0611 (fax) 507.645.3436 507.663.0622 507.645.3410	Ikoktavy@northfieldschools.org hlangston@northfieldschools.org domeara@northfieldschools.org chall@northfieldschools.org

## Fundraiser Report | 2022-23 School Year | July 10, 2023

Val Mertesdorf, Director of Finance

As required in Policy 713 Student Activity Accounting, I am providing a report of fundraisers that occurred from 7/1/22 - 6/30/23.

Activity	Type of fundraiser	Purpose	Results
National Honor Society	Volunteer Hours	Raise funds for chapter dues, induction certificates and reception costs	\$430.00
Girls Swim & Dive	Bagging Groceries (multiple dates)	Funds for invite to Ames, IA	\$2,004.97
Girls Golf	Pick up trash @ DJJD	Purchase team sweatshirts	\$900.00
Boys Swim & Dive	Bagging Groceries	Raise funds for tech suits, team warm ups, swim caps, diving consoles	\$1,056.00
Cross Country	24 Hour Run	Raise funds to help offset cost for Decorah, IA training trip	\$6,668
Gymnastics	Car Wash	New leotards	\$536.00
Gymnastics	Bagging Groceries	Raise funds for team needs	\$619.30
Girls Lacrosse	Rice County Fair help	Raise funds for team needs	\$750.00
Music Department	Poinsettia Sales	Supplemental funds for instruments, equipment, travel, compositions and clinicians.	\$1,964.88
Nordic Ski	Coffee Sales	Equipment purchases and team travel costs	\$674.30
Softball	Carried banner in DJJD Parade	Raise funds for team needs	\$120.00
Gymnastics	Carried banner in DJJD Parade	Raise funds for team needs	\$180.00
Boys Swim & Dive	Kwik Trip Gas Cards	Raise funds for tech suits, team warm ups, swim caps, diving consoles	\$1,675.00

### Transportation Contract Extension FY24-FY25 | July 10, 2023 | Val Mertesdorf, Director of Finance

**Summary:** The enclosed agreement covers all of the district's legal requirements for transporting students. The current agreement, approved by the board in 2021, allows for a two-year contract extension. The terms of the extension include an aggregate 5.5% increase for 2023-24 and a 4% increase in 2024-25. Below is the summary for regular to/from transportation.

	24-25		23-24		22-23		21-22
Regular To/From							
71-77 Passenger per hour	\$ 120.54	4%	\$ 115.91	4%	\$ 111.45	3%	\$ 108.20
71-77 Passenger per day	\$ 482.18	4%	\$ 463.63	4%	\$ 445.80	3%	\$ 432.82
Annual Cost	\$ 1,918,583		\$ 1,844,792		\$ 1,773,838		\$ 1,722,191

#### **Contract Extension Rates and History**

The only other change to the terms was an increase in the fuel clause from \$2.75 per gallon to \$3.00 per gallon.

Benjamin Bus has been an exceptional partner. They recently donated the transportation for the ALC Boundary Waters field trip and provided a substantial discount on the transportation for the parade of graduates.

I recommend the board approve the two-year contract extension with Benjamin Bus. We have a long standing, positive relationship with them. The board will be asked to approve the contract extension at the August 14, 2023 meeting.

### NORTHFIELD PUBLIC SCHOOLS PUPIL TRANSPORTATION CONTRACT NORTHFIELD, MINNESOTA 55057

This Agreement is made effective August 1, 2023 by and between Independent School District 659, Northfield, of the Counties of Rice, Dakota and Goodhue and the State of Minnesota, hereinafter described as "School District" and Benjamin Bus, Inc. hereinafter described as "Contractor" as follows:

1.0 It is contracted and agreed by and between the said parties that the Contractor shall transport school pupils required to be transported by the School District from any points on the designated routes to and from designated schools according to the routes and schedules as are furnished from time to time by the Superintendent of the School District, or designee for the period of this contract.

2.0 The Contractor agrees:

- 2.1 To furnish chassis and passenger school bus bodies both conforming to State and Federal laws and regulations relating to school buses.
- 2.2 To keep said school buses stored in a heated facility that is located within the School District so that they will insure proper warmth and comfort for the pupils transported therein, each bus to be equipped with sufficient heaters.
- 2.3 To have said buses maintained by qualified mechanics so that they will be at all times in good mechanical condition and kept clean and will from time to time add such equipment and safety devices as may be required by any new regulations of the State of Minnesota relating to school buses.
- 2.4 To furnish drivers over 18 years of age in good health and in possession of a valid Class B Commercial Driver's License with school bus endorsement issued by Motor Vehicle Department of the State of Minnesota, for said buses in adequate numbers and of proper qualifications to fulfill the requirements of this Agreement.
- 2.5 To establish and enforce regulations for the rules relating to the conduct of such drivers.
- 2.6 To discharge or replace any drivers violating rules of conduct or not meeting qualifications or such requirements or qualifications as may be established herein in addition thereto.
- 2.7 To maintain a current, detailed computerized database of all transportation eligible students.

3.0 The entire operation contemplated in this Agreement shall comply with applicable rules and regulations adopted by the Minnesota Department of Education, State Department of Transportation and the School District presently in effect or now or hereafter adopted and required. The Contractor will be bound by all rules and regulations, local ordinances, or state laws relating to road conditions and road restrictions and any other regulations relating to the operations contemplated herein.

4.0 The School District agrees to pay the Contractor in consideration and compensation of Contractor's obligation for performance under this contract at the rates listed in Appendix B. In the event of inclement weather or impassability of roads or whenever school is cancelled, delayed or is dismissed early, District shall notify Contractor not later one hour prior to such cancellation or delay. Should the number of days' transportation be required to decrease during the school year, as a result of weather conditions, strikes, gas shortages, school closing and emergencies, the base contract will be decreased by an amount equal to 10% of the daily contract charge per day decreased.

5.0 The Contractor will purchase fuel and the School District will agree to a fuel price adjustment which will be based on an indexed fuel price and compensation determined for actual prices compared to the index price.

- 5.1 During the term of the contract the index price for diesel and unleaded gasoline will be \$3.00 per gallon excluding the federal fuel excise tax.
- 5.2 The School District will be responsible for reimbursing the Contractor for fuel price adjustments above this index.
- 5.3 The Contractor will be required to substantiate the quantity of fuel used in fulfilling the service requirements of this request for quotation and the contract and the price paid for the fuel purchased.
- 5.4 The actual diesel fuel cost for this clause shall be the lesser price of the Contractor's price paid for their diesel fuel or the pump price at a School District designated supplier for the same period of time, month or day.

6.0 Contractor shall maintain during the life of the contract automobile, general liability and commercial umbrella insurance with minimum limits as follows:

- 6.1 automobile \$ 1,000,000 combined single limit (each accident)
- 6.2 general liability \$ 1,000, 000 per accident/\$ 2,000,000 aggregate
- 6.3 commercial umbrella \$4,000,000
- 6.4 Workers' compensation insurance as required by Minnesota law

The School District shall be named as an additional insured, and shall approve the company and policy submitted to fulfill this requirement and be included in an appropriate endorsement. Any additional coverage obtained by the Contractor will apply to this Agreement at the time secured.

7.0 Contractor shall not be held or deemed in any way to be the agent or employee of the School District. It is the intention of the parties that Contractor is and shall be considered as an independent contractor. No officer, employee or agent of Contractor shall be deemed to be an officer, or agent of the School District, unless he or she is also an officer or employee of the School District and in his or her course of employment with the School District. Contractor agrees to hold harmless and indemnify the School District from any and all claims, demands, causes of action, and suits against the School District caused by the negligence or intentional acts of the officers, employees and agents of the Contractor except to the extent: (i) such Claims are the result of the gross negligence or intentional misconduct of the School District or (ii) such Claims related to or arise out of disciplinary decisions related to student discipline or student

behavior on Contractor's vehicles, which decisions shall be made by the School District after consultation with the Contractor.

8.0 In the event Contractor is unable to provide the transportation services herein specified because of any act of nature, civil disturbance, fire, flood, war, governmental action, labor dispute involving District personnel, picketing, strike, or lockout, or any condition or cause beyond Contractor's control, District may excuse Contractor from performance under this Agreement.

9.0 This Agreement shall be in full force and effect for a period commencing August 1, 2023 and ending July 31, 2025.

10.0 The minimum service to be provided under this Agreement shall be to transport all pupils required to be transported under this Agreement to and from school to the residing place of the pupil. This statement shall not in any way excuse Contractor from performing all other obligations or duties required under this Agreement, or the specifications or quotations attached hereto, during the period of this Agreement for the consideration recited.

11.0 This Agreement may be amended or terminated by mutual agreement of the parties in writing approved by the School Board upon 90 days' written notice of one party to the other, or as is otherwise permitted by this Agreement or the specifications or bids attached hereto. Failure or refusal of either party to substantially perform the conditions of this Agreement during the term of the Agreement will permit the other party to terminate the Agreement upon 90 days' written notice in writing to the breaching party, unless within such 90-day period the breaching party shall correct the performance to the satisfaction of the other party, but both parties shall be entitled to all remedies provided by law in case of such breach, failure or refusal, but neither party shall be required to accept less than full performance of this Agreement unless otherwise agreed in writing by the parties. All notices under this Agreement required to be given to the School District shall be directed to the Clerk of the School District at the School District's administrative offices. All notices required to be given to the Contractor shall be directed to it at its principal office last on record with the School District.

12.0 The specifications and general conditions relating hereto are included herein and made a part of this Agreement by reference along with any quotation submitted by Contractor, except as otherwise provided in this Agreement.

13.0 The School District shall approve any and all school bus routes, school bus stops, drivers and alternate drivers. The School District reserves the right to change or alter the schedules and routes of travel by giving at least two weeks' written notice to Contractor, but any additional costs shall be verified in writing by the Contractor and additional compensation shall be mutually agreed upon by the parties in writing.

14.0 Contractor cannot assign or transfer any part or all of its interest in this Agreement without the written approval of the School Board of the School District authorized at a regular or special meeting of the School Board.

15.0 Contractor and School District have complied with the provisions of M.S. 1238.52, subd. 3. Any adjustments or refunds under this Agreement shall be determined by mutual consent of the parties.

IN WITNESS WHEREOF, the parties have executed this agreement below.

Benjamin Bus, Inc. Northfield, MN Independent School District 659 Northfield, MN

BY:
(Name)
Its:
(Title)
Dated this day of
, 2023

### **APPENDIX B**

## **APPENDIX B-1: COST QUOTES FOR STUDENT TRANSPORTATION SERVICES**

The COST QUOTES for each year of the term shall be based on a maximum of 173 days of school operation.

### SCHOOL YEAR 2023-24 [Year Ending July 31, 2024]

1. Regular "To and From" Routes. The cost for all regular "to and from" routes, home-to-school transportation, including the Extended Day program, for the days of school operation A.M. and P.M., using one or more of the following unit costs:

Bus Size	Cost Per Mile	Cost Per Hour	Cost Per Day	
84 Passenger	NA	NA	NA	
71-77 Passenger	NA	115.91	463.63	

2. Special Education and Special Needs Services – In-District. The cost for all <u>in-District</u> special education and special needs routes, including home-to-school and midday services, shall be submitted for the days of school operation using <u>one or more of the following unit costs</u>:

Bus and Van Size*	Lift?	Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus	Yes No	NA	88.50	NA
Type A/B Mini-bus	Yes No	NA	88.50	NA
Type III Van	Yes No	NA	88.50	NA

\* identify each bus size separately for a bus size that has an installed lift

**3.** Special Education and Special Needs Services – Out-of-District. The cost for all <u>out-of-District</u> special education and special needs services, including home-to-school and homeless services, shall be submitted for the days of school operation using <u>one or more of the following unit costs</u>:

Bus and Van Size*	Lift?	Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus	Yes No	NA	88.50	NA
Type A/B Mini-bus	Yes No	NA	88.50	NA
Type III Van	Yes No	NA	88.50	NA

\* identify each bus size separately for a bus size that has an installed lift

4. Late Activity Services. The cost for late activity services, using one or more of the following unit costs:

Bus and Van Size	Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus	NA	62.38	NA
Type A/B Mini-bus	NA	62.38	NA
Type III Van	NA	62.38	NA

5. Other Transportation Services. The cost for all regular midday shuttle bus and van services and other services not otherwise identified, using one or more of the following unit costs:

Bus and Van Size*	Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus	NA	62.38	NA
Type A/B Mini-bus	NA	62.38	NA
Van or Type III	NA	62.38	NA

<sup>\*</sup> identify each bus size separately for a bus size that has an installed lift

- **Optional:** The rates for other transportation services can be quoted as a % of the rates for regular "to & from" transportation services. NA\_\_\_\_% of regular transportation rates in item 1 above.
- 6. Extra-curricular and Athletic Trips; Activity and Field Trips. Rates for extra-curricular, athletic, school activity trips and field trips, using one or more of the following unit costs:

a. <u>Trips within the school district</u> <u>boundaries</u>	<u>Cost Per Hour</u>	Cost Per 1/4 Hour Waiting	<u>Cost Per Trip</u>
i. Type C/D bus	62.38	15.59	NA
ii. A/B Mini bus	62.38	15.59	NA
iii. Type III van	62.38	15.59	NA
a. <u>Trips outside the school district</u> <u>boundaries</u>			
i. Type C/D bus	62.38	15.59	NA
ii. A/B Mini bus	62.38	15.59	NA
iii. Type III van	62.38	15.59	NA
iv. Coach bus	Quote	Quote	Quote
b. <u>Overnight trip outside the school di</u> add'l costs	strict boundaries;	<u>Per Hour</u>	<u>Per Day Max</u>
i. Labor cost for overnight trips	Quote	Quote	Quote
ii. Overnight driver expenses	Quote	Quote	Quote
c. <u>Trailer</u>	XXXX	XXXX	NA

• Non-peak Trip Rate Discount: non-peak (8:30 am - 2:30pm & after 4:30pm) trip charge discount from regular rates in this item:

\_\_\_\_0\_\_\_\_%

- 7. District Student Transportation Safety Policy Read the policy X\_\_\_ Will comply with the policy X\_\_\_
- 8. District Crisis Management Policy Read the policy \_X\_\_\_\_ Will comply with the policy \_X\_\_\_\_

## **APPENDIX B-2: COST QUOTES FOR STUDENT TRANSPORTATION SERVICES**

The COST QUOTES for each year of the term shall be based on a maximum of 173 days of school operation.

### SCHOOL YEAR 2024-25 [Year Ending July 31, 2025]

1. Regular "To and From" Routes. The cost for all regular "to and from" routes, home-to-school transportation, including the Extended Day program, for the days of school operation A.M. and P.M., using one or more of the following unit costs.

Bus Size	Cost Per Mile	Cost Per Hour	Cost Per Day	
84 Passenger	NA	NA	NA	
71-77 Passenger	NA	120.54	482.18	

2. Special Education and Special Needs Services – In-District. The cost for all <u>in-District</u> special education and special needs routes, including home-to-school and midday services, shall be submitted for the days of school operation using <u>one or more of the following unit costs</u>.

Bus and Van Size*	Lift?	Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus	Yes No	NA	92.04	NA
Type A/B Mini-bus	Yes No	NA	92.04	NA
Type III Van	Yes No	NA	92.04	NA

\* identify each bus size separately for a bus size that has an installed lift

**3.** Special Education and Special Needs Services – Out-of-District. The cost for all <u>out-of-District</u> special education and special needs services, including home-to-school and homeless services, shall be submitted for the days of school operation using <u>one or more of the following unit costs</u>.

Bus and Van Size*	Lift?	Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus	Yes No	NA	92.04	NA
Type A/B Mini-bus	Yes No	NA	92.04	NA
Type III Van	<u>Yes</u> No	NA	92.04	NA

\* identify each bus size separately for a bus size that has an installed lift

4. Late Activity Services. The cost for late activity services, using one or more of the following unit costs.

Bus and Van Size	Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus	NA	64.87	NA
Type A/B Mini-bus	NA	64.87	NA
Van or Type III	NA	64.87	NA

5. Other Transportation Services. The cost for all regular midday shuttle bus and van services and other services not otherwise identified, using one or more of the following unit costs.

Bus and Van Size*	Cost Per Mile	Cost Per Hour	Cost Per Day
Type C/D bus	NA	64.87	NA
Type A/B Mini-bus	NA	64.87	NA
Van or Type III	NA	64.87	NA

\* identify each bus size separately for a bus size that has an installed lift

- **Optional:** The rates for other transportation services can be quoted as a % of the rates for regular "to & from" transportation services. \_\_\_\_NA\_\_\_% of regular transportation rates in item 1 above.
- **9.** Extra-curricular and Athletic Trips; Activity and Field Trips. Rates for extra-curricular, athletic, school activity trips and field trips, using <u>one or more of the following unit costs</u>:

a. <u>Trips within the school district</u> <u>boundaries</u>	<u>Cost Per Hour</u>	<u>Cost Per 1/4</u> Hour Waiting	<u>Cost Per Trip</u>
i. Type C/D Bus	64.87	16.22	NA
ii. Type A/B Mini bus	64.87	16.22	NA
iii. Type III van	64.87	16.22	NA
b. <u>Trips outside the school district</u> <u>boundaries</u>			
i. Type C/D Bus	64.87	16.22	NA
ii. Type A/B Mini bus	64.87	16.22	NA
iii. Type III van	64.87	16.22	NA
iv. Coach bus	Quote	Quote	Quote
c. <u>Overnight trip outside the school</u> <u>district boundaries; add'1 costs</u>		<u>Per Hour</u>	<u>Per Day Max</u>
i. Labor cost for overnight trips	Quote	Quote	Quote
ii. Overnight driver expenses	Quote	Quote	Quote
d. <u>Trailer</u>	XXXX	XXXX	NA

• Non-peak Trip Rate Discount: non-peak (8:30 am - 2:30pm & after 4:30pm) trip charge discount from regular rates in this item:

<u> 0 %</u>

**Summary:** This document provides a summary of known staffing dilemmas for the upcoming school year and includes a request to increase the amount of contingency FTE budget to address them.

### ₩Why it's Important

- Before using contingency FTE, administrators seek to reassign FTE from the existing budget, if possible.
- Contingency FTE provides a flexible method of addressing the most pressing class size issues. without an ongoing commitment to a particular site budget.
- Contingency FTE are assigned on an annual basis and can be distributed differently each year.
- Contingency FTE can be used for either licensed or non-licensed staff costs.
- The contingency FTE budget may not be entirely spent but serves as an "insurance policy."

## Current examples

- Bridgewater Kindergarten
  - Bridgewater's kindergarten stands at 107 registered students.
  - Greenvale Park's kindergarten stands at 55 registered students.
  - Both grade levels had been assigned four sections based on the district's standard projections and staffing process. The average class size at Bridgewater would have been above 25 and the average class size at Greenvale Park would have been less than 15.
  - The district is reassigning one kindergarten section from Greenvale Park to Bridgewater for the 2023-24 school year.
  - This example shows how administrators reallocate existing FTE before using contingency FTE.
- Northfield High School (NHS)
  - NHS has been assigned 1.1 FTE of the current 1.5 FTE budget.
  - The high school reduced three ongoing FTE but has some interim scheduling pressure because of increased enrollment for 2023-24. This is projected to be a temporary increase as the high school will transition to the smaller grade levels that are currently at the middle school.
  - While core class sizes will be larger than last year due to reductions, this additional (and temporary) FTE allows for adding targeted elective sections where requests were more than the FTE allotted and safety issues in laboratory-based courses.
- Bridgewater Grade 1
  - At the end of the 2022-2023 school year, the Bridgewater kindergarten (this year's Grade 1) had 66 students enrolled.
  - This grade is the smallest grade at Bridgewater in at least the last 15 years.
  - Using our standard staffing model, we assigned three sections. We projected 26 students in Compañeros, leaving two other sections at 20 students each. This is an appropriate split in Grade 1.
  - We have had 11 new enrollees in Grade 1 at Bridgewater, bringing the total to 77 students. Only 16 students chose enrollment in Compañeros, leaving 60 students between two sections of the contemporary (non-Compañeros) classes. Thirty (30) students in a Grade 1 class is incredibly challenging.

## 🔆 The request

• Increase contingency FTE from 1.5 FTE to 3.0 FTE. The increased budgeted cost of this request will be \$150,000.

## What's next

• The board will be asked to approve the additional contingency funds at the Aug. 14 board meeting.

### Concept Essay: Grant Writer | July 10, 2023 | Matt Hillmann, Ed.D., Superintendent

**Summary:** The 2023 omnibus education bill included at least \$150 million in competitive grants and additional categorical funding that will be operated in a grant-like fashion The district is considering proposing to add a full-time grant writer to position itself to fiercely compete for funds that would support the achievement of our strategic benchmarks.

### 🏆 Why It's Important

- There are over \$150 million in competitive grants over the next two years, funded by the Minnesota Legislature.
- Grant funding can help offset costs from the general fund.
- Grant funding can help spur innovation.
- Grant funding can include a portion for administration. This could pay for a substantial portion of the potential position.
- The district has a history of securing competitive funding and data to prove that the awarded grants have made a difference for students and the community. Examples include TORCH and the community school.

## Options

- Freelance grant writer
  - Pros: This would become more of a case-by-case situation.
  - Cons: Freelance grant writers are paid to write the grant, whether it is successful or not. There is less connection between a freelance writer and the district, making the process more cumbersome and consuming staff resources.
- Staff members write grants
  - Pros: Integrate grant writing with existing positions, cost neutral.
  - Cons: Grant writing is not consolidated to one individual with the specific skill, detracts from other duties.
- Full-time grant writer
  - Pros: Skilled individual who will submit grants and associated reports. The individual is steeped in district data and is prepared to submit proposals and reports in a timely manner. Allows current staff to focus on their areas of expertise.
  - Cons: This position would be an addition to the budget, but could recoup a substantial portion of their salary and benefits through allowable administrative fees.

## 🔜 What's Next

- The district is reviewing approaches that other districts take with grant writing to determine how much of a competitive advantage this would provide.
- The district is finalizing a potential job description and compensation package commensurate with the work.
- A formal proposal will be presented to the board on Aug. 14.

## Summary of Annual Performance Appraisal for Matthew Hillmann Ed.D. Superintendent Northfield Public Schools For the appraisal period of 7/1/2022-06/30/2023 Summarized by Board Chair, Claudia Gonzalez-George July 10, 2023 Regular School Board Meeting

The Superintendent is the sole employee of the Northfield Public School Board of Education. The district's day-to-day operations are delegated to Dr. Hillmann and the current board members are tasked to evaluate him on a semi-annual and annual basis. The evaluation covers all facets of the superintendent's job responsibilities. Board members provide numeric ratings on 1-5 scale and are asked to provide comments to support those ratings. (1=low, 5=high) for 41 job responsibilities organized around eight major topics and five focus areas.

For this review period, all board members submitted an evaluation. Five out of seven board members submitted comments to various questions explaining the rationale behind their numerical rating or offering further insight into their evaluation of any particular category.

Board Chair Claudia Gonzalez-George compiled and summarized board member's evaluations. For the numeric ratings, means were calculated. All written comments were shared with Dr. Hillmann verbatim, but were not attributed to a specific board member. The chair met with Dr. Hillmann on July 5, 2023 to review the annual evaluation.

Dr. Hillmann received an excellent evaluation achieving an overall rating of 4.7 out of 5.0. I will highlight one area of the evaluation and share board members' comments in that area.

The category of "Instructional Leadership" includes several key components which define our district: development of educational programs and curriculum to meet the needs of all students, development of staff, use of federal programs, informing the school board of district needs, relating to other districts for mutual benefit, following educational trends, and meeting the community's expectations.

Four board members shared comments in this category. This is what they said:

"Dr. Hillmann deftly leads the district with a strong focus on its instructional programs. He demonstrates a superior knowledge of best and emerging practices in education and encourages constant evaluation and improvement. The superintendent has fostered a culture that empowers administrators and staff to collaborate, identify improved practices, find areas in need of improvement, and thoughtfully envision and enact creative solutions. The superintendent also keeps the board informed of the district's educational needs and gives thorough recommendations on how to address these necessities while remaining committed to our vision and strategic commitments."

"Matt has a depth of knowledge and expertise about state and national education policy and law that serves the district exceptionally well. I appreciate that I can engage with Matt on complex

legislative and school finance issues and he has a ready and firm grasp of all of the nuances and complexities of the topic."

"Dr. Hillmann's focus on developing leaders within our district benefits the entire school community. Students receive better instruction and staff receive better administrative support. He is very good about keeping the needs of the district before the board by bringing in data and staff to explain any new needs that need attention. He is also well informed with trends regionally and nationally. This was his 3rd year helping facilitate a Legislative Action Committee which includes community and board members. His leadership in our district has gotten him recognized as a leader to all MSBA-member superintendents and the top leadership role of President for his association (MASA)."

Lastly, "Dr. Hillmann encourages personal development in his employees and empowers them to be successful at their jobs; one example is making the LETRS program available for our elementary teachers and providing a stipend to cover their time spent on the program. This last year he has also served as the President of the Minnesota Association of School Administrators, meeting and working with other superintendents around the state. In addition, he is the 2023 Minnesota Superintendent of the Year which involved traveling and meeting with top superintendents around the country. Then he uses all that he has learned from his personal and professional experiences to teach upcoming superintendents at the University of Minnesota. He's remarkable!"

In conclusion, these comments along with his overall rating in eight topics and five focus areas speak of the full confidence this board has in Dr. Hillmann and his leadership over our special district.

He has an incredible and highly capable staff supporting him and the district. Parents, students, and other stakeholders give him and our school district an overall high rating. The parent survey which was shared in the April 27, 2023 District Update showed a mean score of 4.0 on a 5.0 point scale. Additionally, this review period also saw a successful campaign to pass two capital projects levy referendum questions in November 2022. Renewal of the levy passed with 68% approval. Finally, the Voter Survey conducted in September 2022 by the Morris Leatherman Company exploring updates to the high school revealed that 83% of the 400 participants gave the district an "A" or "B" letter grade in the area of operation of the district and its financial management.

We as a district are incredibly fortunate to have such a quality leader in Dr. Hillmann. The school board is grateful for his leadership.

## NORTHFIELD PUBLIC SCHOOLS School Board Minutes

June 12, 2023 District Office Boardroom

1. Call to Order

School Board Chair Claudia Gonzalez-George called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson and Quinnell. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

- 2. Agenda Approval/Table File On a motion by Quinnell, seconded by Nelson, the board unanimously approved the agenda.
- 3. Public Comment There were no public comments.
- 4. Announcements and Recognitions
  - Congratulations to the Class of 2023!
  - Choir, band and orchestra all had successful spring concerts. The orchestra concert was the final concert for retiring director Paul Ousley.
  - The following athletes competed in the State Track & Field meet: Toby Grawe, Kamarion Gant, Amber Mahal, Jackson Jerdee, Simon Lippert, and Brayden Brakke. Brakke took 9th in the 100M dash and Kamarion Gant took 6th in the High Jump earning them both all-state honors.
  - Jr. Emerson Garlie is competing in the state golf meet tomorrow and Wednesday at Bunker Hills. Emerson won the individual section meet title by 5 strokes.
  - The Raider baseball team made it to the section 1AAA finals where they won the first of a two game championship series, eventually losing 8-7 to Byron in extra innings.
- 5. Items for Discussion and Reports
  - a. <u>Nursing Proposal</u>. Dr. Hillmann proposed to add a year-round nurse at the NCEC partially funded through recently approved legislation for student support personnel effective for the 2023-24 school year. This will be an item for individual action at the next board meeting.
  - b. <u>Policy Committee Recommendations</u>. Superintendent Hillmann presented the policy committee's recommended updates to the 2023-24 Early Ventures, Hand in Hand Preschool, Kid Ventures, and Student Citizenship Handbooks. This will be an item for individual action at the next board meeting.
  - c. <u>FY 2023 Audit Engagement Letter</u>. Director of Finance Val Mertesdorf presented the proposal from CliftonLarsonAllen, LLP Audit Engagement Letter for the audit of the 2022-2023 school year. The engagement letter establishes the parameters and fees associated with the annual audit required by statute. This will be an item for individual action at the next board meeting.
  - d. <u>Superintendent Operations and Strategic Plan Update</u>. Superintendent Hillmann provided a legislative update, publicly recognized and congratulated the district's retirees, and shared photos of a "parade of graduates", a new tradition where graduating seniors visit the elementary schools they attended in the district. He also shared information about NASA scientist Dr. Valerie Fox who presented to students at Northfield High School, and Farms Days at Greenvale Park and Spring Creek. This was the last Superintendent Operations and Strategic Plan Update completed in this format.

### 6. Consent Agenda

- On a motion by Miller, seconded by Goerwitz, the board unanimously approved the consent agenda.
  - a. <u>Minutes</u>. Minutes of the Regular School Board meeting held on May 22, 2023.
  - b. <u>Gift Agreements</u>. Gift agreements included in the board packet and table file.

- c. <u>2023-24 School Year Calendar</u>. The Minnesota Legislature passed a new law during the 2023 session making Juneteenth an official state holiday. The revision to the 2023-24 school year calendar reflects the addition of this holiday. All Northfield School District buildings, programs, classes and services will be closed on June 19.
- d. <u>Co-Curricular Overnight Requests</u>. Director of Activities Bubba Sullivan requested board approval for NHS Girls Swim & Dive, Girls Soccer, and Volleyball for overnight trips.
- e. <u>Personnel Items</u>
  - i. <u>Appointments</u>
    - 1. Sara Bartholomew, 1.0 FTE Special Ed Teacher ASD at the High School, beginning 8/24/2023. MA, Step 10
    - 2. Joseph Benson, Summer Instructor or Swim Lead with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 2-\$15.25/hr.
    - 3. Samanta Celis Bermudez, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 6/12/2023-8/31/2023. Step 1-\$14.00/hr.
    - 4. Clara Falcon-Geist, Summer Lifeguard with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 4-\$14.75/hr.
    - 5. Erick Granquist, Summer Lifeguard with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 1-\$14.00/hr.
    - 6. Denise Halvorson, .4 FTE Foreign Language French Teacher at the High School, beginning 8/23/2023. MA10, Step 10
    - Inga Johnson, Summer Lifeguard with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 2-\$14.25/hr.
    - 8. Michele Knutson, Office Specialist Class III (206 contract days + holidays) at the High School, beginning 8/1/2023. Class III Step 3-\$22.64/hr.
    - Beth LaCanne, Summer Instructor or Swim Lead with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 6-\$16.25/hr.
    - 10. Simon Lippert, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 2-\$14.25/hr.
    - 11. Kellie O'Meara, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 5/31/2023-8/31/2023. Step 1-\$14.00/hr.
    - 12. Linda Perez, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 6/12/2023-8/31/2023. Step 2-\$14.25/hr.
    - 13. Brecken Riley, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 6/12/2023-8/31/2023. Step 2-\$14.25/hr.
    - 14. Andrea Stowe, 1.0 FTE Long Term Substitute Kindergarten Teacher at Greenvale Park, beginning 8/24/2023-10/5/2023. BA, Step 1 pending obtaining a MN teaching license.
    - Shane Trego, 1.0 FTE Special Education Resource Room Teacher at the High School, beginning 8/24/2023. MA, step 10
    - 16. Tatjana Truckses Stephens, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, beginning 6/5/2023-9/1/2023. Step 1-\$14.50/hr.
    - 17. Winston Vermilyea, Summer WSI with Community Ed Recreation, beginning 6/10/2023-8/31/2023. Step 6-\$17.25/hr.
    - Franz Boelter, .50 Assistant Volleyball Coach at the High School, beginning 8/14/2023. \$2,285 stipend-subject to change upon settlement of NEA agreement + step 10
    - Jacob Dayneko, 1.0 FTE Industrial Technology/Agriculture Teacher at the High School, beginning 8/23/2023. BA+40, Step 10
    - 20. Connor Fitzloff, Spec Ed EA PCA Extracurricular and Nonacademic Support 7.5 hours/day with the District, beginning 6/12/2023-8/3/2023. Step 1-\$16.33/hr.
    - 21. Anne Lehmkuhl, .50 Assistant Volleyball Coach at the High School, beginning 8/14/2023. \$2,285 stipend-subject to change upon settlement of NEA agreement + step 6
    - 22. Betsy McLaughlin, Building Supervisor with Community Education, beginning 6/12/2023-8/31/2023. \$17.89/hr.
    - 23. Aidan Molesky, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 6/15/2023-8/31/2023. Step 1-\$14.00/hr.

- 24. Malcolm Poole, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 6/12/2023-8/31/2023. Step 2-\$14.25/hr.
- 25. Kylie Sieben, .20 Assistant Girls Diving Coach at the High School, beginning 8/14/2023. \$914 stipend-subject to change upon settlement of NEA agreement + step 6
- 26. Vladimir Simon Martinez, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 6/12/2023-8/31/2023. Step 1-\$14.00/hr.
- 27. Samuel Swedin, Summer Lifeguard with Community Ed Recreation, beginning 6/12/2023-8/31/2023. Step 1-\$14.00/hr.
- 28. Ariana Vermilyea, Summer Lifeguard with Community Ed Recreation, beginning 6/12/2023-8/31/2023. Step 4-\$14.75/hr.
- ii. Increase/Decrease/Change in Assignment
  - 1. Kari Adelman, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
  - 2. Kelsie Arch, .59 FTE School Psychometrist/EA PCA at the NCEC, change to .30 FTE Psychometrist only at the High School, effective 8/24/2023-6/9/2024.
  - 3. Elizabeth Brewer, Special Ed EA PCA at the Middle School, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
  - 4. Kathleen Casson, .90 FTE German Teacher at the High School, add .10 FTE German Teacher at the High School, effective 8/24/2023-6/6/2024.
  - 5. Margaret Christiansen, Child Nutrition Associate at the Middle School, add EA Bus EA ESY for up to 5 hours/day with the District, effective 7/10/2023-8/3/2023.
  - 6. Thomas Dickerson, Special Ed Teacher at the High School, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
  - 7. Rikki Drewitz, Special Ed EA PCA at the Middle School, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
  - 8. Leah Driscoll, Special Ed Teacher at Bridgewater, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
  - 9. Kelle Edwards, Special Ed EA PCA at the High School, add Special Ed EA PCA, ESY for up to 4 hours/day with the District, effective 6/27/2023-8/10/2023.
  - Sara Gerdesmeier, EarlyVentures Site Assistant for 36.25 hrs/week at the NCEC, change to EarlyVentures Site Assistant for up to 40 hours/week at the NCEC, effective 6/12/2023-8/25/2023.
  - 11. Kay Goodrich, Special Ed EA PCA at the High School, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
  - 12. Erick Granquist, Lifeguard with Community Ed Recreation, add Summer Instructor Assistant at step 1-\$14.00/hr., and Summer Instructor Lead at Step 1-\$15.00/hr. with Community Ed Recreation, effective 6/7/2023-8/31/2023.
  - 13. Leah Grisim, Special Ed Teacher at Spring Creek, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
  - 14. Leah Grisim, Special Ed Teacher at Spring Creek, add KidVentures Site Assistant Substitute at Spring Creek, effective 6/12/23-8/23/2023.
  - 15. Jackie Groth, Special ED EA at Bridgewater, change to Office Administrative Assistant Class IV for 7 hours/day at the ALC, effective 8/2/2023. Step 1-\$22.54/hr.
  - 16. DeEtte Harris, EA for 6.75 hrs/day at Spring Creek, change to EA for 6 hrs/day at Spring Creek, effective 9/5/2023.
  - 17. Kelly Hebzynski, Teacher at the Middle School, add Summer Plus/Blast Teacher for up to 6 hours/day Mon.-Thurs. at the Middle School, effective 6/24/2023 8/11/2023. 6-\$40/hr.
  - 18. Roger Helgeson Head Custodian at Bridgewater, change to Head Custodian at the High School, effective 6/12/2023. +\$13,500 stipend-prorated
  - 19. Mara Hessian, Special Ed EA PCA at Bridgewaterl, add Special Ed EA PCA, Extracurricular/Non academic activities with the District, effective 6/12/2023-8/18/2023.
  - 20. Mara Hessian, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/12/2023-6/30/2023.
  - 21. Daniel Hollerung, Building Supervisor with Community Education, add Event Worker at the High School, effective 5/27/2023.
  - 22. Leanne King, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
  - 23. Melanie Klein, Special Ed Teacher at Spring Creek, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.

- 24. Melanie Klein, Special Ed Teacher at Spring Creek, add Special Ed Teacher Homebound, hours will vary with the District, effective 6/12/2023-8/4/2023.
- 25. Richelle Kruger, EA PCA at the High School, add Special Ed Teacher, Substitute ESY as needed for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 26. Meghan Kuechenmeister, Special Ed EA PCA at the High School, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 27. Delores Larsen, Special Ed EA PCA at Spring Creek, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 28. Jennifer Link, Special Ed Teacher at the Middle School, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 29. Mackenzie Ludwig, Special Ed Teacher at the NCEC, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 30. Angela Lynch, Special Ed Teacher at the ALC, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 31. Kristy Malecha, Special Ed EA PCA at Greenvale Park, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 32. Shari Malecha, Child Nutrition Manager II at the Middle School, change to Custodian at the Middle School, effective 6/12/2023. Step 3 \$19.88/hr.
- 33. Tammy McDonough, 1.0 FTE Science Teacher at the High School, change to .90 FTE Science Teacher at the High School, effective 8/24/2023-6/6/2024.
- Kimberly Medin, Special Ed Teacher at Bridgewater, change to Special Ed Teacher Setting 3 ASD/NB at Bridgewater, effective 8/24/2023.
- 35. Nancy Meyers, Child Nutrition at the Middle School, add EA Bus EA ESY for up to 5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 36. Beth Momberg, Special Ed EA PCA at the NCEC, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 37. Amanda Morelan, Special Ed EA PCA at the Middle School, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 38. Michelle Oaxaca, Community School Site Leader at Greenvale Park, add TS Summer Site Assistant for up to 6 hours/day M-TH at Bridgewater, effective 6/14/2023-8/11/2023. Step 4-\$15.91/hr.
- 39. Ulrika Peterson, EA for 6 hrs/day at Spring Creek, change to EA for 7 hrs/day at Spring Creek, effective 9/5/2023.
- 40. Andrea Redder, EA at the NCEC, add EarlyVentures Assistant Teacher for up to 40 hours/week at the NCEC, effective 6/12/2023-8/25/2023. Step 4-\$18.25/hr.
- 41. Jessica Rushton, Special Ed EA PCA with Portage, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 42. John Sand, Teacher at the High School, add Assistant Girls Basketball Coach at the High School, effective 11/13/2023. Step 10 \$5,078
- 43. Deborah Seitz, Special Ed Teacher at the Middle School, add Special Ed Teacher, ESY for up to 4 hours/day with the District, effective 6/28/2023-8/10/2023.
- 44. Joshua Storm, 1.0 FTE Health/Phy Ed Teacher at the High School, change to .80 High School and .20 ALC, effective 8/22/2023.
- 45. Rebecca Stoufis, Special Ed Teacher at the High School, add Substitute Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 46. Alicia Veltri, Special Ed Teacher at Greenvale Park, add Special Ed Teacher, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- Winston Vermilyea, WSI with Community Ed Recreation, add Summer Instructor Assistant at step 6-\$15.25/hr., and Summer Lifeguard at Step 6-\$15.25/hr. with Community Ed Recreation, effective 6/5/2023-8/31/2023.
- 48. Katrina Warner, Special Ed EA PCA at Bridgewater, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 49. Jessica Weber, Special Ed Teacher at the High School, change to Special Ed Teacher at Bridgewater, effective 8/24/2023.
- 50. Danielle Amundson, Elementary Teacher at Greenvale Park, add Gen Ed Teacher Mentor at Greenvale Park, effective 8/22/2023-6/6/2024. \$750 Stipend
- Sybil Betsinger, School Social Worker for the 2022-2023 school year only at the NCEC, change to .50 School Social Worker for the 2023-2024 school year at the NCEC, effective 7/1/2023-6/30/2024.

- 52. Paula Baragary, Elementary Teacher at Spring Creek, add Gen Ed Teacher Mentor at Spring Creek, effective 8/22/2023-6/6/2024. \$750 Stipend
- 53. Jill Bohlen, Special Ed EA PCA at Greenvale Park, add Special Ed EA PCA, ESY for up to 3.5 hours/day with the District, effective 6/28/2023-8/3/2023.
- 54. Jan Ensrud, Teacher at the Middle School, add Gen Ed Teacher Mentor at the Middle School, effective 8/22/2023-6/9/2024. \$750 Stipend
- 55. Sarah Swan McDonald, Teacher at the High School, add Gen Ed Teacher Mentor at the High School, effective 8/22/2023-6/6/2024. \$750 Stipend
- 56. Lahna Tran, Elementary Teacher at Bridgewater, add Gen Ed Teacher Mentor at Bridgewater, effective 8/22/2023-6/6/2024. \$750 Stipend
- iii. Leave of Absence
  - 1. n/a
- iv. <u>Retirements/Resignations/Terminations</u>
  - 1. Correction: Katie Bauer, Administrative Support Assistant at the ALC, resignation effective 8/1/2023.
  - 2. Elizabeth Brewer, TS Summer Site Assistant, declined position effective 6/6/2023.
  - 3. Danielle Crase, Co-Junior senior class advisor, resignation effective 6/9/2023.
  - 4. Anna Edwards, Special Ed EA at Spring Creek, resignation effective 6/9/2023. Will continue as a substitute.
  - 5. Kelle Edwards, Co-Junior senior class advisor, resignation effective 6/9/2023.
  - 6. Kyle Fearing, Health Teacher at the Middle School, resignation effective at the end of the 2022-2023 school year.
  - 7. Jackie Groth, Special Ed EA at Bridgewater, resignation effective at the end of the 2022-2023 school year. Will continue in a different position in the District.
  - 8. Shari Malecha, Child Nutrition Manager at the Middle School, resignation effective 6/9/2023. Will continue in a different position in the District.
  - 9. Kelly Piker, Volleyball Coach at the High School, resignation effective 5/26/2023.
  - 10. Michael Sherman, Special Ed Teacher at the Middle School, resignation effective at the end of the 2022-2023 school year.
  - 11. Steve Taggart, Technology and Engineering Teacher at the High School, resignation effective at the end of the 2022-2023 school year.
  - 12. Correction: Katie Bauer, Administrative Support Assistant at the ALC, resignation effective 7/28/2023.
  - 13. Kyle Fearing, Basketball Coach at the High School, resignation effective 6/9/2023.
- 8. Items for Individual Action
  - a. <u>Policy Committee Recommendation</u>. On a motion by Coleman, seconded by Miller, the board unanimously approved updates to the procedures for Policy 516 Student Medication.

## 9. Items for Information

a. <u>End-of-Year Enrollment Report</u>. Superintendent Hillmann reviewed the end-of-year enrollment report.

## 10. Future Meetings

- a. Monday, July 10, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, August 14, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, August 28, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

### 11. Adjournment

On a motion by Quinnell, seconded by Nelson, the board unanimously approved to adjourn at 7:19 p.m.

Amy Goerwitz School Board 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 on the attached document dated July 10, 2023.

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: Amy Goerwitz, Clerk

Amount:	Who the bequest, donation, or gift is from	What is the bequest, donation, or gift for?
\$142.75	Krista Sorenson	HS Angel Funds Donation
\$419.87	Anonymous	Donation for SCOPE student transportation at NHS to Northfield Historical Society
\$200.00	Schieck Orthodontics	Cinco de Mayo scholarship
\$1,000.00	Steele-Waseca Cooperative Electric	Steele-Waseca Electric scholarship
\$5.00	Downs' 1st grade parent	MN Zoo field trip scholarship
\$5.00	Matson's Kindergarten parent	Children's Museum field trip scholarship
\$4,100.00	WINGS: Women in Northfield Giving Support	PBIS program grant for out of school time programs
\$869.52	Greenvale Park Elementary PTO	Field trips transportation (Physics Force and Rice County Museum)
\$339.95	Greenvale Park Elementary PTO	GVP 5th grade celebration
\$314.89	Friends of the Northfield Public Library	Library tours bus reimbursement for Greenvale and Spring Creek Elementary schools
\$943.31	Greenvale Park Elementary PTO	Field trip transportation
\$16,500.00	Bridgewater Booster Club	Bridgewater Elementary outside concrete classroom area reimbursement
\$539.40	Northfield Booster Club, Inc.	Zoll AED Plus for Activities department reimbursement
\$329.89	Walker Art Center	ALC field trip bus transportation reimbursement
\$500.00	Matthew Hillmann	Chess Club donation
\$25.00	Lindsey Dietiker	Chess Club donation
\$16.00	Dawn Patterson	Chess Club donation
\$25.00	Jackson Hillmann	Chess Club donation
\$2.00	4th Grade Parents	Field Trip
\$100.00	Community Resource Bank	Sponsorship for Chess Club

# **Grant Application Approval Form**

Date: 6/26/2023

Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed along with a copy of the completed grant proposal. All proposals must:

- Support the District's mission and goals. •
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District, if required. .

	Grant Proposal Information		
Project Title	Bipartisan Safer Communities Act (BSCA) Stronger Connections Grant		
Project Period	From: 8/15/2023 To: 9/30/2026		
Funding Source	The Bipartisan Safer Communities Act (BSCA) legislation makes \$1 billion available through Title IV, Part A of the Elementary and Secondary Education Act (ESEA) (CFDA 84.424F). The U.S. Department of Education is providing funding to Minnesota Department of Education to provide students safe, healthy, and supportive learning opportunities and environments.		
Application Deadline	n/a		
List all Grant Applicants	Northfield Public Schools		
School/Department	District Wide		
Contact Person	Hope Langston Phone No. 507-645-3436		
	Project Information		
Brief Proposal Description	The Minnesota Department of Education's and Northfield Public Schools Strategic Plans prioritize that each student learns in a safe and healthy school environment. The purpose of the funding is to improve student health and safety through measurable outcomes.		
Project Goal (in one Sentence)	The goal of our Stronger Connections grant request is to fund an additional 1.0 FTE Cultural Navigator and a .2 FTE clinical licensed social worker to facilitate parenting groups that center the voice of our Hispanic, multilingual and low-income learners in order to build capacity in their communities, develop their skills in helping their anxious students who struggle to get to school consistently, help them to manage internalizing and externalizing concerns with their children and increase their ability to be more effective advocates for their children's needs in connecting to school.		
List All Personnel	Hope Langston and Carrie Duba		
Involved in			
Application			
A mount Doguostad	Budget Information		
Amount Requested	\$373,900 total 3 year grant request		
Matching Funds	Are Required   X <sup>1</sup> Not Required		
Source of Matching Funds	NA		

**Required Documents Attached:** X Completed Application

Project Initiator Signature

**Rough Draft** 

Building Principal or District Administrator Signature

Approved by the School Board

Not Approved by the School Board

Date

**Summary of Application** 

## Policy 102 EQUAL EDUCATIONAL OPPORTUNITY

## I. PURPOSE

The purpose of this policy is to ensure that every Northfield School District student has an equal educational opportunity.

## II. GENERAL STATEMENT OF POLICY

- A. The policy of the district is to provide equal educational opportunity for all students. The district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, including gender identity and expression, age, disability, marital status, parental status, or status with regard to public assistance. The district also makes reasonable accommodations for students with disabilities.
- B. The district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. Refer to <u>Policy 413</u> <u>Harassment and Violence</u> for information about the types of conduct that constitute violation of the district's policy on harassment and violence and the district's procedures for addressing such complaints.
- C. The district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. Refer to <u>Policy 521 Student Disability</u> <u>Nondiscrimination</u> for information about protections that may apply pursuant to Section 504 and the district's corresponding procedures for addressing disability discrimination complaints.
- D. The district prohibits sexual harassment and discrimination of any individual on the basis of sex in its education programs or activities. Refer to <u>Policy 522</u> <u>Title IX Sex Nondiscrimitation</u> for information about the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination.
- E. The district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and

practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- F. This policy applies to all areas of education, including academics coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- G. The district will adopt and publish a <u>grievance procedure</u> providing for resolution of student, parent, and employee complaints of discrimination covered under this policy.
- H. Every district employee shall be responsible for complying with this policy.
- I. Any student, parent, or guardian having a question regarding this policy should discuss it with the building principal/administrator or the District Title IX Coordinator/Human Rights Officer.

Policy 102 Equal Educational Opportunity Adopted: 12.13.2004; Updated: 07.12.2021; 10.11.2021; Statutory Update: INSERT DATE HERE:

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

 Legal References:
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment 102-2 and Violence Policy)

 Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)

 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

 20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

 42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)

 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence) MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination) MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

#### Policy 418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

#### I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for Northfield School District employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, (including edible cannabinoid products), and controlled substances without a physician's prescription.

#### II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, (including edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, <del>(including edible cannabinoid products)</del>, or controlled substances in any school location.
- C. <u>An individual may not use or possess cannabis flower, cannabis products,</u> <u>lower-potency hemp edibles, or hemp-derived consumer products in a public</u> <u>school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and</u> <u>13, including all facilities, whether owned, rented, or leased, and all vehicles that</u> <u>the school district owns, leases, rents, contracts for, or controls.</u>
- <u>D</u>. The district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

#### **III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed <u>by injection</u>, <u>inhalation</u>, ingestion, or by any other immediate means. internally. This does not

include nonintoxicating cannabinoid substances that are applied topically.

- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of:
  - 1. Liquid, including, but not limited to, oil.
  - 2. Pill.
  - 3. Vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form., or
  - 4. Combustion with use of dried raw cannabis., or
  - 5. Any other method approved by the commissioner.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; 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 district; or during any period of time such employee is supervising students on behalf of the district or otherwise engaged in district business.
- H. <u>"Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of</u> to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- <u>I.</u> "Toxic substances" includes:
  - 1. Glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item.
  - 2. Butane or a butane lighter.
  - 3. Any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health.
- J. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products),-and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

### IV. EXCEPTIONS

A. A violation of this policy does not occur when a person brings onto a school

location, for such a person's own use, a controlled substance, except medical cannabis, <u>nonintoxicating cannabinoids</u>, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

### V. **PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, <u>nonintoxicating cannabinoids</u>, or <u>edible cannabinoid products</u>, must comply with the district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, <u>nonintoxicating cannabinoids</u>, or <u>edible cannabinoid products</u>, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform their supervisor <u>in writing</u>. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with a written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that they have received the policy.
- D. Employees are subject to the district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, <u>intoxicating cannabinoids</u>, or edible cannabinoid products, in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, <u>nonintoxicating</u> <u>cannabinoids</u>, <u>or edible cannabinoid products</u>, on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes:
  - 1. Vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment., and

2. Operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

# VI. SCHOOL PROGRAMS

A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:

1. Respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and

2. Refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.

- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

# VII. ENFORCEMENT

- A. <u>Students</u>
  - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and (including edible cannabinoid products.
  - 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counseling

service which may be provide by school based mental health services providers; and/or referral to law enforcement officials when appropriate.

- 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the district's discipline policy. Such discipline may include suspension or expulsion from school.
- B. <u>Employees</u>
  - 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
  - 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
  - 3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
  - 4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and district policies.
- C. <u>The public</u>

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Policy 418 Drug-Free Workplace / Drug-Free School

Adopted: 02.25.2005; Updated: 10.2012, 05.2013; Reviewed: 12.17.2020; Substantive Updates: 10.24.2022, INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

 Legal References:
 Minn. Stat. § 120B.215 (Education aon Cannabis Use and Substance Use)

 Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

 Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)

 Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)

 Minn. Stat. § 152.01, Subd. 15a (Definitions)

 Minn. Stat. § 152.0264 (Cannabis Sale Crimes)

 Minn. Stat. § 152.22, subd. 6 (Definitions; Medical Cannabis)

Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support an Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. § 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Dismissal of Employees)

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 417 (Chemical Use/Abuse)

MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco,

Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 516 (Student Medication)

#### Policy 419 TOBACCO-FREE ENVIRONMENT: POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

#### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free in the Northfield School District.

### II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic cigarette delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all personal vehicle, all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture or are identified with tobacco products, tobacco-related devices or electronic delivery devices. The school district will not promote or allow the promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

### **III. DEFINITIONS**

A. "Electronic cigarette delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery devices include any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs,

devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined at the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or\_heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

### IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. <u>An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices.</u> An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

### V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8. The school district will also require instruction once to students in grades 9 through 12.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

### VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

# VII. DISSEMINATION OF POLICY

Notice of this policy shall be reviewed during new employee orientation, published in the Student Citizenship Handbook, and available at other appropriate locations.

Policy 419 Tobacco Free Environment: Possession And Use Of Tobacco, Tobacco-Related Devices, And Electronic Delivery Devices; Vaping Awareness And Prevention Instruction

#### Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention) Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act) Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21) 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees) MSBA/MASA Model Policy 506 (Student Discipline)

### Policy 424 LICENSE STATUS

#### I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the Northfield School District and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

### II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be considered a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The district has a duty to ascertain the licensure status of its teachers and ensure that the district's teacher license files are up to date. The district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the district.
- D. The district must annually report to the Professional Educator Licensing and Standards Board.
  - 1. All new teacher hires and terminations, including layoffs, by race and ethnicity.
  - 2. The reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

It is the responsibility of the employee to maintain valid licenses or other qualifications that are a requirement of the position during employment with the district. At the sole discretion of the district, failure to comply with this policy may be grounds for the employee's immediate discharge from employment or an unpaid leave.

Policy 424 License Status Adopted: 3/14/05; Updated: 02.22.2021; Statutory Updates:

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

 Legal References:
 Minn. Stat. § 122A.16 (Qualified Teacher Defined)

 Minn. Stat. § 122A.22 (District Recording of Teacher Licenses)

 Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination - Immediate Discharge)

 Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)

 Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn.App. 1985)

 Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn.App. 1998)

 In the Matter of the Proposed Discharge of John R. Statz (Christine D. Ver Ploeg), June 8, 1992, affirmed,

1993 WL 129639, 1993 Minn. App. Lexis 442 (Minn. App. 1993)

### Policy 425 STAFF DEVELOPMENT AND MENTORING

### I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out the mission of the Northfield School District that supports improved student learning.

### **II. GENERAL STATEMENT OF POLICY**

District staff development will relate to one or more of the following:

- A. The District Vision and Mission Statement.
- B. The District Strategic Plan.
- C. District and building goals.
- D. District curriculum implementation and instructional strategies.
- E. Evidence-based instructional practices and strategies grounded in current research.
- F. State requirements for renewal of a teaching license.
- G. State graduation standards and legal requirements.
- H. Effective on-the-job behaviors and employee performance.
- I. Job-specific knowledge and skills.
- J. Mentoring of new teachers as outlined in state statutes.
- K. Support specific to employees from underrepresented racial and ethnic groups as outlined in state statutes.
- L. Educational assistants, Title I aides, and other instructional support staff will receive orientation and training as outlined in state statutes and district policy.

Policy 425 Staff Development and Mentoring Adopted: 3.14.2005; Updated: 02.21.2021, Statutory Update: 10.28.2021, INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

 Legal References:
 Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)

 Minn. Stat. § 120A.415 (Extended School Calendar)

 Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)

 Minn. Stat. § 120B.22, subd. 2 (Violence Prevention Education)

 Minn. Stat. § 121A.642 (Paraprofessional Training)

Minn. Stat. § 122A.187, (Board to Issue Licenses; Expiration and Renewal)

Minn. Stat. § 122A.40, subds. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)

Minn. Stat. § 122A.41, subds. 4, 4a and 5 (Teacher Tenure Act; Cities of the First Class;

Definitions - Additional Staff Development and Salary)

Minn. Stat. § 122A.60 (Staff Development Program)

Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)

Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)

Minn. Stat. § 123B.147, subd. 3 (Principals)

Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)

Minn. Stat. § 124D.862 (Achievement and Integration Revenue)

Minn. Stat. § 126C.10, subds. 2 and 2b (General Education Revenue)

Minn. Stat. § 126C.13, subd. 5 (General Education Levy and Aid)

Cross-References: None

### Policy 507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

## I. PURPOSE

The purpose of this policy is to describe limitations on <u>use of corporal punishment and</u> prone restraint upon a <del>of</del> students in the Northfield School District.

### II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district or charter school shall <del>cause</del> <u>inflict</u> corporal punishment <u>or use prone restraint upon a student</u>. to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

### III. <u>DEFINITIONS</u>

- 1. <u>"Corporal punishment" means conduct involving:</u>
  - a. <u>Hitting or spanking a person with or without an object.</u>
  - b. <u>Unreasonable physical force that causes bodily harm or substantial emotional harm.</u>
- 2. "Prone restraint" means placing a child in a face-down position.

# IV. PROHIBITIONS

- 1. <u>An employee or agent of a district shall not inflict corporal punishment or cause</u> corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
- 2. <u>An employee or agent of a district, including a school resource officer, security</u> personnel, or police officer contracted with a district, shall not use prone restraint.
- 3. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.
- 4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582.

# V. EXCEPTIONS

A teacher or school principal may use reasonable force <u>under the conditions set forth in</u> <u>Policy 506 (Student Discipline)</u>. when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to that student or another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to that student or another.

#### VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Policy 507 Corporal Punishment and Prone Restraint Adopted: 02.26.2007; Statutory Update: 10.28.2021, INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment) Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force) Minn. Stat. § 123B.25 (Actions Against Districts and Teachers) Minn. Stat. § 609.06, Subd. 1 (6)(7) (Authorized Use of Force)

Cross References: MSBA/MASA Model Policy 403 (Dismissal of Employees) MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse) MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults) MSBA/MASA Model Policy 506 (Student Discipline)

### Policy 558 509 ENROLLMENT OF NONRESIDENT STUDENTS OPEN ENROLLMENT

### I. PURPOSE

The Northfield School District desires to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination. Students who do not reside in the Northfield School District may apply to attend a school within the district under the provisions of M.S. 124D.03 and this policy.

### II. GENERAL STATEMENT OF POLICY

The Northfield Board of Education authorizes the superintendent or their designee to approve applications for enrollment under the school district enrollment options program and enter into nonresident student attendance agreements with other school districts.

### **III. DEFINITION OF RESIDENCY**

- A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:
  - 1. <u>Space is available for the applicant under enrollment cap standards</u> established by school board policy or other directive.
  - 2. In considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes, section 124D.03.
  - 3. The applicant is not otherwise excluded by action of the school district because of previous conduct in another school district. For the student to receive a free education, the primary purpose of a student's residence in a district must be for personal care, support, supervision, and nurturing, such as is usually provided in a home and not for the purpose of obtaining free education. The primary source of a student's nurturing, personal care, supervision, emotional, and financial support is the prime determinant of residency for schooling purposes. If the student receives primary care and support at an address outside of the district, even though lodging within the district, the student is considered a nonresident.
- B. <u>If the district limits enrollment of nonresident students pursuant to this</u> <u>section, the district shall report to the Commissioner of the Minnesota</u> <u>Department of Education (MDE) by July 15 on the number of nonresident</u>

pupils denied admission due to the limitations on the enrollment of nonresident pupils. Resident students in Independent School District 659 will refer to students who are receiving their primary care and support as defined above in a residence within the legal boundaries of the district, and one of the following:

From age 5 through completion of high school, but not beyond
 their 21st birthday, if not disabled, or

2. From birth through completion of high school or until July 1 afterthe 21st birthday if disabled.

## IV. BASIS FOR DECISIONS

- A. <u>Standards that may be used for rejection of application</u> <u>In addition to the provisions above, the school district may refuse to allow</u> <u>a pupil who is expelled under Minnesota Statutes, section 121A.45 to</u> <u>enroll during the term of the expulsion if the student was expelled for:</u>
  - 1. Possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with except that such term does not include a pocket knife with a blade less than two and one-half inches in length, at school or a school function.
  - 2. Possessing or using an illegal drug at school or a school function.
  - 3. Selling or soliciting the sale of a controlled substance while at school or a school function.
  - 4. Committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- B. Standards that may not be used for rejection of application The district may not use the following standards in determining whether to accept or reject an application for open enrollment:
  - 1. Previous academic achievement of a student.
  - 2. Athletic or extracurricular ability of a student.
  - 3. Disabling conditions of a student.
  - 4. A student's proficiency in the English language
  - 5. The student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
  - 6. Previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in this policy.

### C. <u>Application</u>

The student and parent/guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) or School Readiness Plus (SRP) Application if applicable) developed by MDE and available on its website.

The district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

### D. Lotteries

If a district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

- 1. The student's resident district does not operate a school building.
- 2. The municipality is located partially or fully within the boundaries of at least five school districts.
- 3. The nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality.
- 4. No other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the district lottery must be established by school board policy and posted on the district's website.

### E. Exclusion

- 1. <u>Administrator's initial determination</u>. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
- 2. <u>Superintendent's review</u>. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

### F. Termination of Enrollment

The district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8. The district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the district will send to the student's parents a written notice of the district's belief that the student is not a resident of the district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

#### **LIMITATIONS**

Unless enrolled under an administrative agreement, application for enrollment will be denied for a nonresident student who is expelled from another school district under M.S. 121A.45, during the term of the expulsion if the student was expelled for:

A. Possessing a dangerous weapon at school or a school function.

- B. Possessing or using an illegal drug at school or a school function.
  - C. Selling or soliciting the sale of a controlled substance while at school or a school function.
  - D. Committing a third-degree assault as described in M.S. 609.223 subd.1.

#### V. BASIS FOR DECISIONS

Standards for acceptance of applications will be based on the capacity of school buildings, grade levels, district programs, and specific courses. Beyond those reasons identified above, the district will accept all nonresident pupils from other school districts who qualify under the Minnesota open enrollment program except for the following reasons:

A. Lack of space in the district.

- B. Lack of space in a particular program or school building.
  - C. Late application (applications for nonresident open enrollment must be received by the nonresident district prior to Jan. 15 for enrollment the following fall).

The district will accept all Area Learning Center students without a signed agreement from the resident district if space allows.

### VI. TRANSPORTATION

If attendance is granted in response to parent requests as defined in procedures, parents must provide the necessary transportation to and from the first safe bus stop as determined by the district's transportation provider within the attendance boundaries of the school the student will attend.

#### VII. HABITUAL TRUANCY AND REVOCATION / TERMINATION OF ——ENROLLMENT

A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven schools days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minn. Stat 120A.22 Subd. 8.

The district will terminate the enrollment of a nonresident student enrolled under this policy at the end of the school year if the student:

- A. Meets the definition of a habitual truant, has been provided appropriate services under M.S. 260A, and the student's case has been referred to juvenile court.
- B. Is over the age of 17 and has been absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school.

#### VIII. HOMELESS STUDENTS

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Policy 509 ENROLLMENT OF NONRESIDENT STUDENTS Adopted: 09.27.2004; Updated: 05.2013, 12.2013, 12.2014, 06.20.2022; Statutory Update: INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

 Legal References: Minn Stat. § 120A.22. Subd. 3(e) and Subd. 8 (Compulsory Instruction) Minn Stat. § 121A.40-121A.5645 (Pupil Fair Dismissal Act Grounds for Dismissal) Minn Stat. § 124D.03 (Enrollment Options Program) Minn Stat. § 125D.038 (School Board Approval to Enroll in Nonresident District; Exceptions)Enrollment Options Program Minn. Stat. § 124D.68 (Graduation Incentives Program) Minn. Stat. Ch. 260A (Truancy) Minn Stat. Ch. 260A (Truancy) Minn Op Atty. Gen. 169-f (Aug. 13, 1986) 180g, Dec. 27, 1928 8th Circuit Court of Appeals M.S. 609.223 Criminal Code Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished) 18 U.S.C. 930, para. (g)(2) (Definition of weapon)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 517 (Student Recruiting)

### I. PURPOSE

The purpose of this policy is to provide guidance to Northfield School District's professional staff, parents/guardians, and students regarding student promotion, retention, and program design.

#### II. GENERAL STATEMENT OF POLICY

The Board of Education expects all students to achieve an acceptable level of academic proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

#### A. <u>Promotion</u>

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year unless retention is determined as described as follows.

#### B. <u>Retention</u>

Retention of a student may be considered when professional staff or and parents/guardians feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. and/or a nationally normed retention scale (e.g., Light's Retention Scale). The parents/guardians will have the final decision on retention. Parents/guardians will sign a letter agreeing/not agreeing to retention. The signed letter will be filed in the student's cumulative folder. The superintendent's decision shall be final.

#### C. <u>Program Design</u>

- 1. The superintendent, with participation of the professional staff and parents/guardians, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the district shall also be developed as additional options. All programs will be aligned with creating the World's Best Workforce.
- 2. <u>The district may identify students, locally develop programs and services</u> <u>addressing instructional and affective needs, provide staff development,</u> <u>and evaluate programs to provide gifted and talented students with</u> <u>challenging and appropriate educational programs and services.</u>
- 3. The district will <u>must</u> adopt guidelines for assessing and identifying students for participation in gifted and talented programs <u>and services</u> <u>consistent with Minnesota Statues</u>, section 120B.11. The guidelines should include the use of:

- a. Multiple objective criteria.
- b. Assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
- 4. The district will <u>must</u> adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the district will:
  - a. Assess a student's readiness and motivation for acceleration.
  - b. Match the level, complexity and pace of the curriculum to a student to achieve the best type of academic acceleration for a student.

5. The district will must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). that describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental report and teacher observations of the child's knowledge, skills, and abilities. The procedures must be sensitive to under-represented groups.

Policy 513 Student Promotion, Retention, and Program Design Adopted: 10.22.2007; Updated: 05.23.2022; Statutory Update: INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

 Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program) Minn. Stat. § 123B.143, subd. 1 (Superintendents)
 Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements) MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure) MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students) MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards) MSBA/MASA Model Policy 618 (Assessment of Standard Achievement) MSBA/MASA Model Policy 620 (Credit for Learning)

#### POLICY 514 BULLYING PROHIBITION

#### I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The Northfield School District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the district in its normal operations, the district intends to prevent bullying and to take action to investigate, respond to, remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

#### II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
  - 1. On the school premises, on district property, at school functions or activities, and on school transportation.
  - 2. By the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists.
  - 3. By use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of eyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of district resources.
- B. <u>A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions</u>

applicable to the public school students participating in the activity. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual <u>exploitation</u>. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. <u>Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.</u>
- <u>E</u>. <u>No teacher, administrator, volunteer, contractor, or other employee of the school</u> <u>district shall permit, condone, or tolerate bullying.</u> False accusations or reports of <u>bullying against another student are prohibited.</u>
- <u>F.</u> Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the district's policies and procedures, including the district's discipline policy. The district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved.
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior.
  - 3. Past incidences or past or continuing patterns of behavior.
  - 4. The relationship between the parties involved.

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from district property and events.

J. The district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern.
  - 2. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying <u>malicious and sadistic</u> <u>conduct and sexual exploitation</u> as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social media website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
  - 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property.
  - 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student.
  - 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. <u>"Malicious and sadistic conduct" means creating a hostile learning environment</u> by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- <u>E</u>. "On school premises, on district property, at school functions or activities, or on school transportation" means all district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. District property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- <u>G.</u> "Prohibited conduct" means bullying, or cyberbullying, malicious and sadistic conduct, sexual exploitation, as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about <u>prohibited conduct</u> bullying.
- <u>H</u>. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- <u>I</u>. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building, <u>on the district's website</u> or available in the district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct to address and resolve the bullying or prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

### V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the district shall undertake or authorize an investigation by the building report taker or a third party designated by the district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.
- E. The district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed

by or directed against a child with a disability, the district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

#### VI. RETALIATION OR REPRISAL

The district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in <del>Section II.F. of</del> this policy.

#### VII. TRAINING AND EDUCATION

- A. The district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the district. The district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct.
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct.
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school.

- 4. The incidence and nature of cyberbullying.
- 5. Internet safety and cyberbullying.
- C. The district annually will provide education and information to students regarding bullying, including information regarding this district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

- 1. Engage all students in creating a safe and supportive school environment.
- 2. Partner with parents and other community members to develop and implement prevention and intervention programs.
- 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment.
- 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person.
- 5. Teach students to advocate for themselves and others.
- 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct.
- 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the Student Citizenship Handbook.

### VIII. NOTICE

- A. The district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted <u>throughout each</u> <u>school building</u>, in the administrative offices of the district, and in the office of each school.
- C. This policy must be <u>given</u> <u>distributed</u> to each <u>school district or</u> <u>school employee</u> and independent contractor <del>who regularly interacts with students</del> at the time of <u>hiring or contracting</u> <del>initial employment with the district</del>.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- <u>G.</u> The district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

#### IX. POLICY REVIEW

The school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made to the extent practicable in consultation with students, parents, and community organizations.

Policy 514 Bullying Prohibition

Adopted: 08.26.2006; Revised: 11.22.2010, 04.23.12, 07.14.14; Non-Substantive Update: 08.26.2021; Substantive Update: 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. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
	Minn. Stat. § 120B.232 (Character Development Education)
	Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
	Minn. Stat. § 121A.031 (School Student Bullying Policy)
	Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the
	Safe and Supportive Minnesota Schools Act)
	Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
	Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
	Minn. Stat. § 121A.69 (Hazing Policy)
	Minn. Stat. § Ch. 124E (Charter School)
	Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
	20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
	34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)
Cross References:	MSBA/MASA Board Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
	MSBA/MASA Board Policy 413 (Harassment and Violence)
	MSBA/MASA Board Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
	MSBA/MASA Board Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
	MSBA/MASA Board Policy 423 (Employee-Student Relationships)
	MSBA/MASA Board Policy 501 (School Weapons Policy)
	MSBA/MASA Board Policy 506 (Student Discipline)
	MSBA/MASA Board Policy 507 (Corporal Punishment)
	MSBA/MASA Board Policy 515 (Protection and Privacy of Pupil Records)
	MSBA/MASA Board Policy 521 (Student Disability Nondiscrimination)
	MSBA/MASA Board Policy 522 (Title IX Sex Nondiscrimination)
	MSBA/MASA BoardPolicy 524.2 (Use of Technology and Telecommunications Systems by Students)
	MSBA/MASA Board Policy 526 (Hazing Prohibition)
	MSBA/MASA Board Policy 709 (Student Transportation Safety)
	MSBA/MASA Model Policy 711 (Video Recording on School Buses)
	MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

### Policy 515.5 516.6 OVERDOSE MEDICATION

[Note: The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. . School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]

### I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the Northfield School District will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)<sup>[i]</sup>, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on district property during the school day or at district activities.

### II. GENERAL STATEMENT OF POLICY

The Board of Education authorizes district administration to obtain and possess opioid overdose reversal medication, such as Naloxone to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon:

- 1. The continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the district and its employees by law.
- 2. That the district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose.
- 3. The availability of funding either from outside sources or as approved by the board to obtain and administer opioid overdose reversal medication.

### **III. DEFINITIONS**

A. "Drug-related overdose" means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.

- B. "Naloxone Coordinator" is a district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The district's Naloxone Coordinator is the district's licensed school nurse.
- C. "Opiate" means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. "Opiate Antagonist" means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. "Standing Order" means directions from the district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
  - 1. Administration type.
  - 2. Dosage.
  - 3. Date of issuance.
  - 4. Signature of the authorized provider.

# IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. <u>The school district must maintain a supply of opiate antagonists at each school</u> <u>site to be administered in compliance with Minnesota law. Each school building</u> <u>must have two doses of nasal naloxone available on-site.</u>
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- <u>D</u>. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the district will establish a districtwide collaborative planning and implementation District Planning Team (the 'Team) to oversee the general development and operations

related to the use of opiate antagonist Naloxone and regularly report to the board as to its activities.

- 1. The Team will include the Naloxone Coordinator and may include the superintendent or their designee, building nurses, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
- 2. The Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
- 3. The Team will develop districtwide guidelines and procedures and determine the form(s) of Naloxone to be used within the district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the board. Once approved by the board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
  - a. Ensure that when Naloxone is administered, district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care.
  - b. Require district employees to contact a district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel.
  - c. Direct district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent/guardian/caregiver of the minor and ensure contact with that parent/guardian/caregiver is made as soon as possible after administration of the Naloxone for the purpose of informing the parent/guardian/caregiver of the actions that have been taken.
  - d. Require district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
- 4. The Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

- <u>E</u>. Site Planning Teams
  - 1. In consultation with the Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
  - 2. The Site Planning Team will be responsible for the coordination and implementation of this policy, districtwide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and districtwide procedures and guidelines.
- <u>F</u>. School District Staff

District staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

# V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site.
- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those district staff members whom the Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff.

# VI. PRIVACY PROTECTIONS

The district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Policy 515.5 Overdose Medication Adopted: 04.24.2023; Statutory Update:

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659

# Northfield, Minnesota

Legal References:	Minn. Stat. § 13.32 (Educational Data)
	Minn. Stat. § 13.43 (Personnel Data)
	Minn. Stat. § 13.37 (General Nonpublic Data)
	Minn. Stat. § 121A.21 (School Health Services)
	Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
	Minn. Stat. § 121A.224 (Opiate Antagonists)
	Minn. Stat. § 144.344 (Emergency Treatment)
	Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
	Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
	Minn. Stat. § 152.01 (Definitions)
	Minn. Stat. § 152.02 (Schedules of Controlled Substances)
	Minn. Stat. § 152.212 (Labeling of Preseription Drug Containers)
	Minn. Stat. § 604A.01 (Good Samaritan Law)
	Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
	Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
	Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
	Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
	20 U.S.C. § 1232g (Family Educational and Privacy Rights)
Cross Reference:	MSBA/MASA Model Policy 516 (Student Medication)
	Minnesota Department of Health Toolkit on the Administration of Naloxone

<sup>i]</sup> Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the internasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intermuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

## Policy 532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

## I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from Northfield Public Schools' grounds.

## II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

#### **III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.

- D. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

## **IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS**:

A. <u>Removal By Crisis Team</u>

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. <u>Removal By Police Liaison Officer or Peace Officer</u>

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

## C. <u>Reasonable Force Permitted</u>

- 1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- 2. In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:
  - a. Corporal punishment is prohibited by Minnesota Statutes Section 121A.58.
  - b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain.
  - c. Totally or partially restricting a child's senses as punishment.
  - d. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible.
  - e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes Chapter 260E.
  - f. Physical holding (as defined in Minnesota Statutes, section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso.
  - g. Withholding regularly scheduled meals or water.
  - h. Denying a child access to toilet facilities.
- 3. <u>Any reasonable force used under Minnesota Statutes, sections 121A.582;</u> 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of

physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

- D. <u>Parental Notification</u> The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.
- E. <u>Continued Removals; Review of IEP</u> Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.
- F. <u>Effect of Policy in an Emergency: Use of Restrictive Procedures</u> A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes Section 125A.0942, subdivision 5, and otherwise comply with the requirements of section 125A.0942.

- G. <u>Reporting to the Minnesota Department of Education (MDE)</u>
  - Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.
- Policy 532 Use Of Peace Officers And Crisis Teams To Remove Students With IEPs From School Grounds

Adopted: 03.08.2004; Revised: 04.2011, 07.11.2011, 05.15.2013, 05.16.2016, 01.13.2020; Non-Substantive Updates: 02.08.2022, 10.03.2022; Statutory Update: 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.40-121A.56 (Minnesota Pupil Fair Dismissal Act)

 Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

 Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)

 Minn. Stat. § 121A.67 (Removal by Police Officer)

 Minn. Stat. § 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities

 Minn. Stat. § 609.06 (Authorized Use of Force)

 Minn. Stat. § 609.379 (Permitted Actions)

 20 U.S.C. 1232g et seq. (Family Educational Rights and Privacy (FERPA))

 20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act)

 34 C.F.R. § 300.535 (Referral to and Action by Law Enforcement and Judicial Authorities)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 507 (Corporal Punishment) MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records) MSBA/MASA Model Policy 525 (Violence Protection) MSBA/MASA Model Policy 806 (Crisis Management Policy)

## Policy 534 SCHOOL MEALS

#### I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the Northfield School District's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and keep confidential the identification of students with insufficient funds to pay for school a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

## II. PAYMENT OF MEALS

A. All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. When an account reaches zero or there is insufficient funds a student shall not be allowed to purchase a la carte items until the negative account balance is paid. Families may pay for meals by using cash, check or the district's online payment system. Payments may be made daily and sent to any school the student attends. Checks should be made out to Northfield Public Schools and must include the student's first and last name and personal identification number (PIN). Cash payments will be accepted in a sealed envelope with the student and parent's first and last name, PIN number, and the amount of payment written on the outside of the envelope. Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, 201 Orchard Street South, Northfield, MN 55057. All schools have payment envelopes and collection boxes placed in the Child Nutrition area for receipt of payments. Each school collects and posts money daily into individual meal accounts. Money collected will be posted into the account as it is turned in or at least by 10:30 a.m. and again by 2:00 p.m. All other cash or check payments will be posted the following day.

See Negative Balance and NSF procedure for payment of meals.

- B. <u>A school that participates in the United States Department of Agriculture National School</u> <u>Lunch program and has an Identified Student Percentage at or above the federal</u> <u>percentage determined for all meals to be reimbursed at the free rate must participate in</u> <u>the federal Community Eligibility Provision in order to participate in the free school</u> <u>meals program.</u> <u>If the school district receives school lunch aid under Minnesota Statutes section</u> <u>124D.111, it must make lunch available without charge to all participating students who</u> <u>qualify for free or reduced-price meals regardless of account balance.</u>
- C. Each school that participates in the free school meals program must:

- 1. <u>Participate in the United States Department of Agriculture School</u> <u>Breakfast Program and the United States Department of Agriculture</u> <u>National School Lunch Program.</u>
- 2. <u>Provide to all students at no cost up to two federally reimbursable meals</u> per school day, with a maximum of one free breakfast and one free lunch.

The school district does not provide alternate meals, but will allow a student with an outstanding meal charge debt to purchase a reimbursable meal.

- D. Once a reimbursable meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- E. When a student has a negative account balance, the student will not be allowed to charge an a la carte item or a second meal.
- E. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.
- F. Once a reimbursable meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the eashier or other school official, whether or not the student has an outstanding meals balance.
- G.F. If a parent/guardian chooses to send in one payment that is to be divided between sibling accounts, the parent/guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent/guardian. Parents/guardians can request a transfer of funds by completing the refund request form found on the Child Nutrition Department website.

# III. LOW OR NEGATIVE ACCOUNT BALANCES NOTIFICATION AND UNPAID MEAL CHARGES

- A. The district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals, or affixing stickers, stamps, or pins.
- C. The district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and or reduced-price meals for their children.

- D. The district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- E. The district may not deny any student the opportunity to participate in graduation ecremonics or other commencement activities due to unpaid meal charges.
- F. Negative balances of more than \$30, not paid prior to *end of the school year*, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- G. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- H. The superintendent or designee will develop procedures for collecting unpaid meal charges and notification of low or negative balances. <u>Refer to negative balance and NSF procedure guidelines</u>.
- I. The district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

# IV. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  - 1. All households at or before the start of each school year.
  - 2. Students and families who transfer into the school district at the time of enrollment.
  - 3. All district personnel who are responsible for enforcing this policy.
- B. The district will post this policy on the district's website in addition to providing the required written notification described above.

Policy 534 School Meals Adopted: 01.13.2020; Statutory Update: 02.14.2022, INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

Legal References:	<ul> <li>Minn. Stat. § 123B.37 (Prohibited Fees)</li> <li>Minn. Stat. § 124D.111 (Lunch Aid; Food Service Accounting)</li> <li>42 U.S.C. § 1751 <i>et seq.</i> (Healthy and Hunger-Free Kids Act)</li> <li>7 C.F.R. § 210 <i>et seq.</i> (School Lunch Program Regulations)</li> <li>7 C.F.R. § 220.8 (School Breakfast Program Regulations)</li> <li>USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)</li> <li>USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)</li> <li>USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&amp;A</li> </ul>
Cross References:	None

## Policy 602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

#### I. PURPOSE

The purpose of this policy is to provide for a timely determination of the Northfield School District's school calendar and school day.

#### II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

## III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff and parents.
- B. <u>Except for learning programs during summer and flexible learning year programs,</u> the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
  - 1. <u>The district may begin the school year on any day before Labor Day to</u> <u>accommodate a construction or remodeling project of \$400,000 or more</u> <u>affecting a school district school facility.</u>
  - The district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
  - 3. The district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- <u>C</u>. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

## III. SCHOOL DAY RESPONSIBILITY

- A. The superintendent or designee shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such relevant factors, including school bus schedules, cooperative programs,

differences in time requirements at various grade levels, effective utilization of facilities and cost effectiveness.

C. Proposed changes in the school day shall be subject to review and approval by the school board.

# V. E-LEARNING DAYS

- A. <u>An "e-learning day" is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.</u>
- B. <u>A district may designate up to five e-learning days in one school year.</u>
- C. <u>An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.</u>
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. <u>On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.</u>
- H. When the district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

Policy 602 Organization of School Calendar and School Day Adopted: 11.26.2007; Updated 05.2013; Non-Substantive Updates: 12.02.2019, 08.11.2022; Statutory Update: INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

Legal References: Minn. Stat. § 10.55 (Juneteenth) Minn. Stat. § 120A.40 (School Calendar) Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction) Minn. Stat. § 120A.414 (e-Learning Days) Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124E.25 (Payment of AIds to Charter Schools)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)
Minn. Stat. § 645.44 (Words and Phrases Defined)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

## Policy 621 LITERACY AND THE READ ACT

## I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading for the Northfield School District.

## II. GENERAL STATEMENT OF POLICY

The district recognizes the centrality of reading in a student's educational experience.

## **III. DEFINITIONS**

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed

by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.

- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.

- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

# IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by the Minnesota Department of Education (MDE).
- B. The district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
  - 1. The student's reading proficiency as measured by a screener approved by MDE.
  - 2. Reading-related services currently being provided to the student and the student's progress.
  - 3. Strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The district may not use this section to deny a student's right to a special education evaluation.

## V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including

phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.

- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner by June 15 in the form and manner determined by the MDE Commissioner.
- E. The district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
  - 1. A summary of the school district's efforts to screen for dyslexia.
  - 2. The number of students universally screened for that reporting year.
  - 3. The number of students demonstrating characteristics of dyslexia for that year.
  - 4. An explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

# VI. INTERVENTION

- A. For each student identified under the screening identification process, the district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.1118, for a student not reading at grade level.

- C. The district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.1118.
- D. If a student does not read at or above grade level by the end of the current school year, the district must continue to provide reading intervention until the student reads at grade level. District intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.
- F. The district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

# VII. LOCAL LITERACY PLAN

A. The district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The district must update and submit the plan to the Commissioner of MDE by June 15 each year. The plan must be consistent with the Read Act, and include the following:

- 1. A process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123.
- 2. A process to notify and involve parents/guardians.
- 3. A description of how schools in the district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progres.
- 4. Evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention.
- 5. Identification of staff development needs, including a plan to meet those needs.
- 6. The curricula used by school site and grade level.
- 7. A statement of whether the district has adopted a MTSS framework.
- 8. Student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
  - a. In kindergarten through grade 3.
  - b. Who demonstrate characteristics of dyslexia.
  - c. Students in grades 4 to 12 who are identified as not reading at grade level.
- 9. The number of teachers and other staff that have completed training approved by the department.
- B. The district must post its literacy plan on the district website and submit it to the Commissioner of MDE using the template developed by the Commissioner beginning June 15, 2024.

## VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:
  - 1. Intervention teachers working with students in kindergarten through grade 12.
  - 2. All classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs.
  - 3. Special education teachers.

- 4. Curriculum directors.
- 5. Instructional support staff who provide reading instruction.
- 6. Employees who select literacy instructional materials for a district.
- B. The district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner of MDE may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The district literacy lead must collaborate with school district administrators and staff to support the district's implementation of requirements under the Read Act.

## IX. STAFF DEVELOPMENT

- A. The district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The district shall use the data under Article V. above to identify the staff development needs so that:
  - 1. Elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency.
  - 2. Elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the district for the identified students.

- 3. Licensed teachers employed by the district have regular opportunities to improve reading and writing instruction.
- 4. Licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy.
- 5. Licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

# X. LITERACY INCENTIVE AID USES

The district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

- 1. Training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools.
- 2. Evidence-based training using a training program approved by MDE.
- 3. Employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.1118.
- 4. Materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

Policy 621 Literacy and the READ Act Adopted: INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota 

 Legal References:
 Minn. Stat. § 120B.1118 (Read Act Definitions)

 Minn. Stat. § 120B.12 (Read Act Goal and Interventions)

 Minn. Stat. § 120B.123 (Read Act Implementation)

 Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)

 Minn. Stat. § 124D.68 (Graduation Incentives Program)

 Minn. Stat. § 124D.98 (Literacy Incentive Aid)

 Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross-References: None

## Policy 708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

## I. PURPOSE

The purpose of this policy is to address transportation rights of Northfield School District nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

## II. GENERAL STATEMENT OF POLICY

The policy of the district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

#### III. ELIGIBILITY

- A. The district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes sections 123B.88 and 123B.92 when applicable.
- B. Upon the request of a parent/guardian, the district must provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.
- C. The district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries.
- D. The district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services; if the school district elects to provide pupil support services at a site other than a nonpublic school.
- E. When transportation is provided, the scheduling of routes, manner and method of

transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control and management of the district. A nonpublic or charter school student transported by the district shall comply with district student bus conduct and student bus discipline policies.

- F. The board and a nonpublic school may mutually agree to a written plan for the board to provide nonpublic pupil transportation to nonpublic school students. The district must report the number of nonpublic school students transported and the nonpublic pupil transportation expenditures incurred in the form and manner specified by the Minnesota Commissioner of Education.
- G. If the board provides pupil transportation through the school's employees, the board may transport nonpublic school students according to the plan and retain the nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- H. A board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- I. Additional transportation to and from a nonpublic school may be provided at the expense of the district when such services are provided at the discretion of the district.

## IV. SPECIAL EDUCATION/DISABLED STUDENTS WITH DISABILITIES

A. If a resident student with a disability attends a nonpublic school located within the district, the district must provide necessary transportation for the student within the district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the district of attendance and where the special instruction and services are provided within the district, the district shall provide necessary transportation for that student between the district boundary and the educational facility. The district may provide necessary transportation provide necessary transportation provide duttended, but the nonpublic school shall pay the cost of transportation provided outside the school district boundary. Districts may make agreements for who provides transportation. Parties serving students on a shared time basis have

access to a due process hearing system as provided by law.

- B. <u>When the disabling conditions of a student with a disability</u> Disabled students whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the district. The district shall determine the type of vehicle used to transport disabled students on the basis of the handicapping condition and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the district.
- C. Each driver and aide assigned to a vehicle transporting students with a disability must:
  - 1. Be instructed in basic first aid and procedures for the students under their care.
  - 2. Within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities.
  - 3. Assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus.
  - 4. Ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system:
  - 1. The student's name and address.
  - 2. The nature of the student's disabilities.
  - 3. Emergency health care information., and
  - 4. The names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.
- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

# V. APPLICATION OF GENERAL POLICY

The provisions of the district's policy on transportation of public school students shall apply to the transportation of nonpublic school students except as specifically provided herein.

Policy 708 Transportation of Nonpublic School Students

Adopted: 10.27.2008; Updated: 04.2011; Substantive Update: 10.24.2022; Statutory Update: INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659 Northfield, Minnesota

Legal References: Minn. Stat. § 123B.44 (Provision of Pupil Support Services) Minn. Stat. § 123B.84 (Policy) Minn. Stat. § 123B.86 (Equal Treatment) Minn. Stat. § 123B.88 (Independent School Districts, Transportation) Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements) Minn. Stat. § 123B.92 (Transportation Aid Entitlement) Minn. Stat. Ch. 125A (Special Education and Special Programs) Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools) Minn. Rules Part 7470.1600 (Transporting Pupils with Disability) Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities) Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970) Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988) Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992) Minn. Op. Atty. Gen. 166a-7 (June 3, 1983) Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981) Minn. Op. Atty. Gen. 166a-7 (July 15, 1976) Minn. Op. Atty. Gen. 166a-7 (July 17, 1970) Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969) Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References: MSBA/MASA Model Policy 707 (Transportation of Public School Students) MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

## Policy 709 STUDENT TRANSPORTATION SAFETY

#### I. PURPOSE

The purpose of this policy is to provide safe transportation for Northfield School District students and to educate students on safety issues and the responsibilities of school bus ridership.

## II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

#### A. <u>School Bus Safety Week</u>

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### B. <u>Student School Bus SafetyTraining</u>

- 1. The district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. Transportation by school bus is a privilege, not a right.
  - b. District policies for student conduct and school bus safety.
  - c. Appropriate conduct while on the bus.
  - d. The danger zones surrounding a school bus.
  - e. Procedures for safely boarding and leaving a school bus.
  - f. Procedures for safe vehicle lane crossing., and
  - g. School bus evacuation and other emergency procedures.
- 2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.
- 3. The district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
- 4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes section 169.446,

subdivision 2.

- 5. The district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
- 6. The district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
- 7. The district may provide kindergarten students with school bus safety training before the first day of school.
- 8. The district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
- 9. The district shall adopt and make available for public review a curriculum for transportation safety education.
- 10.9. Nonpublic school students transported by the district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.
- C. Active Transportation Safety Training
  - 1. Training required
    - a. The district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
    - b. The district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
      - (1) Pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique.
      - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.
  - 2. Deadlines
    - a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously

received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.

- b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.
- c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.
- d. The district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.
- 3. Instruction
  - a. The district may provide active transportation safety training through distance learning.
  - b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

## III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
  - 1. <u>School Bus and Bus Stop Rules</u>. The district school bus safety rules are to be posted on every bus. If these rules are broken, the district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the district's transportation office/school office.
  - 2. <u>Rules at the Bus Stop</u>
    - a. Get to your bus stop five minutes before your scheduled pick up

time. The school bus driver will not wait for late students.

- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation or horseplay.
- j. No use of alcohol, tobacco or drugs.
- 3. <u>Rules on the Bus</u>
  - a. Immediately follow the directions of the driver.
  - b. Sit in your seat facing forward.
  - c. Talk quietly and use appropriate language.
  - d. Keep all parts of your body inside the bus.
  - e. Keep your arms, legs and belongings to yourself.
  - f. No fighting, harassment, intimidation or horseplay.
  - g. Do not throw any object.
  - h. No eating, drinking, or use of alcohol, tobacco, or drugs.
  - i. Do not bring any weapons or dangerous objects on the school bus.
  - j. Do not damage the school bus.
- 4. <u>Consequences</u>
  - a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1)	Elementary (K-6)	
	1st offense: Warning	
	2nd offense: 3 school-day suspension from riding the bus	
	3rd offense: 5 school-day suspension from riding the bus	
	4th offense: 10 school-day suspension from riding the	
	bus/meeting with parent	
Further offenses: Individually considered. Students may b		
	suspended for longer periods of time,	
	including the remainder of the school year.	

(2) <u>Secondary (7-12)</u> 1st offense: Warning

2nd offense: 5 school-day suspension from riding the bus				
3rd offense: 10 school-day suspension from riding the bus				
4th offense: 20 school-day suspension from riding th	he			
bus/meeting with parent				
5th offense: Suspended from riding the bus for the	he			
remainder of the school year				

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) <u>Other Discipline</u>

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) <u>Records</u>

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) <u>Vandalism/Bus Damage</u>

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

- (6) <u>Notice</u> School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.
- (7) <u>Criminal Conduct</u>

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

## IV. PARENT AND GUARDIAN INVOLVEMENT

#### A. Parent and Guardian Notification

The district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

## B. <u>Parents/Guardians Responsibilities for Transportation Safety</u> Parents/Guardians are responsible to:

- 1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children.
- 2. Support safe riding and walking practices, and recognize that students are responsible for their actions.
- 3. Communicate safety concerns to their school administrators.
- 4. Monitor bus stops, if possible.
- 5. Have their children to the bus stop five minutes before the bus arrives.
- 6. Have their children properly dressed for the weather.
- 7. Have a plan in case the bus is late.

## V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below.Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "Type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  - 1. Excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit.
  - 2. Reckless driving.
  - 3. Improper or erratic traffic lane changes.
  - 4. Following the vehicle ahead too closely.

- 5. A violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident.
- 6. Driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- 7. Driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported.
- 8. A violation of a state or local law prohibiting texting while driving a commercial vehicle., and
- 9. A violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

# VI. SCHOOL BUS DRIVER TRAINING

## A. <u>Training</u>

- 1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
- 2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.
- B. <u>Evaluation</u>

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

- 1. Safely operate the type of school bus the driver will be driving.
- 2. Understand student behavior, including issues relating to students with disabilities.
- 3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately.
- 4. Know and understand relevant laws, rules of the road and local school bus safety policies.
- 5. Handle emergency situations., and
- 6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

## VII. OPERATING RULES AND PROCEDURES

## A. <u>General Operating Rules</u>

- 1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
- 2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

- 3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
- 4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
- 5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
- 6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

## B. <u>Type III Vehicles</u>

- 1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
- 2. Type III vehicles must be painted a color other than national school bus.
- 3. Type III vehicles shall be state inspected in accordance with legal requirements.
- 4. <u>Vehicles model year 2007 or older must not be used as type III vehicles to</u> <u>transport school children, except those vehicles that are manufactured to</u> <u>meet the structural requirements of federal motor vehicle safety standard</u> <u>222, Code of Federal Regulations, title 49, part 571. A Type III vehicle</u> <u>cannot be older than 12 years old unless excepted by state and federal law.</u>
- 5. If a Type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The Type III vehicle must not have the words "school bus" in any location on the exterior of the

vehicle or in any interior location visible to a motorist.

- 6. A "Type III school bus" and "Type III Head Start bus" must not be outwardly equipped and identified as a Type A, B, C, or D bus.
- 7. Eight-lamp warning systems and stop arms must not be installed or used on Type III vehicles.
- 8. Type III vehicles must be equipped with mirrors as required by law.
- 9. Any Type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any Type III vehicle used to transport students must not load or unload so that a pupil has to cross the road, except where not possible or impractical, then the driver or assistant must escort a pupil across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
- 10. Any Type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
- 11. Students will not be regularly transported in private vehicles that are not state inspected as Type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

- 12. All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
- 13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

## C. <u>Type A-I "Activity" Buses Driven by Employees with Driver's License Without a</u> <u>School Bus Endorsement</u>

- 1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a Type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district has adopted and implemented a policy that provides for annual training and certification of the operator in.
    - (1) Safe operation of a type III vehicle.
    - (2) Understanding student behavior, including issues relating to students with disabilities.
    - (3) Encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately.
    - (4) Knowing and understanding relevant laws, rules of the road, and local school bus safety policies.
    - (5) Handling emergency situations.
    - (6) Proper use of seat belts and child safety restraints.
    - (7) Performance of pretrip vehicle inspections.
    - (8) Safe loading and unloading of students, including, but not limited to:
      - (a) Utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions.
      - (b) Refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane.
      - (c) Avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably

feasible to avoid such a location.

- (d) Placing the type III vehicle in "park" during loading and unloading.
- (e) Escorting a student across the road under clause(c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile., and
- (9) Compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statutes section 144.057 or Minnesota Statutes chapter 245C for day care employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
- g. A person who sustains a conviction, as defined under Minnesota Statutes 609.02, of violating Minnesota Statutes section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
- A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, subdivision1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
- i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statutes chapter 169 within 3 years of the first of 3

other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.

- j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, Subd. 2 (See Section II.B., above).
- k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.
- 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

## D. <u>Type A-I "Activity" Buses Driven by Employees with a Driver's License Without</u> <u>a School Bus Endorsement</u>

- 1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
  - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes section 171.02, subdivisions 2a(h) 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Preschool Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.

- g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
- 3. A school bus operated under this section must bear a current certificate of inspection.
- 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

# VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of pupils with disabilities, assist pupils with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  - 1. The student's name and address.
  - 2. The nature of the student's disabilities.
  - 3. Emergency health care information.
  - 4. The names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the pupil's parents or custodians who can be contacted in case of an emergency.

# IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved

by the school district.

- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

# X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for pupil transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minnesota Statute section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a Type A, B, C, or D school bus, Type III vehicle, or MFSAB with the National Driver's Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

## XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the district's school transportation safety director. The board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other district staff, and representatives from other units of local government.

Policy 709 Student Transportation Safety

Adopted: Unknown; Updated: 05.2013, 07.2013, 12.2014; Substantive Updates: 10.24.2022; Statutory Update: INSERT DATE HERE

Board of Education INDEPENDENT SCHOOL DISTRICT NO. 659

#### Northfield, Minnesota

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses) Minn. Stat. § 123B.03 (Background Check) Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests) Minn. Stat. § 123B.88 (Independent School Districts; Transportation) Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking) Minn. Stat. § 123B.90 (School Bus Safety Training) Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities) Minn. Stat. § 123B.935 (Active Transportation Safety Training) Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel) Minn. Stat. Ch. 169 (Traffic Regulations) Minn. Stat. § 169.011, Subds. 15, 16 and 71 (Definitions) Minn. Stat. § 169.02 (Scope) Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties) Minn. Stat. § 169.446, Subds. 2 and 3 (Safety of School Children; Training and Education Rules) Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor) Minn. Stat. § 169.454 (Type III Vehicle Standards) Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired) Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving) Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law) Minn. Stat. § 171.02, Subd 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions) Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver) Minn. Stat. § 171.169 (Notice of Commercial License Suspension) Minn. Stat. § 171.321 (Qualifications of a School Bus and TypeIII Vehicle Drivers) Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses) Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing) Minn. Stat. Ch. 245C (Human Services Background Studies) Minn. Stat. § 609.02 (Definitions) Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection) 49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties) 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations) 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions) 49 C.F.R. § 383.5 (Transportation Definitions) 49 C.F.R. § 383.51 (Disgualification of Drivers) 49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards) Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing) MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 707 (Transportation of Public Students)

MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)



## 2023-2024 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE Membership Renewal Form

## This form must be completed once for each school in the district. Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2023. Retain one copy for the school files.

**RESOLVED**, that the Governing Board of Northfield Public Schools District Number 659 located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and. Participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

# Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

## The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

## 208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

#### 208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

#### 208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

	Northfield	Public Schools ISD #	#659	
	Name c	f School (Please Prin	it)	
	208.01 VOTE ON	BEHALF OF THE HIG	GH SCHOOL	
	Claudia Gonzalez-George		John Mahal	
	(Designated School Board Member – please print)		(Designated School Representative – please print)	
	cgonzalezgeorge@northfieldschools.org		jmahal@northfieldpublicschools.org	
	Email Address		Email Address	
	208.02 AC	IVITY REPRESENTA	TIVES	
	John Mahal		John Mahal	
	(Boys Sports – please print)		(Girls Sports – please print)	
	Jody Saxton-West		Kyle Eastman	
	(Speech – please print)		(Music – please print)	
	208.03 LOCAL AD		E MEMBERS	
	208.03 LOCAL AD (Board Member—please print)		E MEMBERS (Student—please print)	
	(Board Member—please print) (Parent—please print)	VISORY COMMITTEI 	(Student—please print)	
	(Board Member—please print) (Parent—please print)	ohn Mahal presentative—please p	(Student—please print) (Faculty Member—please print)	
nt Name:	(Board Member—please print) (Parent—please print) J (Mailing Re	ohn Mahal presentative—please p	(Student—please print) (Faculty Member—please print)	
	(Board Member—please print) (Parent—please print) (Mailing Re The Mailing Representative is the person	ohn Mahal presentative—please p to whom mailings go. Print Name: _	(Student—please print) (Faculty Member—please print) print) This is usually the Activity Director. Dr. Matthew Hillmann, Ed.D.	
 nt Name: ned:	(Board Member—please print) (Parent—please print) (Mailing Re The Mailing Representative is the person	ohn Mahal presentative—please p to whom mailings go.	(Student—please print) (Faculty Member—please print) print) This is usually the Activity Director. Dr. Matthew Hillmann, Ed.D.	

# NORTHFIELD COMMUNITY EDUCATION SUMMER 2023 BROCHURE INSTRUCTORS

Aaron Strawn Alicia Midgely Andy Richardson Ashley Drobney Anne Haddad Cannon River Sportsmen's Club Carey Tinklenberg Carly Born **Challenger Sports** Christopher Kauffeld Cornerstone on the Vermillion Craig Coffman Dave Gilmore **Darrell Sawyer** Debra Ann Ehret-Miller Brent Yule **Doug Bengtson** Elizabeth Rickert GOSOLAR!KIDZ Heidi Streiff **Cynthis Marie Thomas** Jennie Eubank Kevin Dahle **Kidcreate Studio** Kyle Scanlon-Northfield Golf Pro Lacey Neuman-Bissonnette Linda Lemke Lori Hameister Michael Cassel Michael Detgen Minnesota Youth Rugby **Miriam Rodgers MN** Twins

Nick Connor Northfield Arts Guild Northfield Tennis Association Peter Gittins Elizabeth Larson **River Bend Nature Center** John Born Shahar Fearing Sports Unlimited Steve Hatle Susan Shirk Sylvia Marccarelli Tech Academy Tina Moen Trina Brunk Victor Albrecht Youth Enrichment League(YEL!) Kelli Hoskins Lynch Athletic Camps Mark Welinski Matt Christensen Michael Berger Nick Hupton Northfield Basketball Association Northfield Goal Club Northfield Hiliners Booster Club Sandy Lynch Skyhawks Storybook Theatre **Touchdown Club** Tyler Balow

**Executive Summary:** This document outlines a proposal to add a year-round, full-time building nurse at the Northfield Community Education Center (NCEC) to address the limitations of the current nursing model.

## 💡 Why is it important?

- Each school has one building-level nurse that works during the school year. The building nurse at the NCEC also serves as the district's licensed school nurse (LSN).
- There has been a continued increase in the amount and complexity of health services that building nurses provide. It includes expectations for health services provided during summer programs, like Kid Ventures, PLUS, BLAST, Community School and extended school year for special education students.
- The lack of daily substitute nurses has placed additional pressure when one building nurse is absent. The district also struggled to secure long-term substitute nurses. These absences require building nurses to oversee health services at multiple facilities.
- The K-12 Budget and Policy Bill (<u>Chapter 55 or HF 2497</u>) provides new funds for student support personnel aid. According to the <u>Minnesota Department of Education</u> (MDE), this new revenue is "to support hiring **new** or increasing FTE of current school counselors, psychologists, social workers, licensed school nurses, and chemical dependency counselors." This funding is being phased in over the next three years, beginning with an allocation of \$11.94 per student in 2023-24 and reaching \$48.73 per student in 2025-26.

#### 🛡 Proposed solution and cost

- The proposed solution is a full-time building nurse position that will work year-round at the NCEC.
- The new NCEC nurse will support all early childhood programs and be responsible for summer program nursing services.
- As illustrated below, the district would subsidize the new position in 2023-24 and 2024-25. In 2025-26, the revenue will outpace the expenditure. This funding is "use it or lose it," so additional student support could be considered in 2025-26.

Anticipated Costs and New Revenue			
	2023-24	2024-25	2025-26
Per Pupil Revenue	\$11.94	\$17.08	\$48.73
WADM (students)	4216.6	4158.1	4095
New Revenue	\$50,346.20	\$71,020.35	\$199,549.35
New Expenditures	\$121,347.93	\$124,988.37	\$128,738.02
Net	-\$71,001.73	-\$53,968.02	\$70,811.33

## Additional benefits

- Adding this position will relieve the district's licensed school nurse from providing direct health care services at one building. It will allow the LSN to reduce building nurses' responsibilities for tasks like training staff. It will enable stability because the LSN can be a primary substitute when building nurses are gone.
- Adding the position will allow the LSN to take some health services responsibilities from the Director of Special Services position.

## Decision

• The administration will ask the board to vote on this proposal at the July 10 board meeting. In the interim, if the board is amenable, an anticipated position will be posted on the district website to facilitate recruitment. No one will be interviewed until the board formally approves the position.



COMMUNITY EDUCATION Learning and Recreation for Life

# Early Ventures Handbook 2023-2024

Early Ventures Main Office Northfield Community Education Center 700 Lincoln Parkway Northfield, MN 55057 507-645-1200

# **Early Ventures Handbook**

Child Care Program Plan4-5
Philosophy
Goals
Enrollment
Days and Hours of Operation
Program Options
Ratios5
Financial Policies and Procedures5-6
Fees
Registration Fee
Payment
Absence
Change of Schedule
Arrival and Departure
Late Pick-Up
Emergency Closing Procedures
Withdrawal from Program
Parent/Guardian Information
Release of Children
Custody Issues
Enrollment Forms7
Conferences and Tours7
Outside Child Care Services7
Birthdays
Insurance
Children's Attire
Health and Immunization
Allergy Prevention and Response
Medication Policy
Child Care Center Health Policy
Diapering
Toileting
Handling and Disposal of Bodily Fluids
Medical Conditions
Naps and Rest
Food Storage
Meals and Snacks10-11
Sick Child/Absence
Emergency Accident Procedure Policy
Administering First Aid
Accident Prevention
Fire Prevention
Natural Disasters
Missing Child
Release of Children
Incapacitation or Suspected Abuse
Abandoned Child

Source of Emergency Medical Care	
Accident Reports	
Emergency Preparedness	13
Permission Slips	
Program Qualifications	14
Policy on Services to Children with Special Needs14-1	5
Behavior Guidance Policies	17
Biting	
Behavior Policies	9
Behavior Incident Reports	
Pets1	9
Parent/Guardian Visits	9
Telephone Number for Division of Licensing1	9
Toys1	.9
Mandated Reporting/Maltreatment of Minors	20
Internal Review	20
Northfield Public School Board Policy Regarding Harassment and Violence2	
Dismissal from Program2	21
Staff Policies	22
Risk Reduction Plan	22
Appendix A: Classroom Daily Schedules23-2	24
Appendix B: Procedures for ALC Students Child(ren) Accessing EarlyVentures2	5
Appendix C: Maltreatment of Minors Mandated Reporting	31

Reviewed and Updated July 2023

# CHILD CARE PROGRAM PLAN

#### Philosophy

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

#### Goals

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

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

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

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

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

#### Enrollment Policy

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

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

#### Days and Hours of Operation

Early Ventures Learning Center operates 51 weeks per year, Monday through Friday. The center is open daily from 6:30 a.m. to 5:30 p.m. EarlyVentures is CLOSED on the following days:

Labor Day Thanksgiving Day New Year's Day Martin Luther King Jr. Day Friday after ThanksgivingMemorial DayChristmas EveJuneteenthChristmas DayIndependenceDayNew Year's EveAt least 2 days before the start of summer programsOne week before the start of the school year

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

#### **Program Options**

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

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

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

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

#### RATIOS

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

Infants will never exceed a 1:4 ratio Toddlers will never exceed a 1:7 ratio Preschoolers will never exceed a 1:10 ratio

## FINANCIAL FEES AND PAYMENT POLICIES AND PROCEDURES

#### Fees

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

#### **Registration Fee**

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

#### Payment

Payment of your childcare account must be made in full by the end of each month. Early Ventures strongly encourages all families to consistently check their accounts online and pay online. A \$20 late fee will be added to accounts for all invoices not paid by the due date. Co-payments for families on child care assistance are due bi-monthly on the 15th and 30th of each month. Parents/Guardians on child care assistance will be responsible for any and all costs not covered by county assistance.

# ABSENCE

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

# SCHEDULE CHANGES OF SCHEDULES

A permanent change of schedule <u>during the school year</u> requires a one month written notice. <del>and a \$50</del> <del>change of schedule fee will be charged to your account.</del> <u>Schedule changes will be granted as space and staffing allow.</u>

In February of each year, current families will have the ability to adjust their upcoming summer schedule as space and staffing allow. Current families that do not wish to attend in the summer can pay 50% of their fall contract through the summer months to hold their child's spot. This payment is not applied to their fall contract. For example, if your child is registered for M-F for the following fall, families may pay 50% of a 5 day contract for June, July, and August to hold their child's spot. Children that attend in the summer must be registered for a minimum of 2 days per week.

# **ARRIVAL & DEPARTURE**

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

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

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

#### Late Pick-Up

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

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

# **EMERGENCY CLOSING PROCEDURES**

Emergency Closing or Early School Dismissal

- If school is closed for the day because of severe weather, Early Ventures will be closed that day.
- If school has a delayed starting time, Early Ventures will have a two-hour late start time of 8:30 a.m.
- If school is dismissed early, Early Ventures will close at 2:30 p.m.
- Weather-related announcements will be shared by KYMN (1080 AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV, and KMSP-TV.

- Early Ventures families will also receive an email with any emergency closing announcements.
- Credit is not given towards Ventures programs for days or time missed due to emergency closings.

# WITHDRAWAL FROM PROGRAM

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

# **PARENT/GUARDIAN INFORMATION**

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

# **RELEASE OF CHILDREN**

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

# CUSTODY ISSUES

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

# **ENROLLMENT FORMS**

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

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

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

# **CONFERENCES AND TOURS**

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

Conferences on a child's progress in the program will be offered to the parent/guardian twice per school year. A written assessment will be provided that will report on a child's academic, physical, social, and

emotional development. These conferences may be done via phone if it is more convenient for the family.

# **OUTSIDE CHILD CARE SERVICES**

While Early Ventures cannot prohibit employees from providing child care services outside our typical program and hours, it is strongly discouraged. Early Ventures will not be responsible for any acts or omissions of an Early Ventures employee should they provide families with outside services.

# BIRTHDAYS

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

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

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

## **INSURANCE**

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

# **CHILDREN'S ATTIRE**

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

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

All children in diapers will be checked <u>a minimum of every two hours when awake</u> each hour and changed as needed. Parents/Guardians are required to provide diapers and wipes for their child. Parents/Guardians will be billed \$1.00 per diaper change when diapers have not been provided from home.

<u>For toddlers and preschoolers</u>, please have shoes for your child at the center each day. <u>Infants will need</u> shoes once they are walking independently. No boots, stocking feet, slippers, flip-flops, or bare feet in the classrooms.

## **HEALTH AND IMMUNIZATION**

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

# **ALLERGY PREVENTION AND RESPONSE**

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

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

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

## **MEDICATION POLICY**

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

## CHILD CARE CENTER HEALTH PROCEDURES POLICY

**Diapering Procedures**: <u>Parents/guardians must provide disposable diapers and wipes for their child's</u> <u>diapering needs</u>. <u>Each child must have their own supply of diapers and wipes</u>. The center has extras only for emergencies. Below is the diapering procedure followed at EarlyVentures:

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

Staff check for signs that diapers/pull-ups are wet or contain feces a minimum of every two hours when children are awake and when children wake up from naps. Diapers are changed that are wet or soiled within five minutes of discovery, or as soon as circumstances permit.

Diapers worn by children should be able to contain urine and stool and minimize fecal contamination of children, caregivers/teachers, environmental surfaces, and objects in the child care setting. Disposable diapers with absorbent materials (ex. polymers) should be used unless the child has a medical reason that does not permit the use of disposable diapers (such as allergic reactions). When children cannot use disposable diapers for medical reasons, the reason should be documented by the child's primary health care provider. Early Ventures does not use cloth diapers.

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

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

**Medical Conditions:** Lesions, open wounds, potentially infectious sores, or skin conditions that may discharge on a child's body will need to remain covered while children attend Early Ventures. This policy is strongly enforced to protect others from the potential of exposure to bodily fluids. Early Ventures will change bandages or re-apply them as necessary. Parents/Guardians may be required to supply bandages or dressings that are needed.

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

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

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

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

Prior to toddler and preschool nap times, each child will use the toilet or be diapered and hands will be washed before going to the nap area. Small blankets and pillows may be brought from home and laundered weekly or when soiled; no sleeping bags or bed pillows please. Adults will rock toddlers and comfort other children (rubbing heads, backs, etc.) as needed. All cribs and cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting

equipment. After 30 minutes, all children that have rested quietly and are awake may go into another area for quiet play. As children awake, they will join the others in the play area.

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

## **MEALS AND SNACKS**

The center will provide morning and afternoon snacks. Hot lunch is available when school is in session and billed at the elementary school rate. Free breakfasts and lunches and reduced lunches are available when school is in session. during the school year for those who qualify. Free/reduced lunches are not available during the summer session. A menu is available at the beginning of each month. These lunches are payable in advance and are billed separately from tuition. Children that prefer cold lunches should bring a bag lunch clearly labeled with their name. Pop and juice boxes will not be allowed in cold lunches as milk is required. Milk will be available and will be billed separately. Children 12-24 months are served unflavored whole milk and children 2 and up are served unflavored 1% milk. Foods that need to be microwaved will not be allowed except in the infant room. Cold lunches must meet USDA requirements. Supplements will be provided if necessary at a cost to the parent/guardian of \$0.75 per item.

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

**Reusable Cups and Water Bottles:** All cups used for milk must be treated as single-service cups and be cleaned and sanitized after every use using procedures that comply with the Food Code under MN Rules, chapter 4626.

Cups or water bottles that are used for water only, must be cleaned and sanitized at the end of each day using procedures that comply with the Food Code under MN Rules, chapter 4626. All water bottles/cups used for water are assigned to a specific child and labeled with the child's first and last name. Water bottles/cups are stored in each classroom either in a child's cubby or in a specific classroom spot designated for water bottles. Water bottles do not look the same and are unique to each individual in the classroom to help reduce the risk of a child using the wrong water bottle or cup.

## SICK CHILD/ABSENCE

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

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

disease is reported. The health department will be notified of any reportable disease or illness.

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

Conditions: A contagious illness or condition as specified in Minnesota Statute rule 3 part 4605.7040, or:

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

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

# EMERGENCY AND ACCIDENT PROCEDURES POLICY

**1. Administering First Aid:** All staff members will be trained in Red Cross First Aid and infant and child CPR. In the event of an accident, a staff member will evaluate the accident and decide on the appropriate course of action. Minor accidents such as scraped knees, etc. will be washed with warm water and soap. A bandage will be applied. Parents/Guardians will be informed of any such incidents upon pick up. Accident reports will be filed any time it is necessary to call parents/guardians or if the incident requires treatment by a physician. A report must be filed with the Commissioner within 24 hours of any injury requiring medical care.

#### 2. Accident Prevention Procedures:

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

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

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

**D. Aspiration or Choking:** Food items will be chosen carefully and foods difficult for children to chew or eat will not be served. Toys will also be chosen for the appropriate age levels. Small and

easily broken toys, balloons, and toys with loose parts will not be allowed. All staff will be trained in CPR.

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

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

#### 3. Fire Prevention and Procedure:

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

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

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

#### 4. Natural Disasters:

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

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

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

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

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

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

Northfield Police Department and/or the Rice County Human Services Department.

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

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

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

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

# **EMERGENCY PREPAREDNESS**

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

# **PERMISSION SLIPS**

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

# **PROGRAM QUALIFICATIONS**

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

• Appropriate to the child's age, children must be able to independently participate in the general education curriculum.

## SERVICES TO CHILDREN WITH SPECIAL NEEDS

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

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

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

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

1. Modifications which are necessary to make facilities accessible will be undertaken by the school district if they are economically feasible. These may include but are not limited to bathroom grab bars, wrist operated sinks, etc. If these modifications are not feasible, providing accessibility through use of mobility aides, etc. will be pursued. In these cases, the provisions included in Item 2 will apply.

2. Items which are considered personal support services are the responsibility of the specific program in which that particular child is involved, provided that they do not increase the cost of the service by more than 5%. If the cost does exceed 5%, additional costs will be the responsibility of the parent/guardian. Examples of personal support services may include, but are not limited to, transportation, mobility aides, behavior management aides, and/or nursing services for children that are medically fragile or have multiple handicaps.

3. Should it be necessary for parents/guardians to seek financial assistance to cover increased costs, Early Ventures staff will be available to assist them in locating possible sources of help through community agencies and organizations.

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

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

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

# **BEHAVIOR GUIDANCE POLICIES**

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

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

1. Working with the children to develop rules that are stated at the children's developmental level.

2. Clarifying the consequences of not following rules before an incident occurs.

3. Having age-appropriate expectations for children.

4. Allowing children time to practice following new rules and acceptable alternatives to problem behavior in order to reduce conflict.

5. Reinforce desirable behavior by praising or rewarding the child. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to continue.

6. Provide immediate and directly related consequences for a child's unacceptable behavior.

7. Ensure that each child is provided with a positive model of acceptable behavior.

8. Redirect children away from the problem toward a constructive activity in order to reduce conflict.

9. Teaching children how to use acceptable alternatives to problem behavior in order to reduce conflict.

10. Short breaks, which are noted and logged.

11. Protect the safety of children and staff persons.

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

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

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

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

Should a child bite repetitively, staff will meet with the biter's parents/guardians to create a biting plan of

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

## **BEHAVIOR POLICIES**

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

1. Parents/Guardians will be notified, informing them of the reason for referral, previous action by staff, and the actions taken by the disciplinary personnel. Staff will continue to observe the child's unacceptable behavior and record incidents and staff responses.

2. When a child's behavior is continually upsetting or dangerous to others or the staff, a conference will be called with the parents/guardians. A behavior plan will be developed. The plan will include specific details working towards eliminating the behavior problems. Suggestions may include, but are not limited to, environmental changes, incentive programs, more direct services and/or professional services, and referrals for behavior assessments.

3. If the problem is still not resolved, the following actions will occur:

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

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

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

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

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

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

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

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

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

#### Early Ventures also prohibits:

- Punishment for lapses in toileting
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
- The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm
- The use of mechanical restraints, such as tying
  - No child may be separated from the group unless the following has occurred:
    - Less intrusive methods of guiding the child's behavior have been tried and were ineffective
    - The child's behavior threatens the well-being of the child or other children in the program

A child who requires separation from the group must:

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

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

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

If a child is separated from the group three or more times in one day, the child's parent/guardian shall be notified and the parent/guardian notification shall be indicated on the daily log. If a child is

separated five or more times in one week, eight times or more in two weeks, the procedures for Persistent Unacceptable Behavior must be followed.

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

## PETS

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

#### **PARENT/GUARDIAN VISITS**

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

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

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

#### TOYS

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

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

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

•	Parents Anonymous	1-800-225-4073
•	Rice County Crisis Hotline	1-800-607-2330
٠	Rice County Child Protection	1-507-332-6214
•	Rice County Crisis Nursery	1-507-332-6255

Department of Human Services, Maltreatment Intake Line 1-651-431-6600

• Department of Human Services, Division of Licensing 1-651-431-6500

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

# **INTERNAL REVIEW**

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

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

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

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

# NORTHFIELD DISTRICT POLICY REGARDING HARASSMENT AND VIOLENCE

Please see Northfield's district Policy 413 Harassment & Violence, the procedures, and the reporting form.

## DISMISSAL FROM PROGRAM

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

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

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

# **STAFF POLICIES**

1. Children are to be supervised at all times. Children are not to be left in a room or on the playground alone, even for a few minutes. All ratios will always be met.

2. Staff members are to engage and interact with children, not isolate themselves or converse at length with other staff members.

3. Discipline is to be dealt with in a positive manner. Talk to the child without raising your tone of voice. Try to determine the child's reason for the misbehavior. Consult the center's discipline policy for further details and follow accordingly. If separation from the group is necessary, a written report must be filed.

4. Children are expected to treat others with respect. They learn by example and their role model is you.

5. Staff members are expected to sit with the children during snack and meal times.

6. All employees will be hired for a six-month probation period. Employees will be evaluated following Northfield Public School's evaluation process.

7. Early Ventures child care center does not discriminate in its hiring practices. Northfield Public Schools is an equal opportunity employer.

8. All Early Ventures staff are required to have standard first aid and CPR training within 90 days of the start of work.

9. All Early Ventures staff will meet annual training requirements set by the Department of Human Services.

10. ISD #659 is a smoke free district. Smoking is not allowed in any district building or on its grounds.

11. All records at the childcare center are to be kept confidential. This includes, but is not limited to: children's records, personnel records, accident, and discipline reports. Staff will release records only to those people who have access as required by law.

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

#### **RISK REDUCTION PLAN**

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

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

#### Caterpillar Room (Infants)

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

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

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

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

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

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

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

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

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

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

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

1. The ALC student's child must be eligible for county support (Child Care Assistance Program (CCAP)) to pay for the cost of Early Ventures. CCAP does not cover Early Ventures full daily rate, thus the ALC will be responsible for covering all charges the county does not cover.

2. The ALC student has to be enrolled in, or have successfully completed, the parenting class offered through the ALC. The class will be taught by a Community Education Parent Educator.

3. The ALC needs to notify Early Ventures no later than February 1st of how many summer and school year INFANT slots the ALC would like to hold and pay for. A child can be considered an infant and be enrolled in the infant room until they turn 19 months. Due to current families, Early Ventures will not hold TODDLER slots.

4. If a new toddler or preschool spot is needed for the ALC, Early Ventures will determine if space is available after Early Ventures' current family registration (typically held in early-mid February). If space is available for a new toddler or preschooler, the ALC will need to determine if they want to commit and pay for the slot prior to Early Ventures' new family registration (1st week of March). The ALC will be responsible for paying for this slot for the duration of the school year or until EarlyVentures can fill the slot with a community member.

5. If a current ALC student that has a child enrolled in Early Ventures is not graduating at the end of the school year and will need an Early Ventures slot (in any room) the following year, the ALC student will be treated as a current family and will need to follow all current family registration guidelines.

6. If an ALC student is enrolled in Early Ventures' summer program, the ALC will be charged for the entire summer, not just days the ALC is in session. This will also allow the ALC student to access childcare in August or days the ALC is not in session.

7. The ALC will be charged all registration and snack fees for each ALC student's child in Early Ventures. Child Care Assistance typically does not cover these fees.

### **Appendix C: Mandated Reporting**

#### Clear Form

### DEPARTMENT OF HUMAN SERVICES

DHS-7634A-ENG

DHS-7634A-ENG

OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION

# **Maltreatment of Minors Mandated Reporting**

This form may be used by any provider licensed by the Minnesota Department of Human Services, except family child care. The form for family child care providers can be found in eDocs #7634C.

### What to report

 Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to <u>Minnesota Statutes</u>, <u>section 260E.03</u>, and pages 3-6 of this document. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

#### Who must report

- If you work in a licensed facility, you are a "mandated reporter" and are legally required (mandated) to report
  maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your
  licensed facility.
- · In addition, people who are not mandated reporters may voluntarily report maltreatment.

#### Where to report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the Licensing Division's Central Intake line at 651-431-6600.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, or in a child foster care home, should be reported to the local county social services agency at 1-507-332-6214 or local law enforcement at 911

### When to report

 Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

#### Information to report

A report to any of the above agencies should contain enough information to identify the child involved, any
persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or
possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility,
the report should include any actions taken by the facility in response to the incident.

#### Failure to report

- A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
- In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a
  position allowing direct contact with, or access to, persons receiving services from programs, organizations,
  and/or agencies that are required to have individuals complete a background study by the Department of Human
  Services as listed in Minnesota Statutes, section 245C.03.

### **Retaliation prohibited**

- · An employer of any mandated reporter is prohibited from retaliating against (getting back at):
  - an employee for making a report in good faith; or
  - a child who is the subject of the report.
- · If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.



### Staff training

The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

### Provide policy to parents

For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3-6) is optional to provide to parents.

The following sections only apply to license holders that serve children. This does not include family child foster care per Minnesota Statutes 245A.66, subd. 1.

### Internal review

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
- The internal review must include an evaluation of whether:
  - related policies and procedures were followed;
  - the policies and procedures were adequate;
  - there is a need for additional staff training;
  - the reported event is similar to past events with the children or the services involved; and
  - · there is a need for corrective action by the license holder to protect the health and safety of children in care.

### Primary and secondary person or position to ensure reviews completed

The internal review will be completed by the Ventures Coordinator . If this individual is involved in the

alleged or suspected maltreatment, the Director of Community Education will be responsible for completing the

internal review.

### Documentation of internal review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

### Corrective action plan

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

### Definitions

Found in Minnesota Statutes, section 260E.03

### Egregious harm (Minnesota Statutes, section 260E.03, subd. 5)

"Egregious harm" means harm under section 260C.007, subdivision 14, or a similar law of another jurisdiction.

#### Minnesota Statutes, section 260C.007, Subd. 14:

"Egregious harm" means the infliction of bodily harm to a child or neglect of a child which demonstrates a grossly inadequate ability to provide minimally adequate parental care. The egregious harm need not have occurred in the state or in the county where a termination of parental rights action is otherwise properly venued. Egregious harm includes, but is not limited to:

- conduct towards a child that constitutes a violation of sections <u>609.185</u> to <u>609.2114</u>, <u>609.222</u>, <u>subdivision 2</u>, <u>609.223</u>, or any other similar law of any other state;
- 2. the infliction of "substantial bodily harm" to a child, as defined in section 609.02, subdivision 7a;
- conduct towards a child that constitutes felony malicious punishment of a child under section 609.377;
- conduct towards a child that constitutes felony unreasonable restraint of a child under <u>section 609.255</u>, <u>subdivision 3</u>;
- 5. conduct towards a child that constitutes felony neglect or endangerment of a child under section 609.378;
- conduct towards a child that constitutes assault under section <u>609.221</u>, <u>609.222</u>, or <u>609.223</u>;
- conduct towards a child that constitutes solicitation, inducement, or promotion of, or receiving profit derived from prostitution under <u>section 609.322</u>;
- conduct towards a child that constitutes murder or voluntary manslaughter as defined by United States Code, title 18, section 1111(a) or 1112(a);
- conduct towards a child that constitutes aiding or abetting, attempting, conspiring, or soliciting to commit a murder or voluntary manslaughter that constitutes a violation of United States Code, title 18, section 1111(a) or 1112(a); or
- conduct toward a child that constitutes criminal sexual conduct under sections 609.342 to 609.345.

#### Maltreatment (Minnesota Statutes, section 260E.03, subd. 12)

"Maltreatment" means any of the following acts or omissions:

- 1. egregious harm under subdivision 5;
- 2. neglect under subdivision 15;
- 3. physical abuse under subdivision 18;
- 4. sexual abuse under subdivision 20;
- 5. substantial child endangerment under subdivision 22;
- threatened injury under subdivision 23;
- 7. mental injury under subdivision 13; and
- 8. maltreatment of a child in a facility.

#### Mental injury (Minnesota Statutes, section 260E.03, subd. 13)

"Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

### Neglect (Minnesota Statutes, section 260E.03, subd. 15)

- A. "Neglect" means the commission or omission of any of the acts specified under clauses (1) to (8), other than by accidental means:
  - failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so;
  - failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  - failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in their care;
  - failure to ensure that the child is educated as defined in sections <u>120A.22</u> and <u>260C.163</u>, <u>subdivision 11</u>, which does not include a parent's refusal to provide the parent's child with sympathomimetic medications, consistent with section <u>125A.091</u>, <u>subdivision 5</u>;
  - 5. prenatal exposure to a controlled substance, as defined in section <u>253B.02</u>, <u>subdivision 2</u>, used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child at birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
  - medical neglect, as defined in section <u>260C.007</u>, <u>subdivision 6</u>, clause (5);
  - chronic and severe use of alcohol or a controlled substance by a person responsible for the child's care that adversely affects the child's basic needs and safety; or
  - emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.
- B. Nothing in this chapter shall be construed to mean that a child is neglected solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.
- C. This chapter does not impose upon persons not otherwise legally responsible for providing a child with necessary food, clothing, shelter, education, or medical care a duty to provide that care.

### Physical abuse (Minnesota Statutes, section 260E.03, subd. 18)

- A. "Physical abuse" means any physical injury, mental injury under subdivision 13, or threatened injury under subdivision 23, inflicted by a person responsible for the child's care on a child other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized under section <u>125A.0942</u> or <u>245.825</u>.
- B. Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by section <u>121A.582</u>.
- C. For the purposes of this subdivision, actions that are not reasonable and moderate include, but are not limited to, any of the following:
  - 1. throwing, kicking, burning, biting, or cutting a child;
  - 2. striking a child with a closed fist;
  - 3. shaking a child under age three;
  - 4. striking or other actions that result in any nonaccidental injury to a child under 18 months of age;
  - 5. unreasonable interference with a child's breathing;
  - 6. threatening a child with a weapon, as defined in section 609.02, subdivision 6;

- 7. striking a child under age one on the face or head;
- 8. striking a child who is at least age one but under age four on the face or head, which results in an injury;
- 9. purposely giving a child:
  - poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner in order to control or punish the child; or
  - ii. other substances that substantially affect the child's behavior, motor coordination, or judgment; that result in sickness or internal injury; or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances;
- unreasonable physical confinement or restraint not permitted under <u>section 609.379</u>, including but not limited to tying, caging, or chaining; or
- in a school facility or school zone, an act by a person responsible for the child's care that is a violation under section <u>121A.58</u>.

#### Sexual abuse (Minnesota Statutes, section 260E.03, subd. 20)

"Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child, or by a person in a current or recent position of authority, to any act that constitutes a violation of section <u>609.342</u> (criminal sexual conduct in the first degree), <u>609.343</u> (criminal sexual conduct in the second degree), <u>609.344</u> (criminal sexual conduct in the third degree), <u>609.345</u> (criminal sexual conduct in the fifth degree), <u>609.345</u> (criminal sexual conduct in the fifth degree), <u>609.345</u> (solicitation of children to engage in sexual conduct; communication of sexually explicit materials to children).

Sexual abuse also includes any act involving a child that constitutes a violation of prostitution offenses under sections 609.321 to 609.324 or 617.246. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes child sex trafficking as defined in section 609.321, subdivisions 7a and 7b.

Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation that requires registration as an offender under section <u>243,166</u>, <u>subdivision 1b</u>, paragraph (a) or (b), or required registration under section <u>243,166</u>, <u>subdivision 1b</u>, paragraph (a) or (b).

### Substantial child endangerment (Minnesota Statutes, section 260E.03, subd. 22)

"Substantial child endangerment" means that a person responsible for a child's care, by act or omission, commits or attempts to commit an act against a child under their care that constitutes any of the following:

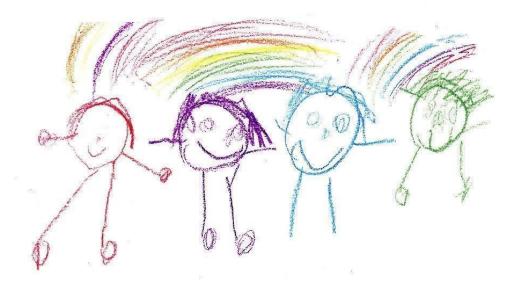
- 1. egregious harm under subdivision 5;
- 2. abandonment under section 260C.301, subdivision 2;
- neglect under subdivision 15, paragraph (a), clause (2), that substantially endangers the child's physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
- 4. murder in the first, second, or third degree under section 609.185, 609.19, or 609.195;
- manslaughter in the first or second degree under section <u>609.20</u> or <u>609.205</u>;
- 6. assault in the first, second, or third degree under section 609.221, 609.222, or 609.223;
- 7. solicitation, inducement, and promotion of prostitution under section 609.322;
- criminal sexual conduct under sections <u>609.342</u> to <u>609.3451</u>;
- 9. solicitation of children to engage in sexual conduct under section 609.352;
- 10. malicious punishment or neglect or endangerment of a child under section 609.377 or 609.378;
- 11. use of a minor in sexual performance under section 617.246; or
- parental behavior, status, or condition that mandates that the county attorney file a termination of parental rights petition under section <u>260C.503</u>, <u>subdivision 2</u>.

#### Threatened injury (Minnesota Statutes, section 260E.03, subd. 23)

- A. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury.
- B. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care, as defined in subdivision 17, who has:
  - subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under subdivision 5 or a similar law of another jurisdiction;
  - been found to be palpably unfit under section <u>260C.301</u>, <u>subdivision 1</u>, paragraph (b), clause (4), or a similar law of another jurisdiction;
  - committed an act that resulted in an involuntary termination of parental rights under section <u>260C.301</u>, or a similar law of another jurisdiction; or
  - committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative under Minnesota Statutes 2010, section <u>260C.201</u>, subdivision 11, paragraph (d), clause (1), section <u>260C.515</u>, <u>subdivision 4</u>, or a similar law of another jurisdiction.
- C. A child is the subject of a report of threatened injury when the local welfare agency receives birth match data under section <u>260E.14</u>, <u>subdivision 4</u>, from the Department of Human Services.

Updated: July 2023

# Northfield Public Schools Hand In Hand Preschool Handbook





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

### TABLE OF CONTENTS

Philosophy of Hand In Hand Preschool
Curriculum
Program Background, Conferences
Family Involvement, Parent Component
Guidance Policy
Attendance, Accessing Records, Transportation
Illness, Health Services, Clothing
Late Pickup Policy
Emergency Closing of School
Snacks, Field Trip Information
Field Trip Information
Birthday Observations

### **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
Marianne Moser 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

### **DISTRICT VISION**

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

### 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 <u>Student Citizen Handbook</u>. 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 bachelor's degree in 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, <u>Heggerty</u>, 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 <u>Heggerty</u>, <u>Ladders to Literacy</u> 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.

In order to provide the highest quality early childhood experiences to our families, our co-taught classrooms are capped at 18 students with at least 3 staff in each classroom, and our consult classes (lead by one teacher) are capped at 16 students with at least 2 staff in each class.

### 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/inappropriate language use 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 <u>Policy 515</u> 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 <del>or the Hiawathaland Transit bus</del> and will be absent or do not need transportation to/from preschool on any given day, please call Benjamin Bus at 507-645-5720 <del>or Hiawathaland Transit at 1-866-623-7505</del>.

### 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 FEE

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 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 <u>Martha Donahoe</u> or drop payments off with her in the front office.

### SNACKS/LUNCH

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.

Lunch is offered to our full-day preschool students only. On Friday, March 17, 2023, Governor Walz signed the Free School Meals bill into law. This will take effect starting in the 2023-2024 school year. This legislation provides the reimbursement for a free lunch to students who receive meals through their school's participation in the National School Lunch Program (NSLP).

### 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. 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.





COMMUNITY EDUCATION Learning and Recreation for Life

# KidVentures Handbook 2023-2024

Kid Ventures Main Office Northfield Community Education Center 700 Lincoln Parkway Northfield, MN 55057 507-645-1200

507.664.3395 (KidVentures at Bridgewater)

507.645.3507 (KidVentures at Greenvale Park)

507.645.3422 (KidVentures at Spring Creek)

### **Table of Contents**

Welcome4
Program Mission4
Kid Ventures Contact Information4
Registration5
Family Involvement5
Communication to Families
Communicating Concerns/Suggestions to Staff
Family Responsibility Checklist5-6
General Information6-7
Lunch/Snack
Energy Curtailment
Apparel
Personal Property
Transportation
Severe Weather
Release Days7
Late Start Wednesdays7
Summer Program
Safety and Security
Child Protection
Signing In/Out
Program Opens at 6:30 am
Release of children
Custody Issues
Late Pick Up
Absences
Legal Custody
Building and Physical Premises
Emergency Preparedness
Illness/Medical Conditions10-12
Illness
Medication
Allergies
Immunizations
Absences/Sick Leave
Accommodations/Program Qualifications12-13
Release of Information
Billing

School Year Enrollment Options14-15	
Before and/or After School Care	
Release Days	
Wednesday Late Start	
Contract Terms15-16	
Schedule Change/Add Ons/ Withdrawal	
Additional Fees	
Additional Contract	
Sick/Vacation Leave	
Staff Responsibilities16	
Staffing16	
Behavior Expectations16-17	
Behavior Management17	
Suspension from School17	
Behavior Incident Reports	
Dismissal from the program19	

### **Welcome to Kid Ventures!**

Kid Ventures 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.

Kid Ventures offers low staff-to-student ratios and a variety of enrichment opportunities. Kid Ventures 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. Kid Ventures also encompasses the "youth voice" to incorporate a wide range of youth- driven programming.

Kid Ventures 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, Kid Ventures is open from 6:30 am-6:00 pm, Monday– Friday.

Kid Ventures 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. Kid Ventures 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 Kid Ventures!

### **District Vision**

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

### **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.

#### Kid Ventures Sites

**Bridgewater Elementary** 401 Jefferson Parkway, Northfield, MN 55057 507.664.3395

**Greenvale Park Elementary** 500 Lincoln Parkway Northfield, MN 55057 507.645.3507

#### Spring Creek Elementary

#### **Ventures Main Office**

Northfield Community Education Center 700 Lincoln Parkway, Northfield, MN 55057 507.645.1200

Breezy Barrett, Ventures Coordinator 507.645.1245 BBarrett@northfieldschools.org

Martha Donahoe, Administrative Assistant

1400 Maple Street Northfield, MN 55057 507.645.3422

507.664.1200 MDonahoe@northfieldschools.org

Erin Bailey, Director of Community Education EBailey@northfieldschools.org

### Registration

Kid Ventures registrations are accepted on a space available basis. Registration for the following school year will open each <u>spring April</u>. 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: <u>www.northfieldschools.org</u>

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

Payment of the registration fee must accompany the Kid Ventures registration. All previous balances must be cleared before a child can re-enroll into the Kid Ventures 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.

### **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 Kid Venture 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 507-645-1245.

#### Family Responsibility Checklist

- Read the Kid Ventures 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

Kid Ventures 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, Kid Ventures 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. Kid Ventures follows the district-wide recess policy which states that students will go outside if the air temperature is warmer than  $0^{\circ}$  F **AND** the wind chill is warmer than  $-10^{\circ}$  F.

#### **Personal Property**

Personal items or items of value should remain at home. Kid Ventures 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. Kid Ventures is not responsible for lost or damaged personal belongings.

### Transportation

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

### Severe Weather

- If school is closed for the day because of severe weather, all Kid Ventures programming will also be closed.
- If school has a delayed starting time, there will be no Kid Ventures before school programming.
- If school is dismissed early, Kid Ventures after school programming will remain open for up to one hour following the dismissal. If children come to Kid Ventures, 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.
- Kid Ventures closing after 3:00 p.m. -- If the weather becomes severe after children have arrived, Kid Ventures may decide to close early. Kid Ventures will contact families to let them know.
- Non-school days: In case of severe weather, Kid Ventures 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**

Kid Ventures is open on most non-school days. Release days are open from 6:30 a.m. until 6:00 p.m. All Kid Ventures sites will be combined into one site for each release day. A calendar of dates can be found on our <u>website at https://northfieldschools.org/communityservices/ventures</u>. Kid Ventures 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 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 Kid Ventures 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 registration. If you are not contracted for Wednesday mornings, you must register

online for the additional "Late Start Wednesdays" and pay the designated fee per Wednesday. Late start Wednesday registration can be found on our website.

### **Summer Programming**

The Kid Ventures 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 Kid Ventures is available on the website in early March with registration taking place in mid to late March.

### Security and Safety

### **Child Protection**

Kid Ventures must comply with the reporting requirements for abuse and neglect specified in Minnesota Chapter 260 E including:

- Any person may voluntarily report abuse or neglect.
- Kid Ventures 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.
- Kid Ventures provides training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (MN chapter 260 E). Kid Ventures documents this training in individual personnel records and monitors implementation by staff.

### Signing In and Out

For the safety of each child, Kid Ventures 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 Kid Ventures. 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, Kid Ventures 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, unless Kid Ventures 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 Kid Ventures staff if someone other than an authorized person listed in the emergency information will pick up their child. A description of the person and driver's license may be requested for verification. 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 Kid Ventures 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 Kid Venture 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 Kid Ventures site staff if children will be absent at any time for any reason. School offices do not automatically provide Kid Ventures 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 Kid Ventures staff of absences. Increased fees will be imposed for continued occurrences.

#### **Building and Physical Premises**

Kid Ventures 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. Kid

Ventures 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**

Kid Ventures follows the school district's emergency policies. If an accident should occur during Kid Ventures, 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

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

Kid Ventures 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. Kid Ventures 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 Kid Ventures 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 Kid Ventures, 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.

Kid Ventures 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 Kid Ventures:

- 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. Kid Ventures is not linked to a main school office database, so parents/guardians must contact Kid Ventures separately with family information changes, address, absences etc.

#### Medication

Parents/Guardians must inform the Kid Ventures 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 Kid Ventures, 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, Kid Ventures 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.

Kid Ventures 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, Kid Ventures must obtain written permission from a child's family to administer sunscreen, insect repellent, and hand sanitizer. Kid Ventures 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, Kid Ventures must obtain documentation of any known allergies from the child's parent/guardian. This can be done through the online registration process. Kid Ventures 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 mediation, dosages, and a doctor's contact information.

Kid Ventures 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, Kid Ventures 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 Kid Ventures summer program or Kid Ventures 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. Kid Ventures does not provide care for non NPS students on regular school days.

#### Absences/Sick Leave

Call your Kid Ventures 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

Kid Ventures 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, Kid Ventures 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 Kid Ventures can hire additional staff with the skills necessary to meet the child's needs and/or work with school caseworkers to determine the level of care.

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

- All children are expected to be toilet trained. Kid Ventures 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 Kid Ventures 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 Kid Ventures, 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**

Kid Ventures follows the <u>data privacy policy</u> of the district, which is sent to all district families at the beginning of each school year. It is also available upon request from the district office. Kid Ventures 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 Kid Ventures program.

### Billing

Kid Ventures bills are generated at the beginning of every month. All families can access their account online and it is each family's responsibility to make payments by the due date.

### Kid Ventures Billing Information

- The registration fee is due when the child's contract is accepted.
- 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 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 Northfield Public Schools Community Education office located at 700 Lincoln Parkway, Northfield, MN 55057, 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.
- Kid Ventures 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).

### <u>Kid Ventures tuition is due in full by the last day of the month. Failure to pay tuition will result in</u> termination of child care services.

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/l.

### 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 Kid Ventures office. Complete a change of schedule form, sign, date and return to the Kid Ventures 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 Kid Ventures 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. If you are not contracted for Wednesday mornings, you must submit the additional "Late Start Wednesday" registration and pay the designated fee per Wednesday. Late start registration is available on our website.

### **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" <u>or</u> requesting the schedule change via Eleyo. 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 with any new Kid Ventures session.
- 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 Kid Ventures 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, <del>or</del> 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.
- Kid Ventures reserves the right to limit or terminate service due to non-payment.
- 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 507-645-1200.

#### Sick/Vacation Leave

Kid Ventures 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 Kid Ventures 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 Kid Ventures 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

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

Kid Ventures 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. Kid Ventures 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 Kid Ventures, 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**

Kid Ventures 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.

Kid Ventures 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 Kid Ventures 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 Kid Ventures 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**

Kid Ventures 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.
- Kid Ventures 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.



## Master Services Agreement

ISD #659 Northfield 1400 S Division St Northfield, MN 55057-2299 MSA Date: June 6, 2023

This master service agreement ("MSA") documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for ISD #659 Northfield ("you," or "your"). The terms of this MSA will apply to the initial and each subsequent statement of work ("SOW"), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

#### 1. Scope of Professional Services

CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

If modifications or changes are required during CLA's performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

#### 2. Management responsibilities

You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

#### 3. Fees and terms

See the applicable SOW for the fees for the services.

Work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagements will be deemed to have been completed even if we have not completed the services. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client-initiated payment method approved by CLA. CLA's electronic online bill pay platform claconnect.com/billpay accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

#### 4. Other Fees

You agree to compensate us for reasonable time and expenses, including time and expenses of outside legal counsel, we may incur in responding to a subpoena, a formal third-party request for records or information, or participating in a deposition or any other legal, regulatory, or other proceeding relating to services we provide pursuant to a SOW.

#### 5. Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

#### 6. Dispute Resolution

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties (i.e., you and CLA). The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

#### 7. Limitation of remedies

These limitation of remedies provisions are not applicable for any audit or examination services provided to you.

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party").

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or

damage, whether based on warranty, tort, contract, or other law, arising from or related to this MSA, the services provided under an SOW, the work product, or for any plans, actions, or results of an SOW, except to the extent authorized by this MSA. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder, but any recovery on any such claims shall not exceed the fees actually paid by you to CLA pursuant to the SOW that gives rise to the claim.

#### 8. Governing Laws, Jurisdiction, and Venue

The MSA is made under and shall be governed by the laws of the state of Minnesota, without giving effect to choice-of-law principles. This includes dispute resolution and limitation of remedies.

#### 9. Time limitations

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this MSA or the services performed under an SOW, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within these periods ("Limitation Period"), which vary based on the services provided, and may be modified as described in the following paragraph:

Service	Time after the date we deliver the services or work product*
Tax Consulting Services	36 months
Tax Return Preparation	36 months
Examination, compilation, and preparation services related to prospective financial statements	12 months
Audit, review, examination, agreed-upon procedures, compilation, and preparation services other than those related to prospective financial information	24 months
All Other Services	12 months

\* pursuant to the SOW on which the dispute is based

If the MSA is terminated or your ongoing relationship with CLA is terminated, then the applicable Limitation Period is the lesser of the above periods or 12 months after termination of MSA or your ongoing relationship with CLA. The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

#### 10. Confidentiality

Except as permitted by the "Consent" section of this MSA, CLA will not disclose any of your confidential, proprietary, or privileged information to any person or party, unless you authorize us to do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation, or professional standard. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation, or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

#### 11. Other provisions

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally identifiable information, must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

#### 12. Consent to use financial information

We regularly aggregate anonymized client data and perform a variety of analyses using that aggregated data. Some of these analyses are published to clients or released publicly. However, we are always careful to preserve the confidentiality of the separate information that we obtain from each client, as required by the AICPA Code of Professional Conduct and various laws. Your acceptance of this MSA will serve as your consent to our use of ISD #659 Northfield anonymized data in performing and reporting on these cost comparison, performance indicator and/or benchmarking analyses.

Unless authorized by law or the client consents, we cannot use a client's tax return information for purposes other than the preparation and filing of the client's tax return. By signing and dating this MSA, you authorize CLA to use any and all information furnished to CLA for or in connection with the preparation of the tax returns under this MSA, for a period of up to six (6) years from the date of this MSA, in connection with CLA's preparation of the types of reports described in the foregoing paragraph.

#### 13. Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your consent is valid until further notice.

#### 14. Subcontractors

CLA may, at times, use subcontractors to perform services under this MSA, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this MSA.

#### 15. Technology

CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

#### 16. Termination of MSA

This MSA shall continue for five years from June 6, 2023, unless terminated earlier by giving appropriate notice. Either party may terminate this MSA at any time by giving 30 days written notice to the other party.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

#### 17. Agreement

We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return.

#### CliftonLarsonAllen LLP

Craig W. Popenhagen Principal 507-280-2327 craig.popenhagen@claconnect.com **Response:** This MSA correctly sets forth the understanding of ISD #659 Northfield.

CLA

CLA Craig W. Popenhagen

Craig W. Popenhagen, Principal SIGNED 6/6/2023, 3:15:42 PM CDT

Client

ISD #659 Northfield

SIGN:

Val Mertesdorf, Director of Finance

DATE:

ISD #659 Northfield

SIGN:

Claudia Gonzalez-George, Board Chair

DATE:



# Statement of Work - Audit Services

June 6, 2023

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated June 6, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and ISD #659 Northfield ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended June 30, 2023.

Craig W. Popenhagen is responsible for the performance of the audit engagement.

#### Scope of audit services

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of ISD #659 Northfield, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements including the schedule of expenditures of federal awards, and the schedule of expenditures of state awards in relation to the financial statements as a whole.

#### Nonaudit services

We will also provide the following nonaudit services:

- · Preparation of your financial statements and the related notes.
- · Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.

 $\cdot$  Preparation of schedule of expenditures of federal awards and schedule of expenditures of state awards.

· Preparation of adjusting journal entries

• Consulting and assistance with your adoption of Governmental Accounting Standards Board Statement No. 96, Subscription-Based Information Technology Arrangements (SBITDA / GASB 96)

#### Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the Wisconsin School District Audit Manual issued by the Wisconsin Department of Public Instruction. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major state program(s) in accordance with the Wisconsin School District Audit Manual, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Reporting on internal control over compliance related to major state programs and expressing an opinion (or disclaimer of opinion) on compliance with state statutes, regulations, and the terms and conditions of state awards that could have a direct and material effect on each major state program in accordance with the Wisconsin School District Audit Manual.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe

the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Wisconsin School District Audit Manual report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Wisconsin School District Audit Manual. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major state programs.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or the Wisconsin School District Audit Manual compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of the introductory section and that your annual report will be issued by the date of our reports on your financial statements. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

#### Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Wisconsin School District Audit Manual.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

• Identify and assess the risks of material misstatement of the basic financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

• Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit.

• Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the basic financial statements, including the amounts and disclosures, and whether the basic financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

• Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Revenue recognition
- Complex accounting requirements

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, Government Auditing Standards, and the Wisconsin School District Audit Manual. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major state programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required by the Wisconsin School District Audit Manual.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Wisconsin School District Audit Manual, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major state program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Wisconsin School District Audit Manual.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, Government Auditing Standards, and the Wisconsin School District Audit Manual.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under Government Auditing Standards.

The Wisconsin School District Audit Manual requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with state statutes, regulations, and the terms and conditions of state awards that may have a direct and material effect on each of the entity's major state programs. Our procedures will consist of tests of transactions and other applicable procedures described in the Wisconsin School District Audit Manual for the types of compliance requirements that

could have a direct and material effect on each of the entity's major state programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major state programs in our report on compliance issued pursuant to the Wisconsin School District Audit Manual.

We will evaluate the presentation of the schedule of expenditures of federal awards and the schedule of expenditures of state awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedules to determine whether the information complies with U.S. GAAP and the Wisconsin School District Audit Manual, the method of preparing them has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedules to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

#### **Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, the schedule of expenditures of federal awards, and the schedule of expenditures of state awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal and state awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards and schedule of expenditures of state awards (including notes and noncash assistance received) in accordance with the requirements of the Wisconsin School District Audit Manual.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with state statutes, regulations, and the terms and conditions of state awards applicable to the entity's state programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with state statutes, regulations, and the terms and conditions of state awards applicable to the entity's state programs; identifying and ensuring that the entity state statutes, regulations, and the terms and conditions of state statutes, regulations, and the terms and conditions of state statutes, regulations, and the terms and conditions of state awards applicable to the entity's state programs; identifying applicable to the entity's state programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Wisconsin School District Audit Manual, it is management's responsibility to evaluate and monitor noncompliance with state statutes, regulations, and the terms and conditions of state awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings and a corrective.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Wisconsin School District Audit Manual; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards and schedule of expenditures of state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards and schedule of expenditures of state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards and schedule of expenditures of state awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards and schedule of expenditures of state awards no later than the date the schedule of expenditures of federal awards and schedule of expenditures of state awards are issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards and schedule of expenditures of state awards in accordance with the Wisconsin School District Audit Manual;; (2) you believe the schedule of expenditures of federal awards and schedule of expenditures of state awards, including their form and content, are fairly presented in accordance with the Wisconsin School District Audit Manual; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and schedule of expenditures of state awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities , internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

#### Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

#### Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

#### Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Minnesota Department of Education, Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the the Minnesota Department of Education, Minnesota Office of the State Auditor. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could

impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

# *Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

#### Fees

Our professional fees are detailed in the table below. We will also bill for expenses (including travel, internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. **Service** 

Service	Professional Fee
Audit of financial statements	\$19,600
Uniform Grant Guidance compliance audit of federal program expenditures, if needed	\$4,000 per audited federal program
Consulting assistance : SBITDA preparation tools and templates, including SBITDA calculator	\$1,500
Consulting assistance : initial input and computation of the SBITDA schedule	Time involved

Financial Statement Audit (Prior year fee + 15% market increase)
Additional audit testing for the new NAME Accounting Standards (Leases \$1.5k-\$15k (all); SBITAS \$1.5k-\$15k 6/30/23 and thereafter (GASB))
Assistance in implementing the new NAME Accounting Standards (Leases/SBITA \$800 per agreement)
Implementation of the New Risk Auditing Standards which includes an increase in information technology testing (SAS 143-145 \$2k-40k for 12/31/2023 audits and beyond)
Significant Organizational Change

#### **Unexpected circumstances**

We will advise you if unexpected circumstances require significant additional procedures resulting in a

substantial increase in the fee estimate.

#### Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

#### Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

#### CliftonLarsonAllen LLP

#### **Response:**

This letter correctly sets forth the understanding of ISD #659 Northfield.

CLA

CLA Craig W. Popenhagen

Craig W. Popenhagen, Principal

#### Client

ISD #659 Northfield

SIGN:

Val Mertesdorf, Director of Finance

DATE:

ISD #659 Northfield

SIGN:

Claudia Gonzalez-George, Board Chair

DATE:



DISTRICT OFFICE 201 Orchard Street South Northfield, MN 55057 PH 507.663.0600 • Fax 507.663.0611 www.northfieldschools.org

### **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 Songele- Surge

Date: July 10, 2023