

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

Monday, March 10, 2025 ~ 6:00 p.m. ~ Regular Board Meeting  
Northfield District Office Boardroom

[Zoom Link](#)

**AGENDA**

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
  - a. Priority-Based Budget Reduction Process Updates
  - b. District Committees Update
  - c. Policy Committee Recommendations
6. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Student Citizenship Handbook update
  - d. Personnel Items
7. Items for Individual Action
8. Items for Information
  - a. 2024-25 Superintendent Focus Area Update No. 2
  - b. Construction Update No. 7
  - c. Enrollment Report
9. Future Meetings
  - a. Tuesday, March 11, 2025, 6:00 p.m., Priority Based Budget Process Public Input Meeting, NHS Auditorium
  - b. Monday, April 14, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - c. Monday, April 28, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - d. Monday, May 12, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Adjournment

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

Monday, March 10, 2025 ~ 6:00 p.m. ~ Regular Board Meeting  
Northfield District Office Boardroom  
[Zoom Link](#)

TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed.D., Superintendent  
RE: Explanation of Agenda Items for Monday, March 10, 2025, 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. Priority-Based Budget Reduction Process Updates. Superintendent Hillmann and Director of Finance Val Mertesdorf will update the board about the priority-based budget reduction process.
  - b. District Committees Update: Superintendent Hillmann will review all district advisory committee meetings held on March 3, 2025.
  - c. Policy Committee Recommendations. Dr. Hillmann will present the policy committee's recommended changes to policies 411, 412, 415, 417, 423, and 903.
6. Consent Agenda  
**Recommendation:** Motion to approve the following items listed under the Consent Agenda.
  - a. Minutes. Minutes of the regular school board meeting held on February 24, 2025.
  - b. Gift Agreements. Gift agreements to be approved are attached.
  - c. Student Citizenship Handbook update. Administration recommends updating the nondiscrimination statement on page 8 to reference the Minnesota Human Rights Act and eliminating the reference to the district's Title IX policy. This will create the appropriate statutory alignment.
  - d. Personnel Items.
    - i. Appointments
      1. Ivy Ainsworth, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
      2. Joe Baggot, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
      3. Kathleen Clark, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
      4. Nicole Drexl, General Ed EA for 2 hours/day at Greenvale Park, beginning 3/6/2025-6/6/2025. Step 4-\$19.86/hr.
      5. Jeffrey Eckhoff, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
      6. Rosemary Fink, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
      7. Thomas Graupmann, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
      8. Ruby Holman, Assistant Softball Coach at the High School, beginning 3/10/2025. \$5,544 stipend.
      9. Kathleen Kopseng, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
      10. Lynda Maus, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
      11. Brenda Niebuhr, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
      12. Nica Patterson, Long Term Substitute Building Nurse for 7 hours/day at the Middle School, beginning 3/3/2025-6/6/2025. BSN/RN Step 4-\$41.50/hr.

13. Cynthia Peterson, Long Term Substitute Nurse at Greenvale Park, beginning on or about 5/10/2025-6/6/2025. LTS BSN/RN Step 4-\$41.50/hr.
  14. Heidi Peterson, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
  15. Holly Schoenbauer, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
  16. Robert Thompson, Assistant Track Coach at the Middle School, beginning 4/1/2025. \$2,772 Stipend plus step 8.
  17. Earl Weinmann, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
  18. Regina Zakrajsek, AP Proctor at the High School, beginning 3/10/2025-5/30/2025. Licensed sub rate of pay.
- ii. Increase/Decrease/Change in Assignment
1. Mark Auge, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
  2. Michelle Bauer, Instructional Coach at the District Office, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
  3. Doug Bengston, Drivers Ed Instructor with Community Education, add AP Proctor at the High School, effective 3/10/2025-5/30/2025. Licensed Sub Rate of Pay
  4. Paul Bernhard, Teacher at Bridgewater, add Assistant Golf Coach at the Middle School, effective 4/1/2025. \$2,772 stipend plus step 10.
  5. Carrie Duba, Instructional Coach at the District Office, add High School ACT Accommodations Coordination for up to 25 hours/variable at the High School, effective 1/2/2025-6/6/2025. \$40/hr.
  6. Mary Franz, 9th grade Assistant Softball Coach at the High School, change to 1.0 Assistant Coach at the High School, effective 3/10/2025. \$5,544 stipend step 4.
  7. Cara Holland, Teacher at the Middle School, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
  8. Ruby Holman, Assistant Softball Coach at the High School, change to .50 9th grade /.50 Assistant Softball Coach at the High School, effective 3/10/2025. \$4,989.50 stipend for both positions.
  9. Jessica Jasper, Special Ed EA PCA for 6.50 hours/day and General Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.75 hours/day at the Middle School, effective 3/10/2025.
  10. Marie Kylo, Child Nutrition Manager I at Bridgewater, add Child Nutrition Summer Lead for up to 6 hours/day at Bridgewater, effective 6/12/2025-8/15/2025. Pay Rate through 6/30/25 - \$26.34/hr. Starting 7/1/2025 - \$27.71/hr.
  11. Jill Lauritzen-Kohel, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
  12. Vicki McKay, Child Nutrition Manager II at the Middle School, add Child Nutrition Summer Lead for up to 6 hours/day at the Middle School, effective 7/2/2025-8/8/2025. \$27.71/hr.
  13. Darrell Sawyer, Teacher at the Middle School, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
  14. Ann Schmidt, Child Nutrition II and III at the High School, add Child Nutrition Summer Lead for up to 6 hours/day at Greenvale Park, effective 6/12/2025-8/15/2025. Pay rate Through 6/30/25 \$26.34/hr. Starting 7/1/25 \$27.71/hr.
  15. Eric Swan McDonald, Teacher at the ALC, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
  16. Sarah Swan McDonald, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. Lane/step
  17. Laura Talbot Peterson, Teacher at the High School, add ALC Summer School Teacher for up to 5 hours/day at the ALC, effective 6/9/2025-7/24/2025. \$40/hr.
  18. Mark Thornton, Teacher (LOA) at the High School, add AP Proctor at the High School, effective 3/10/2025-5/30/2025. Licensed Sub Rate Pay
  19. Nancy Veverka, ABE Teacher with Community Education, add AP Proctor at the High School, effective 3/10/2025-5/30/2025. Licensed Sub Rate Pay
  20. Deb Wagner, Educational Assistant at Bridgewater, add Assistant Track and Field Coach at the Middle School, effective 4/1/2025. \$2,772 stipend step 9.
- iii. Leave of Absence
1. Lauren Wadzinski, Teacher at Greenvale Park, FMLA Leave of Absence beginning on or about 5/18/2025 and continue for 12 work weeks.
- iv. Retirements/Resignations/Terminations
1. Bob Gregory-Bjorklund, Fall Play Director at the High School, resignation effective 2/28/2025.
  2. Paige Haley, Head Girls Hockey Coach at the High School, resignation effective 2/28/2025.
  3. Emilia Rosas-Riley, Custodian at Greenvale Park Elementary, resignation effective 3/3/2025.

\*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

8. Items for Information

- a. 2024-25 Superintendent Focus Area Update No. 2. Superintendent Hillmann will provide an update on his 2024-25 focus areas.
- b. Construction Update No. 7. Superintendent Hillmann will provide an update on the NHS construction project.
- c. Enrollment Report. Superintendent Hillmann will review the March 2025 enrollment report.

9. Future Meetings

- a. Tuesday, March 11, 2025, 6:00 p.m., Priority Based Budget Process Public Input Meeting, NHS Auditorium
- b. Monday, April 14, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, April 28, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
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10. Adjournment

# Reaching Out, Reaching Up:

## THE 2027 STRATEGIC PLAN



### VISION

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

### BENCHMARKS

**1**

All children are ready for **kindergarten**.

**2**

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

**3**

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

**4**

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

**5**

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

**6**

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

**7**

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

**8**

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

**9**

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

**10**

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

**11**

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

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

### STRATEGIC COMMITMENTS



#### People

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



#### Learner Outcomes

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



#### Equity

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



#### Communication

We communicate effectively and transparently with all stakeholders.



#### Stewardship

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



#### Partnerships

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



To: School Board Members and Northfield School District Stakeholders  
 From: Dr. Matt Hillmann, Superintendent and Val Mertesdorf, Director of Finance  
 Subject: Priority-Based Budget Reduction Recommendations  
 Date: March 5, 2025

At the January 27 board meeting, Director of Finance Val Mertesdorf presented the annual financial forecast. The recommendation is to identify \$6 million in priority-based budget reductions for the 2025-26 school year. This represents an eight percent (8%) reduction in projected expenditures. It will not be easy, but it is necessary.

**Financial Forecast.** You can review these documents and recordings to learn more about the district’s financial forecast, one of four annual budget updates provided to the board.

- [You can review the financial forecast presentation slide deck here.](#)
- [You can review the financial forecast narrative document here.](#)
- [You can watch the financial forecast presentation at the Jan. 27 board meeting here.](#)
- [You can listen to Dr. Hillmann’s special appearance about the priority-based budget reductions on KYMN radio.](#)

**The reasons for this fiscal reality in Northfield are:**

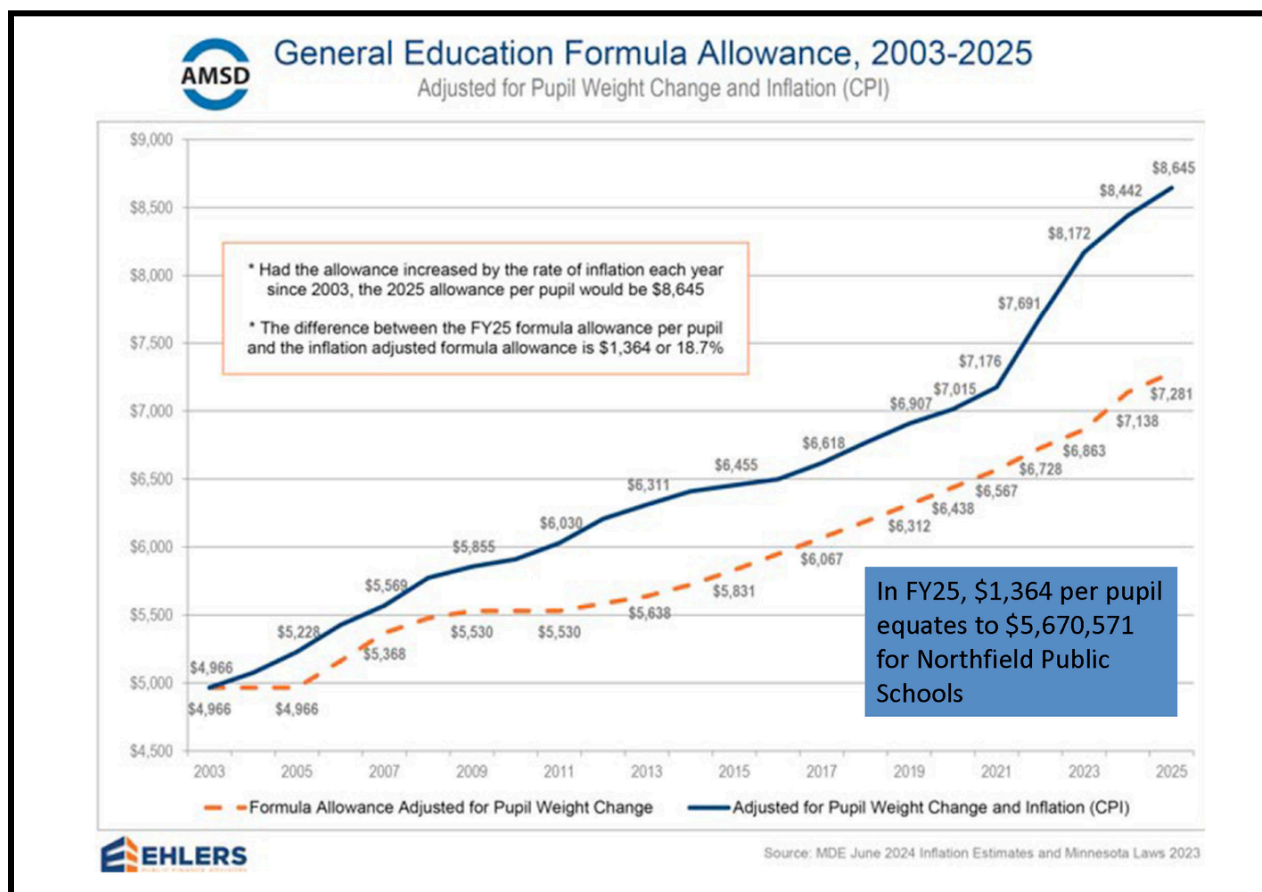
- 1) **Declining enrollment.** Our enrollment is projected to decline incrementally, averaging a 0.93% decrease per year for the foreseeable future. Rice County birth rates have dropped 12% in the last six years. The enrollment decline is directly related to people having fewer children, and limited single-family housing inventory in the district. As of January 15, only 28 single-family homes were for sale in the 178-square-mile school district.

**Northfield Public School District**  
 Total Enrollment Projection  
 K Projection: Average County Birth Rate Last 4 Years

	Enrollment History								Enrollment Projections				
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
ECSE	39.0	42.8	44.3	49.1	52.9	53.2	67.2	69.1	67.3	69.4	67.9	65.5	63.8
Pre K	2.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
HK	47.6	51.9	29.7	47.1	50.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K	200.8	194.6	172.7	198.0	187.5	230.6	203.8	209.5	204.1	210.3	206.0	198.6	193.4
1	269.6	255.5	241.0	233.3	241.1	253.4	234.1	211.6	217.5	211.9	218.3	213.9	206.1
2	247.5	258.9	258.8	248.0	233.5	247.1	263.2	240.2	217.0	223.1	217.4	224.0	219.4
3	280.5	249.8	248.1	269.5	262.4	249.4	254.1	275.7	251.6	227.4	233.7	227.8	234.7
4	290.6	287.1	248.1	258.1	264.0	278.1	260.0	262.9	285.3	260.4	235.3	241.9	235.7
5	277.1	293.6	283.6	249.3	257.8	269.6	288.2	265.5	268.5	291.3	265.9	240.3	247.0
6	343.3	312.1	312.2	315.6	280.6	295.5	296.4	322.8	297.4	300.8	326.4	297.9	269.1
7	333.1	343.3	304.7	310.9	315.7	282.0	294.7	296.5	322.8	297.4	300.8	326.4	297.9
8	300.0	339.1	342.8	308.6	314.4	313.9	284.2	296.2	297.9	324.4	298.9	302.3	328.0
9	355.7	320.1	362.1	350.2	328.4	334.2	328.9	299.2	311.9	313.7	341.6	314.7	318.3
10	363.0	365.0	310.5	355.7	349.4	332.4	345.3	333.7	303.7	316.5	318.3	346.7	319.4
11	321.5	362.3	350.9	300.8	340.3	338.9	318.7	332.4	321.3	292.3	304.7	306.5	333.7
12	378.6	343.7	391.4	366.7	319.4	361.8	360.8	338.3	352.9	341.1	310.3	323.4	325.3
K-12	4,008.8	3,976.7	3,856.5	3,811.7	3,744.4	3,786.8	3,732.3	3,684.5	3,651.9	3,610.6	3,577.7	3,564.1	3,528.1
ECSE-12	4,050.0	4,019.5	3,900.8	3,860.8	3,797.3	3,839.9	3,799.5	3,753.6	3,719.3	3,680.0	3,645.6	3,629.6	3,591.9
Adjusted Pupil Units	4,460.4	4,434.2	4,313.3	4,259.4	4,190.8	4,232.6	4,186.0	4,132.8	4,101.3	4,057.1	4,020.5	4,013.6	3,976.4
% Change K-12		-0.80%	-3.02%	-1.16%	-1.76%	1.13%	-1.44%	-1.28%	-0.88%	-1.13%	-0.91%	-0.38%	-1.01%

\*Rice County birth rate has declined 12% over the last six years.  
 \*As of 1/15/25 there are 28 single family homes for sale in the 178 square mile district boundary.

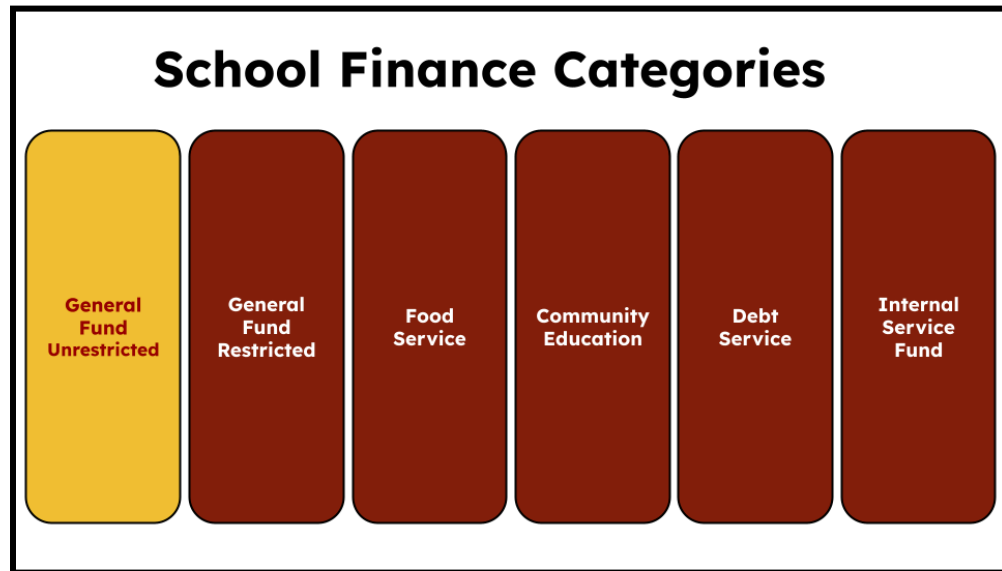
- 2) **Unfunded state and federal mandates.** The most significant of these is the unreimbursed costs to serve students receiving special education services. The district uses approximately \$4.3 million of general fund dollars per year to subsidize this mandated and morally imperative programming. Many new state mandates are well intended, and the examples below are not intended to be a value judgment about the program. They show the anticipated budget impact. Some mandate examples include:
- The state-required summer employment program for hourly workers (previously paid with one-time state funds) is estimated to be at least \$217,000.
  - State-required family medical leave program, anticipated to be at least a 0.44% payroll tax, and estimated to cost at least \$174,000. Employees will also pay an equal share.
  - An increase in the employer share of the Teacher Retirement Association pension is expected to be a 0.75% payroll tax increase and is estimated to be at least \$225,000. Employees will also pay an increased amount.
  - The district recently learned that the state will prorate special education revenue at 95% due to an overcommitment of funds. This means the district will receive \$525,000 less revenue than anticipated.
- 3) **State funding has improved but has not made up for decades of underfunding.** While the legislature has improved funding formulas, they have a long way to go to make up for the two decades where the basic formula did not keep pace with inflation.



- 4) **Ongoing inflationary pressures.** As most families know, the cost of goods and services continues to increase. One example for the school district is a 26% increase in the cost of property and liability insurance.

**The bond referendum IS NOT an impact.** It is vital to understand this process is solely associated with our operating budget. The operating budget is directly related to the funding we receive from the state government, federal government, and our local voter-approved operating levy. The bond referendum funds approved by voters in November 2024 are separate and do not impact this process. As we move ahead, an updated and more efficient Northfield High School facility will likely save operating costs due to a modernized, well-insulated facility that uses the efficiencies of geothermal energy to manage the building's heating and cooling.

**School finance is highly regulated.** The budget reduction process is focused on the unrestricted portion of the general fund. There are components, like the revenue from the bond referendum (debt service) that cannot be used to support salaries and benefits.



**Community priority-based budget reduction teams.** The district is using a participatory process to help identify areas for reduction within five budget packages. Over 80 parents, community members without students, administrators, high school students, and staff members participated. All those who completed an interest form were included.

The priority-based budget teams met three times at the district office on February 11, 18, and 25.

Priority-based budget reduction team members were expected to:

- Work productively and respectfully with other team members.
- Identify budget reduction areas within their team category using district priorities and other relevant considerations from their team's discussions.
- Provide feedback and recommendations to the board based on their team's discussions.

The remainder of the process will include the following:

- A public input meeting about the proposed reductions on Tuesday, March 11 from 6:00 - 8:30 p.m. in the NHS auditorium.
- The board will consider the recommendations at its April 14 regular meeting and is anticipated to finalize the reductions at the April 28 regular meeting. The team's recommendations are instrumental in the process, but the board has the final decision-making authority.

**Commitment to our vision.** While modeling our strategic commitment to stewardship by maintaining fiscal responsibility, we remain focused on achieving our vision of preparing **every** student for lifelong success.



## Priority Based Budget Reduction Recommendations



Package	Proposed Reduction
<b>Activities</b>	<b>\$222,377</b>
<b>District Services</b>	<b>\$1,821,251</b>
<b>Elementary</b>	<b>\$1,353,792</b>
<b>Secondary</b>	<b>\$1,606,624</b>
<b>Special Services</b>	<b>\$1,000,776</b>
<b>Grand Total</b>	<b>\$6,004,820</b>

*Add back rank is the team's recommended restoration order should additional funds become available (i.e. additional funds from the state, etc.)*

Package	Item	Proposed Reduction	Add back rank	Category	Anticipated Amount
Activities	1	Reduce after school activity shuttle service from all year to winter season only.	1.00	Non Salary	\$12,914
Activities	2	Limit hotels for state tournaments within reasonable driving distance.	2.00	Non Salary	\$24,909
Activities	3	Increase HS activity fees by 10%.	3.00	Non Salary	\$48,595
Activities	4	Increase MS activity fees by 10%.	4.00	Non Salary	\$9,516
Activities	5	Increase family cap for activity fees from \$1,000 to \$1,150 annually.	5.00	Non Salary	\$4,500
Activities	6	Increase family pass from \$150 to \$200.	6.00	Non Salary	\$44,750
Activities	7	Credit card fees paid by users.	7.00	Non Salary	\$26,640
Activities	8	Reduce copy costs by shifting all programs to digital using QR code.	8.00	Non Salary	\$12,500
Activities	9	Increase adult ticket price from \$9 to \$10.	9.00	Non Salary	\$11,037
Activities	10	Implement after school music registration fee of \$40.	10.00	Non Salary	\$4,200
Activities	11	Eliminate one assistant gymnastics coach. (This position has not been filled recently.)	N/A	Personnel	\$4,990
Activities	12	Eliminate "Life of an Athlete" program stipend. (Program has not had participants.)	N/A	Personnel	\$2,218
Activities	13	Eliminate HS math team coach stipend. (Program has not had participants.)	N/A	Personnel	\$3,326
Activities	14	Eliminate Science Olympiad coach stipend. (Program has not had participants.)	N/A	Personnel	\$3,326
Activities	15	Reduce pep band stipend to \$1,000/year.	N/A	Personnel	\$1,895
Activities	16	Reduce MS Geography Bee stipend (National Geographic canceled the program.)	N/A	Personnel	\$601
Activities	17	Reduce Grade 6 boys soccer coach (this position has not been filled recently.)	N/A	Personnel	\$2,218
Activities	18	Reduce Grade 6 girls soccer coach (this position has not been filled recently.)	N/A	Personnel	\$2,218
Activities	19	Correct MS Knowledge Bowl coach stipend to match with NEA contract.	N/A	Personnel	\$1,664
Activities	20	50% reduction in cell phone reimbursement stipend.	N/A	Personnel	\$360
<b>Total Activities</b>					<b>\$222,377</b>

Package	Item	Proposed Reduction	Add back rank	Category	Anticipated Amount
District Services	21	Superintendent 5% salary reduction.	1.00	Personnel	\$11,000
District Services	22	Restructure Director of Instructional Services position due to retirement. Use 20% of savings to support redistributed duties.	2.00	Personnel	\$190,000
District Services	23	Eliminate 2.0 FTE full-time substitutes.	3.00	Personnel	\$132,228
District Services	24	Reduction of 1.0 FTE custodian.	3.00	Personnel	\$79,400
District Services	25	Eliminate floating media educational assistant position.	3.00	Personnel	\$55,000
District Services	26	Reclassify portion of licensed media specialist to school library aid.	3.00	Personnel	\$55,000
District Services	27	Reduce contingency staffing allocation from 3.0 to 1.0 FTE.	4.00	Personnel	\$250,000
District Services	28	Implement transportation fee (\$150-300 annually) for students riding who live less than two miles from school (statutory limit). Fees will be waived for students qualifying for free or reduced lunch.	5.00	Non Salary	\$100,000
District Services	29	Move non-instructional software license agreements into capital budget.	N/A	Non Salary	\$412,000
District Services	30	Maximize operations chargeback to Child Nutrition and Community Education funds.	N/A	Non Salary	\$200,000
District Services	31	Human Resources Director will retire from 1.0 FTE contract, return at 0.60 FTE. Redistribute some duties.	N/A	Personnel	\$74,993
District Services	32	Reduce 0.50 FTE instructional coach.	N/A	Personnel	\$62,500
District Services	33	Restructure targeted services and community school oversight by combining two positions.	N/A	Personnel	\$55,000
District Services	34	Eliminate Studer Education contract (administrative professional development).	N/A	Non Salary	\$45,000
District Services	35	Restructure district office reception position, allocate 0.20 FTE to Child Nutrition and 0.20 FTE to Technology Services (0.40 FTE.)	N/A	Personnel	\$34,778
District Services	36	Move instructional software license agreements into capital budget.	N/A	Non Salary	\$21,012
District Services	37	Eliminate paid Zoom contract. Shift to Google Meets. Maintain Zoom webinar functions for livestreaming board meetings.	N/A	Non Salary	\$15,000
District Services	38	Credit card fees paid by users.	N/A	Non Salary	\$10,000
District Services	39	50% reduction in cell phone reimbursement stipend.	N/A	Personnel	\$9,360
District Services	40	Eliminate employee assistance program due to low usage.	N/A	Non Salary	\$8,400
District Services	41	Reduced membership fees from human resources reduction.	N/A	Non Salary	\$580
<b>Total District Services</b>					<b>\$1,821,251</b>

Package	Item	Proposed Reduction	Add back rank	Category	Anticipated Amount
Elementary	42	Reduce 9.0 FTE general education classroom teachers. Recommended class size targets are 20 for Kindergarten, 24 for grades 1-3, and 27 for grades 4-5.	1.00	Personnel	\$1,125,000
Elementary	43	Reduce specialist teachers by 1.60 FTE to match fewer general education classroom sections.	2.00	Personnel	\$200,000
Elementary	44	Reduce 0.30 FTE general education educational assistants.	3.00	Personnel	\$16,500
Elementary	45	Eliminate student council advisor stipends.	4.00	Personnel	\$5,547
Elementary	46	Reduce band/orchestra repair/supply budget.	5.00	Non Salary	\$6,025
Elementary	47	50% reduction in cell phone reimbursement stipend.	N/A	Personnel	\$720
<b>Total Elementary</b>					<b>\$1,353,792</b>

Package	Item	Proposed Reduction	Add back rank	Category	Anticipated Amount
Secondary	48	Reduce HS licensed teachers by up to 3.60 FTE.	1.00	Personnel	\$450,000
Secondary	49	Reduce MS elective positions by 0.60 FTE due to schedule change from seven (7) period day to six (6) period day.	1.00	Personnel	\$75,000
Secondary	50	Do not replace 1.0 FTE licensed teacher at Area Learning Center due to retirement.	1.00	Personnel	\$125,000
Secondary	51	Reduce HS Tier II support program by up to 0.50 FTE.	2.00	Personnel	\$62,500
Secondary	52	Reduce MS Tier II reading interventionist by 0.40 FTE.	2.00	Personnel	\$50,000
Secondary	53	Eliminate one (1) of four (4) HS counselor positions (adding back five extra contract days for each remaining counselor.)	3.00	Personnel	\$122,350
Secondary	54	Reduce MS Tier II math interventionist by 0.40 FTE.	3.00	Personnel	\$50,000
Secondary	55	Eliminate one (1) of three (3) MS counselor positions.	4.00	Personnel	\$133,000
Secondary	56	Replace one HS Assistant Principal position with a Dean of Students (+10 days over teacher contract and Advanced Placement coordinator stipend.)	4.00	Personnel	\$61,500
Secondary	57	Eliminate MS student support administrative assistant position.	5.00	Personnel	\$65,000
Secondary	58	Eliminate one (1) HS general education educational assistant position.	5.00	Personnel	\$55,000
Secondary	59	15% reduction in HS administrative and departmental supply budgets.	6.00	Non Salary	\$24,381
Secondary	60	Restructure MS TORCH Program with new funding from HCI. (Updated 03.06.2025)	6.00	Personnel	\$20,000
Secondary	61	Eliminate MS media center educational assistant position.	7.00	Personnel	\$55,000
Secondary	62	10% reduction in HS consumable supply budgets in Technology and Engineering, Art, Science, and FACS.	7.00	Non Salary	\$7,375
Secondary	63	Eliminate Grade 7 health class (1.0 FTE) due to schedule change from seven (7) period day to six (6) period day.	8.00	Personnel	\$125,000
Secondary	64	Reduce HS media educational assistant from 7.5 hrs/day to 7.0 hrs/day.	8.00	Personnel	\$4,074
Secondary	65	Reduce MS department budgets by 30%.	9.00	Non Salary	\$30,000
Secondary	66	Increase HS student parking fee from \$100 to \$150 per pass.	9.00	Non Salary	\$20,000
Secondary	67	Increase HS advanced placement exam fees from \$66 to \$100.	10.00	Non Salary	\$17,000
Secondary	68	Maximize licensed staff teaching career technical levy approved classes.	N/A	Personnel	\$52,644
Secondary	69	50% reduction in cell phone reimbursement stipend.	N/A	Personnel	\$1,800
<b>Total Secondary</b>					<b>\$1,606,624</b>

Package	Item	Proposed Reduction	Add back rank	Category	Anticipated Amount
Special Services	70	Eliminate three (3) special education educational assistant positions. (Positions are currently vacant.)	1.00	Personnel	\$165,000
Special Services	71	Eliminate three (3) additional special education educational assistant positions and replace with one (1) special education teacher.	2.00	Personnel	\$40,000
Special Services	72	Reduce 0.50 FTE early childhood special education (ECSE) teacher.	3.00	Personnel	\$62,500
Special Services	73	Reduce related service provider - occupational therapist by 0.50 FTE and speech by 0.20 FTE.	4.00	Personnel	\$87,500
Special Services	74	Reduce extra contract days for special education coaches by 30%.	5.00	Personnel	\$11,000
Special Services	75	Replace three (3) building RN/LPN with health aides.	6.00	Personnel	\$75,000
Special Services	76	Eliminate the due process clerical position at the NCEC.	7.00	Personnel	\$22,000
Special Services	77	Eliminate three (3) hours per month of educational assistant time during PLCs.	9.00	Personnel	\$50,000
Special Services	78	Reduce extra hours for BEST Teams professional development by 70%.	10.00	Personnel	\$19,000
Special Services	79	Eliminate due process worktime outside of contract hours for special education teachers.	11.00	Personnel	\$13,000
Special Services	80	Reallocate one (1) early childhood teacher and one (1) educational assistant from achievement and integration budget due to new voluntary prekindergarten funding.	N/A	Personnel	\$112,823
Special Services	81	Reallocate credit recovery from achievement and integration funds to align revenue and expenditures in ALC funds.	N/A	Personnel	\$46,397
Special Services	82	Reduce ADSIS staffing by 0.90 FTE.	N/A	Personnel	\$115,431
Special Services	83	Reduce 1.0 FTE English learner teacher while still remaining in alignment with state student to staff ratio guidelines.	N/A	Personnel	\$125,000
Special Services	84	Eliminate underutilized special education web-based subscriptions.	N/A	Non Salary	\$32,000
Special Services	85	Reduce ADSIS web-based subscription costs by 35%.	N/A	Non Salary	\$20,165
Special Services	86	50% reduction in cell phone reimbursement stipend.	N/A	Personnel	\$3,960
<b>Total Special Services</b>					<b>\$1,000,776</b>



**District Committees Agenda**  
**March 3, 2025**  
**District Office (enter at Door No. 5)**

6 pm-6:10 pm — Welcome and introduction (Matt Hillmann)

Location: District Office Gymnasium

6:10 pm-7:30 pm — Committee Meetings

Location: see chart below

<b>Committee</b>	<b>Lead</b>	<b>Location</b>
Activities	John Mahal	100
Career Technical Advisory	Michelle Bauer	Gymnasium
Communications	Erin Bailey	District Office Conference Room
Equity Advocacy	Becca Bang	105
Facilities	Justin Raabolle	104
Finance	Val Mertesdorf	Board Room
Special Education Advisory	Sara Pratt	102

Complete the follow-up survey (link will be added)

## **Policy 411 RECOVERY PERIOD AFTER CHILDBIRTH**

### **I. PURPOSE**

The purpose of this policy is to provide clarification on the recovery period after childbirth for Northfield School District employees.

### **III. GENERAL STATEMENT OF POLICY**

In the absence of complications, the maximum recovery period after delivery in which an employee may qualify for sick leave shall be eight calendar weeks, ~~effective 7/1/2012~~.

In order to qualify for paid sick leave beyond work days which fall within this eight-week period, ~~effective 7/1/2012~~, an employee shall be required to submit a statement from a physician verifying that the employee is disabled due to complications associated with the delivery.

#### **Policy 411 Recovery Period after Childbirth**

Adopted: 07.13.2009; Updated: 04.25.2011, 05.29.2012, 09.14.2020, INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

## Policy 412 EXPENSE REIMBURSEMENT

### I. PURPOSE

The purpose of this policy is to identify Northfield School District business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

### II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator.

### III. REIMBURSEMENT

Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form. Automobile travel shall be reimbursed at the mileage rate set by the school board.

### IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent or their designee shall develop procedures for timely reimbursement of school district business expenses.

Procedures for Policy 412 Expense Reimbursement are located in [this document](#) on the district's website.

#### Policy 412 Expense Reimbursement

Adopted: 02.28.2005; Updated: 09.27.2010, 12.14.2015, INSERT DATE; Reviewed: 08.19.2020

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 15.435 (Airline Travel Credit)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. No. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. No. 161b-12 (Aug. 4, 1997) (Transportation Expenses)  
Minn. Op. Atty. Gen. No. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

**Cross References:** MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)

## **Procedures for Policy 412 – Expense Reimbursement**

Updated 01.2020

### **REIMBURSEMENTS**

The following items are available for reimbursement:

- A. School District personnel or persons representing the school district who use their personal vehicle to travel to a destination out of the school district or within the district and have the prior approval of the superintendent, they/their designee or principal, will be reimbursed at the same rate as the IRS Standard mileage rate. The district will not pay mileage for out of state trips that total more than the cost of an airline ticket.
- B. School personnel or representatives of the school district who, with the advanced approval of the superintendent or they/their designee who are on school business out of the district may receive reimbursement for meals plus tips (up to 15%), not in excess of \$50 per day. Personnel must verify the actual expense of meals with original itemized receipts. When a meal is included in the registrations of an event, or is paid for by another source, reimbursement for that meal is not permitted. Reasonable exceptions may be made to the per day rate for unusual circumstances at the discretion of the Superintendent or they/their designee.
- C. Approval to be reimbursed for the cost of lodging must be obtained in advance from the superintendent or designee. The district will reimburse school personnel for commercial lodging. Lodging within a 60 mile radius of the school district is not normally reimbursed. Only when compelling circumstances exist and with the advanced approval of the superintendent or designee will exceptions be permitted.
- D. Commercial transportation not to exceed “coach” air rate. If a personal vehicle is driven in lieu of commercial air transportation, employees will be reimbursed the IRS Standard mileage rate not to exceed “coach” air fare.
- E. Approved ground transportation and other allowable incidental expenses incurred while traveling on behalf of the District. Use of the least expensive form of ground transportation is encouraged. Exceptions are permitted when circumstances such as location, distance or presentation materials dictate use of a taxi or car rental.
- F. The cost of conference admissions, fees and materials will be reimbursed after the conference dates. Original itemized receipts need to be submitted for verification. Other reasonable expenses connected with the travel of school personnel while conducting school district business may be reimbursed. Expenses for family members will not be reimbursed.
- G. School personnel who are approved to travel on a daily basis between the schools may submit mileage for reimbursement based on the intra-district mileage chart.
- H. Items costing \$100 or less and not practical to purchase using a District purchase order. These purchases still require administrative pre-approval.
- I. Emergency purchases for which the normal purchasing process is not timely.

### **RESPONSIBILITY**

- A. Responsibility for compliance with this policy is three-fold:
  1. The employee submitting the request for reimbursement is responsible for assuring that a public purpose was fulfilled and for providing adequate documentation as required in this procedure.
  2. The supervisor who signs the reimbursement request is responsible for assuring that a public purpose was accomplished by the employee making the expenditure, that proper documentation is in place, and that



District purchasing procedures could not have been reasonably used to make the expenditure.

3. Designated Finance Department officials are responsible for assuring that the reimbursement form is properly completed and that the proper supervisory signature is in place on the form.
- B. If the Superintendent, or designee, or the School Board determines that a public purpose was not met by the incurring of the employee expense, the claim will be denied and the expenditure shall become the responsibility of the employee.
  - C. The District will not reimburse an employee to the extent an expense is beyond the reasonable needs of fulfilling the business purpose of the occasion.
  - D. A supervisor who gives advance approval of an employee's business expense may impose particular conditions on the expense including, but not limited to, the maximum amount approved for reimbursement.
  - E. In no event will the District reimburse an employee for the cost of any alcoholic beverages.
  - F. In no event will the District reimburse an employee for the cost of entertainment expenses or expenses for a spouse, companion or child while the employee is on District travel status.
  - G. The District will not reimburse any employee for costs that the District cannot pay or bear under applicable law. This would include expenses such as laundry, movies, personal phone calls, and snacks.
  - H. Expense reimbursements should be turned in monthly. Items turned in more than 60 days after the date incurred will become taxable to the employee. The District will not reimburse expenses that are dated more than one year prior to the date of submission.

## **FORMS**

Reimbursement forms are available on the Finance Department resources website:

<http://northfieldschools.org/files/Expense-Reimbursement-Form-2018.pdf>

# Policy 415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

## I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of Northfield School District personnel to report suspected maltreatment of vulnerable adults.

## II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to comply fully with [Minnesota Statutes section 626.557](#) requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

Procedures for Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults are located in [this document](#) on the district's website.

### Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults

Adopted: 02.28.2005; Updated: 12.14.2020, INSERT DATE; Substantive Update: 10.24.2022

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 13.02 (Government Data Practices; Definitions)  
Minn. Stat. Ch. 245A (Human Services Licensing)  
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
Minn. Stat. § 609.221-609.224 (Assault)  
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)  
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)  
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. § 609.342-609.3451 (Criminal Sexual Conduct)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Stat. § 626.5572 (Definitions)  
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)  
MSBA/MASA Model Policy 403 (Dismissal of Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**Procedures for Policy 415: MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS**

**I. DEFINITIONS**

A. "Abuse" means:

(a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.

(b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825.

(c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

(d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the

Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).

- D. “Financial Exploitation” means a breach of a fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult’s will for the profit or advantage of another.
- E. “Immediately” means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. “Mandated reporters” means a professional or professional’s delegate while engaged in education.
- G. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.  
  
Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.
- I. “School personnel” means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- J. “Vulnerable adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes section 626.5572, Subd. 21(a) (2); (3) receives services from a licensed home care provider or person or

organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately for the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care of services, has an impaired ability to protect the individual's self from maltreatment.

~~K. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.~~

## II. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the human resources department, the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter may be guilty of a misdemeanor for intentionally failing to make a report, for knowingly providing false or misleading information in reporting or for intentionally failing to provide all the material circumstances surrounding the reported incident.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered

by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

### **III. INVESTIGATION**

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

### **IV. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy should appear in school personnel handbooks as appropriate.
- B. The school district will develop a method of discussing this policy with employees as appropriate.
- C. The superintendent or their designee should review this policy at least annually for compliance with state law.

Procedures 415 Mandated Reporting of Maltreatment of Vulnerable Adults  
NORTHFIELD SCHOOL DISTRICT NO. 659  
Northfield, Minnesota  
Dated: 2/28/05; Updated: 12.14.2020, 10.24.2022, INSERT DATE

## **Policy 417 CHEMICAL USE AND ABUSE**

### **I. PURPOSE**

The Northfield School District Board of Education recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

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

- A. Use or possession of controlled substances, medical cannabis, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with district policies with respect to a Drug-Free Workplace/Drug-Free School. Student medication, that does include prescription drugs, are governed under Policy 516 Student Medication.
- B. The district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.
- C. The district shall establish and maintain in every school a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, or designee, with the advice of the school board, shall collaborate with community partners to establish an advisory team to address chemical abuse problems in the district.
- E. The district shall establish a drug-free awareness program for its employees.

### **III. DEFINITIONS**

- A. “Chemical abuse” as applied to students means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor’s normal function in academic, school, or social activities is chronically impaired.
- B. “Controlled substances,” as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As

otherwise defined in this policy, “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. “Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

#### IV. STUDENTS

##### A. *Districtwide School Discipline Policy*

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

1. The district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.
2. As part of its drug-free programs, the district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

##### B. *Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance*

1. A teacher in a nonpublic school participating in a district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.
2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in



compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56, ~~and proposed for expulsion.~~

3. Searches by district officials in connection with the use, possession, or transfer of alcohol or a controlled substance, will be conducted in accordance with school board policies related to search and seizure.
4. Nothing paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

C. ***Student Support Team*** (this team functions as a preassessment team)

1. Every school that participates in a district chemical abuse program shall establish a chemical abuse student support team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. ***Data Practices***

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and regulations.
2. Destruction of Records
  - a. If the pre-assessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
  - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information about school or community services in connection

with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.

c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

E. ***Consent***

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. **EMPLOYEES**

A. The district shall establish a drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace.
2. The district's policy of maintaining a drug-free workplace.
3. Available drug counseling, rehabilitation, and employees assistance programs.
4. The penalties that may be imposed on employees for drug abuse violations.

B. The district shall notify federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

Policy 417 Chemical Use and Abuse

Adopted: 02.28.2005; Updated: 02.08.2021, INSERT DATE; Substantive Update: 10.24.2022

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)  
Minn. Stat. § 126C.44 (Safe Schools Levy)  
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)  
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)  
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)  
Minn. Stat. § 299A.33 (DARE Program)  
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)  
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)  
20 U.S.C. § 5812 (National Education Goals)  
20 U.S.C. § 7175 (Local Activities)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 Drug-Free Workplace/ Drug-Free School  
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 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

## **Policy 423    EMPLOYEE-STUDENT RELATIONSHIPS**

### **I.    PURPOSE**

Northfield Public Schools is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

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

- A.    This policy applies to all district employees at all times, whether on or off duty and on or off of school district locations.
- B.    At all times, students will be treated by teachers and other district employees with respect, courtesy and consideration and in a professional manner. Each district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C.    Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other district employees also may hold positions of authority over students of the district and must be mindful of their authority and influence over students.
- D.    Sexual relationships between district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability as well as disciplinary action up to and including immediate termination.
- E.    Other actions that violate this policy include, but are not limited to, ~~the following~~:
  - 1.    Dating students.
  - 2.    Having any interaction/activity of a sexual nature with a student.
  - 3.    Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
  - 4.    Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F.    District employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G.    Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H.    District employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled by the superintendent or their designee unless other specific complaint procedures are provided within any other policy of the district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

### IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the district will take appropriate action. Employees who violate this policy will be subject to disciplinary action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and district policies.

### V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

#### Policy 423 Employee Student Relationships

Adopted: 03.14.2005; Updated: 12.2014, INSERT DATE; Non-Substantive Update: 12.17.2020, 02.08.2022

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. §13.43, Subd. 16 (~~Personnel Data School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact~~)

Minn. Stat. § 122A.20, Subd. 2 (~~Suspension or Revocation of Licenses Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of School Administrators~~)

Minn. Stat. § 122A.40, Subds. 5(b) and 13 (b) (~~Employment; Contracts; Termination Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions~~)

Minn. Stat. §§ 609.341–609.352 (~~Definitions Defining “intimate parts” and “position of authority” as well as detailing various sex offenses~~)

Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints-Students, Employees, Parents, Other Persons)

MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)

MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 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 421 (Gifts to Employees and School Board Members)  
MSBA/MASA Model Policy 507 (Corporal Punishment)

## **Policy 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

### **I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the Board of Education on visitors to Northfield School District buildings and property.

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

The district is committed to maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment. The district welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

### **II. STAFF/VISITOR IDENTIFICATION BADGES**

The district shall require staff, substitutes, visitors and volunteers to wear appropriate identification as described below. School badges are issued on the basis of need, and are to be safeguarded and remain solely in the possession of the person to whom they are issued. Under no circumstances, including copying and printing, should a badge be used by anyone other than the person for whom it is issued. All school employees are responsible to help monitor people in the school buildings and are expected to either escort visitors who do not have badges to the office to register and get a "Visitor" or "Volunteer" badge, or to alert office personnel that they have directed a visitor or volunteer to the office. Any suspicious persons in the building are to be reported to the office immediately.

#### **A. Permanent School Employees:**

Photo ID's will be provided by the district and must be worn at all times by permanent employees of Northfield Public Schools when they are in school buildings. Should a replacement badge be needed for any reason, it should be ordered from the Human Resources Office immediately. In the interim, employees should obtain a temporary badge from the school office. Badges must be returned to the district when leaving its employ.

#### **B. Substitute Employees:**

"Substitute" badges will be issued to individuals who are subbing within the buildings of the district. Such badges must be worn whenever the individual is in school buildings. Substitute badges ~~will be temporary and do not~~ need to be turned in at the end of the assignment.

C. Visitors/Volunteers:

Visitors and volunteers to school buildings are required to register and obtain a “Visitor” or “Volunteer” badge in the main office of the school building, and to return the badge and check out at the end of the visit.

D. Post-Secondary Enrollment Options Students:

A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours and may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

### III. VISITOR LIMITATIONS

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with district procedures and regulations or if the visit is not in the best interest of students, employees or the district.
- B. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. Require the driver or other person in charge of the vehicle to move it off school district property.
  2. Provide for the removal of the vehicle, if unattended, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalties. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

#### Policy 903 Visitors to School District Buildings and Sites

Adopted: 11.24.2008; Reviewed: 07.01.2019; Updated: 01.08.2024, INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

*Legal References:* Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)  
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)  
Minn. Stat. § 609.605, Subd. 4 (Trespass)



# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

February 24, 2025  
District Office Board Room

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, Epstein, Gonzalez-George, Nelson, and Quinnell. Absent: Goerwitz and Miller. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

On a motion by Quinnell, seconded by Butler, the board approved the agenda.

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- For the first time in over 35 years in Northfield, the FFA has two FFA state degree recipients, Keith Harner and Macy Mueller. Macy also earned first place in Entrepreneurship Proficiency Poultry Production. Hector Villanueva was named the 2025-2026 Region VII Sentinel, and Josie Kuennen was named the Northfield FFA chapter region delegate. These distinctions were announced after an application process and interviews during the regional leadership day on February 7.
- NHS Senior Soren Powers advanced to finalist standing in the 2025 merit scholarship program. All finalists will be considered for National Merit Scholarship Awards and will be notified of their standing in March.
- Ella Pagel and Caley Graber will be advancing to the state competition after earning first place in the MSHSL girls wrestling sections. Charlie Johnson, Keith Harner, Caden Staab, Sam Harner, Zane Engels, Owen Murphy, and Ryan Kuyper advanced to the state boys tournament. Congratulations to these wrestlers!
- Public Schools Week is February 24-28, 2025. Public Schools Week celebrates the role that public education plays in shaping the future of our children, our community, and our future. This week is dedicated to honoring the incredible teachers and staff who work tirelessly to ensure every student has the academic, social, and emotional support they need to thrive. Join us in thanking the people, programs, and successes that make our schools the heart of our community!

5. Items for Discussion and Reports

- a. Priority-Based Budget Reduction Process Updates. Superintendent Hillmann and Director of Finance Val Mertesdorf updated the board about the priority-based budget reduction process.

6. Committee Reports

- a. Cannon Valley Special Education Cooperative (CVSEC) Report. Board Member Butler provided an update on the CVSEC.

7. Consent Agenda

Nelson requested Policy 522: Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process be removed from the consent agenda for separate consideration. On a motion by Nelson, seconded by Quinnell, the board approved the consent agenda with the removal of Policy 522 for separate consideration.

- a. Minutes. Minutes of the regular school board meeting held on February 10, 2025.
- b. Gift Agreements. Gift agreements included in the board packet
- c. Financial Reports. Director of Finance Val Mertesdorf requested the board approve paid bills totaling \$3,006,854.51, payroll checks totaling \$4,001,482.14, a wire transfer totaling \$450,000 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$350,000 from Frandsen Sweep to Frandsen General, and the financial reports for October 2024. No bond payments were paid in October 2024. At the end of October 2024 total cash and investments amounted to \$27,551,836.31.

- d. Overnight Field Trip Request. BPA Coach Theresa Wilson requested board approval to take eight BPA students to the state competition in Minneapolis, March 6-8, 2025.
- e. Personnel Items.
- i. Appointments
    1. Nicole Dahlman, Special Ed EA PCA for 31.50 hours/week at the NCEC, beginning 2/17/2025-6/6/2025. Step 4-\$19.86/hr. Plus prorated PCA stipend.
    2. Dawson Foster, Assistant Boys Lacrosse Coach at the High School, beginning 3/31/2025. \$4,435 step 1 stipend.
    3. Kaycee Welch, Special Ed EA PCA for 7 hours/day at the NCEC, beginning 3/10/2025-6/6/2025. Step 2-\$18.73/hr. + prorated PCA Stipend.
    4. Nicholas Anderson, Assistant Boys Lacrosse Coach at the High School, beginning 3/31/2025. \$4,435 stipend.
    5. Shania Gjerdingen, Community School Student Site Assistant for up to 12 hours/week at Spring Creek, beginning 2/24/2025-5/15/2025. Student Step 1-\$15.66/hr.
    6. Jessica Jasper, Special Ed EA PCA for 6.50 hours/day and General Ed EA for .50 hours/day at the High School, beginning 3/10/2025. Step 1-\$18.33/hr. Plus prorated PCA stipend.
    7. Jessica Watne, Assistant Track Coach at the Middle School, beginning 4/1/2025. \$2,772 stipend
  - ii. Increase/Decrease/Change in Assignment
    1. Natalie Amy, Girls Assistant Golf Coach at the Middle School, change to Girls Head Golf Coach at the Middle School, effective 4/1/2025. \$3,326 stipend
    2. Jake Odell, .25 Boys Assistant Tennis Coach at the High School, change to 1.0 Boys Assistant Tennis Coach at the High School, effective 3/24/2025.
    3. Sophia Ranslow, Special Ed EA PCA for 6.5 hours/day at the NCEC/Greenvale Park, change to Special Ed EA PCA for 6.5 hours/day at Greenvale Park, effective 2/19/2025.
    4. Jon Whitney, Teacher at the High School, add Boys Head Golf Coach at the Middle School, effective 4/1/2025. \$3,326 Stipend.
    5. Michael Shaeffer, Special Ed/Gen Ed EA for 7.0 hours/day at the High School, change to Special Ed/Gen Ed EA for 6.75 plus Special Ed Bus Duty for 1.25 hours/day at the High School, effective 04/03/2025 through 6/6/2025.
    6. Carina Zick, Special Education EA/PCA at Spring Creek, add 1.75 hours/day for extracurricular EA/PCA duties, beginning 4/7/2025 through 5/23/2025.
  - iii. Leave of Absence
    1. Laura Little, Child Nutrition Associate I at the Middle School, Leave of Absence beginning 2/3/2025 through the 2024-2025 school year.
    2. Emily Shroyer, Teacher at Greenvale Park, FMLA Leave of Absence beginning on 8/25/2025 and continue through the 2025-2026 school year.
    3. Mason Zick, .50 FTE PE Teacher at the Middle School, medical leave of absence beginning 2/20/2025 and continuing for up to 8 work weeks.
    4. Jerry Jarvis, Custodian Engineer at the District Office and NCEC, FMLA Leave of Absence beginning 2/21/2025 and continue for 4 to 6 work weeks.
    5. Carol Reed, RN at the Middle School, leave of absence through the end of the 2024-2025 school year.
  - iv. Retirements/Resignations/Terminations
    1. Jake Odell, Boys Assistant Tennis Coach at the Middle School, resignation effective 2/14/2025. Taking coach position at the High School.

8. Items for Individual Action

- a. 2025-2026 Operating Capital and Long-Term Facilities Maintenance Budget. On a motion by Gonzalez-George, seconded by Epstein, the board approved the 2025-2026 Operating Capital and Long Term Facilities Maintenance Budgets as presented at the February 10, 2025 board meeting.

	<u>Revenues</u>	<u>Expenditures</u>
Operating Capital	\$3,593,014	\$3,324,617
Long-Term Facilities Maintenance	\$1,318,809	\$1,289,150

- b. Long-Term Facilities Maintenance Ten Year and Indoor Air Quality Management Plan. On a motion by Butler, seconded by Nelson, the board approved the Long Term Facilities Maintenance Ten Year Plan and the Indoor Air Quality Management Plan as presented at the February 10, 2025 board meeting.
- c. Resolution Relating to \$39,000,000 General Obligation School Building Bonds, Series 2025A; Authorizing Issuance, Awarding Sale, Prescribing the Form and Details and Providing for the Payment Thereof. On a motion by Butler, seconded by Quinnell, the board approved the Resolution Relating to \$39,000,000 General Obligation School Building Bonds, Series 2025A; Authorizing Issuance, Awarding Sale, Prescribing the Form

and Details and Providing for the Payment Thereof as presented. Voting 'yes' was Butler, Epstein, Nelson, Quinnell, and Gonzalez-George. No one voted 'no.'

- d. Change Order Procedures for the NHS Reimagine Project. On a motion by Nelson, seconded by Epstein, the board adopted the change order limits initially presented at the February 10, 2025 board meeting for the Reimagine Northfield High School project associated with the November 5, 2024 bond referendum. Change orders may be inevitable and, therefore, these guiding principles and procedures are recommended to provide authority to individuals, groups, and/or committees to keep projects advancing efficiently and expeditiously.

Change Order Process:

Administrative authority: The administration may authorize change orders estimated to be less than \$100,000 when the superintendent, director of finance, and director of buildings and grounds all agree that the change order is necessary, feasible, and within the contingency budget.

Project oversight committee: The project oversight committee may authorize change orders estimated to be at least \$100,000 but less than \$175,000 when all of the attendees at a project oversight committee meeting agree that the change order is necessary, feasible, and within the contingency budget.

School board: The school board will consider approving change orders estimated to be \$175,000 or more or when a change order is recommended but not approved by the administration or project oversight committee.

Reporting: The superintendent will report all change orders to the school board during the next regular meeting as part of the construction update report.

- e. Policy Committee Recommendations. On a motion by Butler, seconded by Quinnell, the board approved the policy committee's recommended updates to policies 406, 407, 408, 519, 614 and 701 as presented.
- f. Policy 522: Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process. On a motion by Gonzalez-George, seconded Epstein, the board approved reverting Policy 522 to the 2022 version. This action aligns the district's policy with the 2020 Title IX rules to comply with a January 2025 federal court ruling that vacated the 2024 Title IX rules. Additional work will take place to ensure alignment with corresponding forms and handbooks.

9. Items for Information

- a. Construction Update No. 6. Superintendent Hillmann provided an update on the NHS construction project.
- b. American Indian Parent Advisory Committee Vote of Concurrence. Superintendent Hillmann shared the American Indian Parent Advisory Committee's vote of concurrence.

10. Future Meetings

- a. Monday, March 10, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Tuesday, March 11, 2025, 6:00 p.m., Priority Based Budget Process Public Input Meeting, NHS Auditorium
- c. Monday, April 14, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Monday, April 28, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

11. Adjournment

On a motion by Quinnell, seconded by Nelson, the board approved to adjourn at 6:35 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 below:

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

<b>Date of the bequest, donation, or gift:</b>	<b>Amount:</b>	<b>Who the bequest, donation, or gift is from:</b>	<b>What is the bequest, donation, or gift for?</b>
2/25/2025	\$1,621	Greenville Park PTO	Skating Unit for PE
2/25/2025	50	College City Beverage	Robotics donation
2/10/2025	unsure	Laura Porter-Jones	NMS Orchestra Department - for student use
2/10/2025	\$50.00	Laura Geissler	NMS Orchestra - making a violin donation playable (repairs completed)
3/2/2025	\$50.00	Everett Fortner	MS Angel Funds
03/02/2025	\$50.00	Janine Rosenhamer	NHS Senior Celebration Donation
03/05/2025	\$5.49	Melanie Rudiger	Spring Creek 4th Grade Recorders Donation
03/03/2025	\$5.49	Jacqueline Keul	Spring Creek 4th Grade Recorders Donation
03/02/2025	\$5.49	Douglas Parish	Spring Creek 4th Grade Recorders Donation
03/01/2025	\$5.49	Elizabeth Eaker	Spring Creek 4th Grade Recorders Donation
03/01/2025	\$5.49	Mamie Cruse	Spring Creek 4th Grade Recorders Donation
02/28/2025	\$5.49	Megan Tarmann	Spring Creek 4th Grade Recorders Donation
02/28/2025	\$5.49	Stacy Fox	Spring Creek 4th Grade Recorders Donation



# **STUDENT CITIZENSHIP HANDBOOK**

**2024 - 2025**

***RIGHTS, RESPONSIBILITIES, DISTRICT POLICIES***

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

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

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## **VISION, STRATEGIC COMMITMENTS, AND STUDENT DISCIPLINE PHILOSOPHY**

The purpose of student discipline is to ensure a learning environment that helps achieve the district's vision to prepare **every** student for lifelong success by developing critical thinkers who are curious and ready to engage in our society. This philosophy aligns with the district's strategic commitments to people, learner outcomes, equity, stewardship, communication, and partnerships.

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/caregivers, 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. Students will learn 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 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 their present and future behavior.
- is designed to help the student control and change 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**

#### **Board of Education**

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 or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

### **Principal and Assistant Principals**

The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal and assistant principals 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. For the purposes of the discipline guidelines that are enumerated in this document, the word “principal” means either the school principal, building administrator, or assistant principal.

### **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, district policy, and school procedures. 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 [district's website](#).

### ACCESS TO RECORDS

Rights/Opportunities	Responsibilities
<p>Students' parents and students eligible under state law generally have the right to view their school records according to state and federal laws.</p> <p>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.</p>	<p>Students have the responsibility to follow established building and district procedures regarding access to their school records.</p>

### STUDENT APPAREL (DRESS AND APPEARANCE)

Rights/Opportunities	Responsibilities
<p>Students have the opportunity to wear clothing of their choosing and to engage in personal grooming which is not potentially disruptive to the education process, which does not pose a threat to the health or safety of other students and which is not lewd, vulgar, obscene, sexually explicit or discriminatory. Hair or hairstyles choices are at the discretion of the individual student. This includes but is not limited to hair texture and hair styles such as braids, locks, and twists.</p>	<p>Students are responsible to dress in such a manner that is not disruptive nor likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, including gang and/or hate symbols. Clothing which displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.</p>

### EQUAL OPPORTUNITY

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

### FAIR TREATMENT

Rights/Opportunities	Responsibilities
<p>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.</p>	<p>Students are responsible to treat all people respectfully and to follow rules and regulations that apply to them.</p>
<p>Students have the right to be informed of current school policies, rules and regulations that apply to them.</p>	<p>Students are responsible to be knowledgeable about and to follow school policies, rules and regulations that apply to them.</p>

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

### FREE SPEECH

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

### HARASSMENT

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

### LEARNING

Rights/Opportunities	Responsibilities
Students should have the opportunity to receive a comprehensive appropriate education. ( <a href="#">Policy 102 Equal Educational Opportunity</a> )	Students are responsible for daily attendance, for completing class assignments on time and for bringing appropriate materials required for class use.

Students should have the opportunity to attend school in a safe environment that is free from disruptive behavior by others.	Students are responsible to behave in such a manner that does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process of others.
Students have the opportunity to make up schoolwork missed during an excused absence.	With age-appropriate assistance from their teachers, students are responsible to obtain and complete make-up work assigned for periods of absence.
Students have the right to necessary homebound instruction as regulated by state guidelines when absent for an extended period.	Students are responsible to complete work assigned as part of the homebound instructional process.

## NONDISCRIMINATION

Rights/Opportunities	Responsibilities
Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, gender identity, and status with regard to public assistance or disability. ( <a href="#">Policy 522 Title IX Sex Nondiscrimination Minnesota Human Rights Act</a> )	Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to building principals as outlined in <del>Policy 522</del> district <a href="#">Policies 413</a> and/or <a href="#">522</a> .

## PLEDGE OF ALLEGIANCE

Rights/Opportunities	Responsibilities
Students have the right to participate in the reciting of the Pledge of Allegiance. Students have the right to express themselves by not participating in the pledge including the right to remain seated.	Students are responsible to either participate in reciting the Pledge of Allegiance or respect the rights of those who wish not to participate. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

## PRIVACY

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

sexual abuse to the proper authorities. Matters involving criminal behavior may also be reported to the proper authorities.	confidential. Matters of abuse or illegal activity should be reported to school personnel.
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### STUDENT GOVERNMENT

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

### STUDENT SAFETY

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to a safe, inviting school environment, free of violence, racism, homophobia, xenophobia, transphobia, religious intolerance, and chemicals, (drugs, tobacco, e-cigarettes, and alcohol). Students should expect the schools to utilize a variety of prevention techniques to prioritize their safety.	Students are responsible for cooperating with school authorities to keep our schools free of violence, racism, homophobia, xenophobia, transphobia, religious intolerance, and chemicals. Students should report any safety concerns, including violence racism, homophobia, 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 ([Policy 506 Student Discipline](#)).

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

The following are district-wide discipline guidelines for administrative use. 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 their disability). When appropriate, restitution may be substituted for recommended consequences. These guidelines are based upon school board policies. District policies are located on the [district's website](#).

### ABUSE, VERBAL

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
	<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>		
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> </ul>	<p>Consequences could include but are not limited to:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> </ul>	<p>Consequences could include but are not limited to:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver conference with the principal</li> <li>● In school suspension</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> </ul>

	<ul style="list-style-type: none"> <li>Other appropriate consequences determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul>
<b>6-8</b>	<p>Consequences could include but are not limited to:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver conference with the principal</li> <li>Detention</li> <li>In school suspension</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences determined by the principal</li> </ul>	2-3 day suspension	3-5 day suspension
<b>9-12</b>	<p>Consequences could include but are not limited to:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver conference with the principal</li> <li>Detention</li> <li>In school suspension</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences determined by the principal</li> </ul>	2-3 day suspension	3-5 day suspension

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

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

<b>Grades</b>	<b>First Occurrence</b>	<b>Second Occurrence</b>	<b>Third Occurrence</b>
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> </ul>



	<ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Referral for chemical evaluation</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● Social worker intervention</li> <li>● 5-10 day suspension</li> <li>● Chemical assessment</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> <li>● Chemical assessment</li> </ul>
6-8	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Referral for chemical evaluation</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● Social worker intervention</li> <li>● 5-10 day suspension</li> <li>● Chemical assessment</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> <li>● Chemical assessment</li> </ul>
9-12	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Referral for chemical evaluation</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● Social worker intervention</li> <li>● 5-10 day suspension</li> <li>● Chemical assessment</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> <li>● Chemical assessment</li> </ul>

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

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

Grades	First Occurrence
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> <li>● Police referral</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>	

4-5	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Referral for chemical evaluation</li> <li>● Police referral</li> </ul>
6-8	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Referral for chemical evaluation</li> <li>● Police referral</li> </ul>
9-12	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Referral for chemical evaluation</li> <li>● Police referral</li> </ul>

### ARSON

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

Grades	First Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> <li>● Police referral</li> </ul> <p><i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i></p>
4-5	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> <li>● Restitution</li> </ul>
6-8	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> <li>● Restitution</li> </ul>
9-12	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> <li>● Restitution</li> </ul>

### ASSAULT, AGGRAVATED

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

Grades	First Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> </ul>

	<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul> <p style="text-align: center;"><i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i></p>
4-5	<ul style="list-style-type: none"> <li>5-10 day suspension</li> <li>Possible recommendation for expulsion</li> </ul>
6-8	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> </ul>
9-12	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> </ul>

### ASSAULT, PHYSICAL

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>Student conference with the principal or behavior coach</li> <li>Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>Restorative activity</li> <li>Other appropriate consequences determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>5-10 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Possible recommendation for expulsion</li> <li>Police referral</li> </ul>
6-8	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>5-10 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Possible recommendation for expulsion</li> <li>Police referral</li> </ul>
9-12	<ul style="list-style-type: none"> <li>5-10 suspension</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>5-10 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Possible recommendation for expulsion</li> <li>Police referral</li> </ul>

### BODILY HARM, INFLICTING

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	Consequences will include but are not limited to one or more of the	Consequences will include but are not limited to one or more of the	Consequences will include but are not limited to one or more of the

	<p>following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<b>6-8</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	1 day suspension	3 day suspension
<b>9-12</b>	<p>Consequences will include but are not limited to one or more of the following options:</p>	1 day suspension	3 day suspension

	<ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>		
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## BULLYING

Any act of bullying or cyberbullying is strictly prohibited as defined in district [Policy 514](#). Many behaviors can be “bullying-like” and are addressed using relevant consequences related to the specific infraction. For the purposes of discipline, bullying is defined as behavior that is:

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> </ul>

	<ul style="list-style-type: none"> <li>Other appropriate consequences determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	1-3 day suspension	3-5 day suspension
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal or assistant principal</li> <li>Parent/guardian/caregiver in-person conference with the principal or assistant principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by principal or assistant principal</li> </ul>	1-3 day suspension	<ul style="list-style-type: none"> <li>5-10 day suspension</li> <li>Possible recommendation for expulsion</li> </ul>

### BURGLARY

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

Grades	First Occurrence	Second Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> </ul>

	<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>		
4-5	<ul style="list-style-type: none"> <li>5 day suspension</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> </ul>
6-8	<ul style="list-style-type: none"> <li>5 day suspension</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> </ul>
9-12	<ul style="list-style-type: none"> <li>5 day suspension</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> </ul>

### CELL PHONES & PERSONAL DEVICES - ELEMENTARY (Grades K-5)

We recognize that cell phones/personal electronic devices are common tools for communication with many families. Our goal is to help students maintain a focus on learning. Please know that most elementary students have no need to carry a cell phone or personal 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 personal 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. The district is not responsible for lost, damaged or stolen phones or other electronic devices brought from home.

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-5	Confiscate and return at end of day	Confiscate and parent/guardian/caregiver pick up	Students are no longer allowed to bring a device to school until a parent/ guardian/caregiver conference is held with the building principal.

*Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.*

#### Incidents involving the unauthorized photography or recording

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal or behavior coach</li> <li>Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>Restorative activity</li> <li>Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>

*Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.*

**CELL PHONES & PERSONAL DEVICES - MIDDLE SCHOOL (Grades 6-8)**

We recognize that cell phones/personal electronic devices are common tools for communication with many families. Our goal is to help students maintain a focus on learning. Cell phones are not permitted in classrooms, during transition times, or in the lunchroom between 7:45 am and 2:51 pm. If there is a need for a student to have a cell phone at school, staff should not hear it or see it. It should be put in a locker during the day. If any staff member sees a phone out in classrooms, during transition times, or in the lunchroom, it will be labeled and taken to the office. The phone can be picked up after 2:51 pm. Additionally, video recording students or staff without their consent is prohibited at Northfield Middle School.

Causing a disruption with personal electronic devices, 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 or other devices for photographic, audio, video, or digital recording and/or sharing of those recordings without student or staff permission. 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
6-8	Confiscate and return at end of day	Confiscate and return at end of day	<ul style="list-style-type: none"> <li>Confiscate and parent/guardian/caregiver 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>
Incidents involving the unauthorized photography or recording			
Grades	First Occurrence	Second Occurrence	Third Occurrence
6-8	1-3 day suspension	3-5 day suspension	5-10 day suspension
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			

**CELL PHONES & PERSONAL DEVICES - ALC & HIGH SCHOOL (Grades 9-12)**

We recognize that cell phones/personal electronic devices are common tools for communication with many families. Our goal is to help students maintain a focus on learning. Students are not permitted to use cell phones during class time without explicit permission from the teacher. Students may use cell phones before and after school, passing times, during flex hour, and, for students who are in good standing, during study hall. Northfield High School’s classroom cell phone/electronic device procedure will be followed. Procedures prior to an office discipline referral include student reminders, redirection with and parent/caregiver contact. The consequences listed below will be applied when an office discipline referral has been submitted.

Causing a disruption with personal electronic devices, 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 or other devices for photographic, audio, video, or digital recording and/or sharing of those recordings without student or staff permission. 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
9- 12	<ul style="list-style-type: none"> <li>Parent/caregiver will be contacted by administration and cell phone use plan will be created.</li> </ul>	<ul style="list-style-type: none"> <li>The student’s device will remain in the office for the remainder of the day. Administration will notify parents/guardians with the</li> </ul>	<ul style="list-style-type: none"> <li>Additional phone restrictions, including the removal of phone privilege on campus.</li> </ul>



	<ul style="list-style-type: none"> <li>For school-issued devices, restrictions may be enacted for the school-issued device.</li> </ul>	student present, and will review the previously developed plan.	<ul style="list-style-type: none"> <li>Possible 1-3 day suspension</li> </ul>
Incidents involving the unauthorized photography or recording			
Grades	First Occurrence	Second Occurrence	Third Occurrence
9- 12	1-3 day suspension	3-5 day suspension	5-10 day suspension
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			

### DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism, submitting artificial intelligence generated work as one’s own without explicit disclosure, or collusion is prohibited. (Collusion means that this segment also applies to students who knowingly assist others in cheating on school assignments, tests, or plagiarism as outlined in this handbook.) 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
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal or behavior coach</li> <li>Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>Restorative activity</li> <li>Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal or behavior coach</li> <li>Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>Restorative activity</li> <li>Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> </ul>

			<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul>
6-8	<ul style="list-style-type: none"> <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, at the teacher's sole discretion, set up an opportunity to re-do the assignment with supervision.</li> <li>The teacher will file an incident referral form with the Assistant Principal.</li> </ul>	<ul style="list-style-type: none"> <li>All of the disciplinary action of the first 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 style="list-style-type: none"> <li>All of the disciplinary action of the first occurrence will occur</li> <li>Assistant Principal will initiate a parent/guardian/caregiver-student-counselor conference</li> <li>The student will receive one day of ISS</li> </ul>
9-12	<ul style="list-style-type: none"> <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, at the teacher's sole discretion, set up an opportunity to re-do the assignment with supervision.</li> <li>The teacher will file an incident referral form with the Assistant Principal</li> </ul>	<ul style="list-style-type: none"> <li>All of the disciplinary action of the first 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 style="list-style-type: none"> <li>All of the disciplinary action of the first occurrence will occur</li> <li>Assistant Principal will initiate a parent/guardian/caregiver-student-counselor conference</li> <li>The student will receive one day of ISS</li> </ul>

### 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
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal or behavior coach</li> <li>Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>Restorative activity</li> <li>Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>

<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	Same/next day dismissal
<b>6-8</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	1-3 day suspension
<b>9-12</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	1-3 day suspension

## 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
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	Same/next day dismissal
<b>6-8</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> </ul>	Same/next day dismissal

	<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul>	
<b>9-12</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	1-3 day suspension

### 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
<b>9-12</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Revocation of parking permit to identified time period</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>3 day suspension</li> <li>Permanent revocation of parking permit</li> <li>Police referral</li> </ul>

### FALSE REPORTING/MISREPRESENTING THE TRUTH

Deliberately reporting false information is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal or behavior coach</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> </ul>

	<ul style="list-style-type: none"> <li>Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>Restorative activity</li> <li>Other appropriate consequences determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal or behavior coach</li> <li>Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>Restorative activity</li> <li>Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>
<b>6-8</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Principal phone call to parent/guardian/caregiver</li> <li>Restorative activity</li> <li>Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>
<b>9-12</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> </ul>	1-3 day suspension	3-5 day suspension

	<ul style="list-style-type: none"> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>		
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### FIGHTING

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	Consequences could include but are not limited to: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver conference with the principal</li> <li>● In school suspension</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	1-3 day suspension	3-5 day suspension
<b>6-8</b>	1-3 day suspension	3-5 day suspension	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Possible recommendation for expulsion</li> </ul>
<b>9-12</b>	1-3 day suspension	3-5 day suspension	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Possible recommendation for expulsion</li> </ul>

### 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
<b>K-3</b>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
	<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>		
<b>4-5</b>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 2-3 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>
<b>6-8</b>	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Police referral</li> <li>● Restitution</li> </ul>
<b>9-12</b>	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Police referral</li> <li>● Restitution</li> </ul>

### **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
<b>K-3</b>	Consequences will include but are not limited to one or more of the	Consequences will include but are not limited to one or more of the	Consequences will include but are not limited to one or more of the



	<p>following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Removal from class</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	1 day suspension	<ul style="list-style-type: none"> <li>● 2 day suspension</li> <li>● Restitution</li> </ul>
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>
9-12	<p>Consequences will include but are not limited to one or more of the</p>	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>

	following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>		
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### 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
<b>K-3</b>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul> <p style="text-align: center;"><i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i></p>
<b>4-5</b>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> </ul>
<b>6-8</b>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> </ul>
<b>9-12</b>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> </ul>

### FIREWORKS OR AMMUNITION

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

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	Consequences will include but are not limited to one or more of the following options:	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> </ul>

	<ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	1 day suspension	2 day suspension	5 day suspension
<b>6-8</b>	1-3 day suspension	3-5 day suspension	5-10 day suspension
<b>9-12</b>	1-3 day suspension	3-5 day suspension	5-10 day suspension

### FREEDOM OF EXPRESSION

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

Dress or appearance at 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.
- Dress or appearance 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.
- Dress or appearance 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).
- Dress or appearance in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- Dress or appearance that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
- When, in the judgment of the administration (principal, assistant principal, and/or designee), a student's appearance or mode of dress does not adhere to this policy, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified and other disciplinary measures may be taken.
- Administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- An organized student group shall receive administrative approval before recommending a form of dress for a specific student sponsored event.
- Any student who feels offended by an individual's dress may report that concern to staff, a teacher or to school administration in the building.

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
<b>K-3</b>	Consequences will include but are not limited to one or more of the following options:	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> </ul>

	<ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<b>6-8</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Principal phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal, including possible suspension</li> </ul>
<b>9-12</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> </ul>

	<ul style="list-style-type: none"> <li>● Principal phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal, including possible suspension</li> </ul>
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### 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
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	Same/next day dismissal
<b>6-8</b>	Consequences will include but are not limited to one or more of the	1-3 day suspension	3-5 day suspension

	<p>following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>		
<b>9-12</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	1-3 day suspension	3-5 day suspension

**GANG/THREAT GROUP ACTIVITY**

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

<b>Grades</b>	<b>First Occurrence</b>	<b>Second Occurrence</b>	<b>Third Occurrence</b>
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>

<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<b>6-12</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● 1-5 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Police referral</li> </ul>
<b>9-12</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● 1-5 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Police referral</li> </ul>

## HARASSMENT AND VIOLENCE

Racial, gender, religious, age, disability, sexual orientation, marital status, and public assistance harassment and violence as defined by district [Policy 413](#) is prohibited. Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. “Harassment” includes all forms of racial, religious and sexual harassment. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct is used as a factor in decisions affecting the student’s education or the conduct has the purpose of effect of unreasonably interfering with the student’s educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcoming pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, physical contact or soliciting, distributing, or showing sexually inappropriate photos or videos. Depending on the content of the photography or video, the infraction may also be considered sexual misconduct.

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>• Student conference with the principal or behavior coach</li> <li>• Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>• Restorative activity</li> <li>• Other appropriate consequences determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>• Student conference with the principal</li> <li>• Parent/guardian/caregiver in-person conference with the principal</li> <li>• Restorative activity</li> <li>• Restriction or loss of school privileges</li> <li>• Other appropriate consequences as determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>• Student conference with the principal</li> <li>• Parent/guardian/caregiver in-person conference with the principal</li> <li>• Restorative activity</li> <li>• Removal from class</li> <li>• Restriction or loss of school privileges</li> <li>• Other appropriate consequences as determined by the principal</li> </ul>
	<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>		
<b>4-5</b>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>• Student conference with the principal</li> <li>• Parent/guardian/caregiver in-person conference with the principal</li> <li>• Restorative activity</li> <li>• Removal from class</li> </ul>	Same/Next Day Dismissal	<ul style="list-style-type: none"> <li>• 3-5 day suspension</li> <li>• Police referral</li> <li>• Possible recommendation for expulsion</li> </ul>



	<ul style="list-style-type: none"> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>		
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			
<b>6-8</b>	<ul style="list-style-type: none"> <li>● 1-3 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			
<b>9-12</b>	<ul style="list-style-type: none"> <li>● 1-3 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			

## HAZING

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

Grades	Any Occurrence
<b>K-12</b>	Consequences for any hazing violation will be determined by school administration based on the results of the investigation as outlined in <a href="#">Policy 526</a> . Such consequences may include, but are not limited to, warning, suspension, exclusion, expulsion, transfer, or remediation. <i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>	

## INSUBORDINATION

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	Consequences will include but are not limited to one or more of the	Consequences will include but are not limited to one or more of the	1 day suspension

	<p>following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	
<b>6-8</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	1 day suspension	1-3 day suspension
<b>9-12</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	1 day suspension	1-3 day suspension

### **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
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	1-3 day suspension
<b>6-8</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	1-3 day suspension

9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	Detention	1-3 day suspension
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### RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, forging notes is prohibited.

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> </ul>	1-3 day suspension

	<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul>	
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	1-3 day suspension	3-5 day suspension
9-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	1-3 day suspension	3-5 day suspension

### 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
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal or behavior coach</li> <li>Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>Restorative activity</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> </ul>

	<ul style="list-style-type: none"> <li>Other appropriate consequences determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	Same/next day dismissal	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>
6-8	<ul style="list-style-type: none"> <li>1-3 day suspension</li> <li>Police referral</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Police referral</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> <li>Restitution</li> </ul>
9-12	<ul style="list-style-type: none"> <li>1-3 day suspension</li> <li>Police referral</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Police referral</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> <li>Restitution</li> </ul>

### SAFETY VIOLATIONS

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
K-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal or behavior coach</li> <li>Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>Restorative activity</li> <li>Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> </ul>

			<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			

### 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. Taking photos/video in locker rooms or bathrooms or soliciting or distributing, sharing, or showing sexually explicit photos or video of other students, staff, or school community members is prohibited. The use of artificial intelligence (AI) to nonconsensually digitally alter or fabricate sexually explicit images known as “deepfakes” or “deepnudes” is prohibited. Distributing, sharing, or showing AI-altered sexually explicit images or video 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  
 Phone: 507.663.0600 • Email: [mviesselman@northfieldschools.org](mailto:mviesselman@northfieldschools.org)

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>Student conference with the principal or behavior coach</li> <li>Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>Restorative activity</li> <li>Other appropriate consequences determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> </ul>	1-3 day suspension	3-5 day suspension

	<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul>		
6-8	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Possible recommendation for expulsion</li> <li>Police referral</li> </ul>		
9-12	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Possible recommendation for expulsion</li> <li>Police referral</li> </ul>		

### TECHNOLOGY AND TELECOMMUNICATION MISUSE

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-12	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal or behavior coach</li> <li>Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>Restorative activity</li> <li>Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			

### 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
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal or behavior coach</li> <li>Principal or behavior coach phone call to parent/guardian/caregiver</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> </ul>



	<ul style="list-style-type: none"> <li>Restorative activity</li> <li>Other appropriate consequences determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>1-3 day suspension</li> </ul>	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Restitution</li> </ul>
<b>6-8</b>	<ul style="list-style-type: none"> <li>1-3 day suspension</li> <li>Police referral</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Police referral</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>5-10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> <li>Restitution</li> </ul>
<b>9-12</b>	<ul style="list-style-type: none"> <li>1-3 day suspension</li> <li>Police referral</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Police referral</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>5-10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> <li>Restitution</li> </ul>

### **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.

<b>Grades</b>	<b>First Occurrence</b>	<b>Second Occurrence</b>
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Police referral</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> </ul>

	<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>Police referral</li> <li>Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>		
4-5	<ul style="list-style-type: none"> <li>5 day suspension</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Possible recommendation for expulsion</li> <li>Police referral</li> </ul>
6-8	<ul style="list-style-type: none"> <li>5-10 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> </ul>
9-12	<ul style="list-style-type: none"> <li>Up to 10 day suspension</li> <li>Recommendation for expulsion</li> <li>Police referral</li> </ul>	

### TOBACCO, SMOKING, AND VAPING

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal or behavior coach</li> <li>Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>Restorative activity</li> <li>Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> <li>Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>Student conference with the principal</li> <li>Parent/guardian/caregiver in-person conference with the principal</li> <li>Restorative activity</li> <li>Removal from class</li> <li>Restriction or loss of school privileges</li> </ul>	<ul style="list-style-type: none"> <li>1-3 day suspension</li> <li>Referral for chemical evaluation</li> </ul>	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Referral for chemical evaluation</li> </ul>

	<ul style="list-style-type: none"> <li>Other appropriate consequences as determined by the principal</li> </ul>		
6-8	<ul style="list-style-type: none"> <li>1 day suspension</li> <li>Referral for chemical evaluation</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>2-3 day suspension</li> <li>Referral for chemical evaluation</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Referral for chemical evaluation</li> <li>Police referral</li> </ul>
9-12	<ul style="list-style-type: none"> <li>1 day suspension</li> <li>Referral for chemical evaluation</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>2-3 day suspension</li> <li>Referral for chemical evaluation</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Referral for chemical evaluation</li> <li>Police referral</li> </ul>

## TRANSPORTATION

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](#))

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	Parent/guardian/caregiver contacted	Parent/guardian/caregiver contacted	<ul style="list-style-type: none"> <li>Parent/guardian/caregiver meeting</li> <li>1-3 days off the bus</li> </ul> <p>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.</p>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	Parent/guardian/caregiver contacted	Parent/guardian/caregiver contacted	<ul style="list-style-type: none"> <li>Parent/guardian/caregiver meeting</li> <li>1-3 days off the bus</li> </ul> <p>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.</p>
<b>6-8</b>	Parent/guardian/caregiver contacted	<ul style="list-style-type: none"> <li>Parent/guardian/caregiver contacted</li> <li>Up to 5 days off the bus</li> </ul>	<ul style="list-style-type: none"> <li>Parent/guardian/caregiver meeting</li> <li>Up to 10 days off the bus</li> </ul> <p>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.</p>

9-12	Parent/guardian/caregiver contacted	<ul style="list-style-type: none"> <li>● Parent/guardian/caregiver contacted</li> <li>● Up to 5 days off the bus</li> </ul>	<ul style="list-style-type: none"> <li>● Parent/guardian/caregiver meeting</li> <li>● Up to 10 days off the bus</li> </ul> <p>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.</p>
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## 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
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	Same/next day dismissal	5 day suspension
<b>6-8</b>	<ul style="list-style-type: none"> <li>● 1 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 1-3 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> </ul>

<b>9-12</b>	<ul style="list-style-type: none"> <li>● 1 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 1-3 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> </ul>
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**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.

<b>Grades</b>	<b>First Occurrence</b>	<b>Second Occurrence</b>	<b>Third Occurrence</b>
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<b>6-8</b>	<p>Consequences will include but are not limited to one or more of the following options:</p>	<p>Consequences will include but are not limited to one or more of the following options:</p>	<p>Consequences will include but are not limited to one or more of the following options:</p>

	<ul style="list-style-type: none"> <li>• Student conference with the principal</li> <li>• Principal phone call to parent/guardian/caregiver</li> <li>• Restorative activity</li> <li>• Other appropriate consequences determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>• Student conference with the principal</li> <li>• Parent/guardian/caregiver in-person conference with the principal</li> <li>• Restorative activity</li> <li>• Restriction or loss of school privileges</li> <li>• Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>• Student conference with the principal</li> <li>• Parent/guardian/caregiver in-person conference with the principal</li> <li>• Restorative activity</li> <li>• Removal from class</li> <li>• Restriction or loss of school privileges</li> <li>• Other appropriate consequences as determined by the principal</li> </ul>
<b>9-12</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>• Student conference with the principal</li> <li>• Principal phone call to parent/guardian/caregiver</li> <li>• Restorative activity</li> <li>• Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>• Student conference with the principal</li> <li>• Detention</li> <li>• Parent/guardian/caregiver in-person conference with the principal</li> <li>• Restorative activity</li> <li>• Restriction or loss of school privileges</li> <li>• Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>• Student conference with the principal</li> <li>• Detention</li> <li>• Parent/guardian/caregiver in-person conference with the principal</li> <li>• Restorative activity</li> <li>• Removal from class</li> <li>• Restriction or loss of school privileges</li> <li>• Other appropriate consequences as determined by the principal</li> </ul>

### UNEXCUSED ABSENCE

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.
<b>6-8</b>	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.
<b>9-12</b>	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.	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. Vandalism is considered “major” when the estimated cost of the damage is \$500 or more. Estimated costs include, but are not limited to, replacement, repair, and cleaning. **Restitution, when appropriate, is applied.**

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Restitution</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restitution</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restitution</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>
<b>6-8</b>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>
<b>9-12</b>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>

### VANDALISM, MINOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. Vandalism is considered “minor” when the estimated cost of the damage is less than \$500. Estimated costs include, but are not limited to, replacement, repair, and cleaning. **Restitution, when appropriate, is applied.**

Grades	First Occurrence	Second Occurrence	Third Occurrence
<b>K-3</b>	Consequences will include but are not limited to one or more of the	Consequences will include but are not limited to one or more of the	Consequences will include but are not limited to one or more of the

	<p>following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Restitution</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	<p>following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restitution</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<p>following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restitution</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
<b>4-5</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restitution</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● 1-5 day suspension</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>
<b>6-8</b>	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● 1-5 day suspension</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>
<b>9-12</b>	<p>Consequences will include but are not limited to one or more of the</p>	<ul style="list-style-type: none"> <li>● 1-5 day suspension</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> </ul>



	following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● Possible recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>
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### 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
9-12	Written parking violation warning	Administrative referral-student must report to office upon receipt of ticket	Loss of parking permit and/or tow at owners expense

### 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 occurrences will be reported to the Minnesota Department of Education.

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal or behavior coach</li> <li>● Principal or behavior coach phone call to parent/guardian/caregiver</li> <li>● Restorative activity</li> <li>● Other appropriate consequences determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	Consequences will include but are not limited to one or more of the following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	Consequences will include but are not limited to one or more of the	<ul style="list-style-type: none"> <li>● 3-10 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Police referral</li> <li>● Recommendation for expulsion</li> </ul>

	following options: <ul style="list-style-type: none"> <li>● Student conference with the principal</li> <li>● Parent/guardian/caregiver in-person conference with the principal</li> <li>● Restorative activity</li> <li>● Removal from class</li> <li>● Restriction or loss of school privileges</li> <li>● Other appropriate consequences as determined by the principal</li> </ul>	<ul style="list-style-type: none"> <li>● Possible recommendation for expulsion</li> </ul>	
<b>6-8</b>	<ul style="list-style-type: none"> <li>● 3-10 day suspension</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Police referral</li> <li>● Recommendation for expulsion</li> </ul>
<b>9-12</b>	<ul style="list-style-type: none"> <li>● 3-10 day suspension</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Police referral</li> <li>● Recommendation for expulsion</li> </ul>

### **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 their return if 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 and the use of prone restraint by employees or agents of the district. 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. Prone restraint means placing a child in a face-down position. ([Policy 507](#))

### **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 citizenship 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 themselves 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.)

### **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 [Policy 527](#).

### **EFFECT OF DISCIPLINARY ACTION ON STUDENT RECORD**

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

### **MODIFICATION OF CONSEQUENCES**

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

### **PARENTAL COMPLAINTS OR QUESTIONS ABOUT DISCIPLINE**

Parents/guardians/caregivers may contact building administration to discuss an infraction and consequence assigned if they have questions regarding the situation. Please refer to [Policy 103 Concerns or Complaint Resolution](#).

## **PHYSICAL RESTRAINT**

Physical restraint may be utilized by trained administrators, teachers and other staff as allowed by state or federal law and 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 [Policy 519](#).

## **PUBLICATION OF DISCIPLINE POLICY**

Each school will include the district-wide guidelines along with their building-level guidelines to make up their overall building discipline guidelines. Students and parents/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 [Policy 502](#) 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.

“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.

“Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil 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 22 years old who has not received a regular high school diploma or for a child with a disability who becomes 22 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.

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

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

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

“Suspension” means an action taken by the school administration, under rules promulgated by the school board prohibits a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for less than one school day, except as provided in federal law for a student with a disability. 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. Students in Grades Kindergarten—Grade 3 are not subject to suspension unless non-exclusionary 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 less than one day.
- **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 an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.
  - Agreement to Withdraw (in lieu of expulsion)– The student and 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 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 the bus contractor in consultation with a school 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.

**R** – Recommended; **P** – Possible; **E** – Elementary; **H** – High School; **M** – Middle School; **N/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	YES – P	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: [mviesselman@northfieldschools.org](mailto:mviesselman@northfieldschools.org)



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

## 2024-25 Superintendent Focus Areas Update

Update No. 2 | March 10, 2025

**Purpose:** The superintendent's focus areas to drive progress toward achieving the district’s vision, strategic commitments, and benchmarks.

Focus Area	Strategic Plan Alignment	March 10, 2025 Report
The superintendent will prioritize the implementation of the K-5 mathematics curriculum to continuously improve the district’s mathematics proficiency rates.	<p>Strategic commitment alignment: People, Learner Outcomes, Equity, and Stewardship.</p> <p>Benchmark alignment: 3. All students are at grade level in reading and mathematics by the end of third and sixth grades.</p>	<ul style="list-style-type: none"> <li>● The superintendent attends weekly update sessions with TNTP focused on executing the plan for improved mathematics instruction.</li> <li>● The instructional leadership team has completed 55 math classroom observations focusing on instructional practices, culture of learning, math content and student ownership.</li> <li>● Sixty-five (65) teachers are participating in March lab days. These half-day sessions included peer observations and curriculum-based professional development.</li> </ul>
The superintendent will prioritize the continued development of career and technical education by developing a school-to-work program for general education high school students. (A school-to-work program already exists for students receiving special education services.)	<p>Strategic commitment alignment: People, Learner Outcomes, Equity, and Partnerships.</p> <p>Benchmark alignment: 4. All students exhibit physical, social and emotional well-being. 7. All students graduate from high school with a plan to reach their full potential.</p>	<ul style="list-style-type: none"> <li>● This focus area is still in the development stage. It will be a multi-year focus area.</li> <li>● All 10th graders attended a “Future Forward” career day on March 4, 2025.</li> <li>● The superintendent participated in the first Workforce Development youth age initiatives meeting at the Chamber of Commerce office on Jan. 28. This meeting included discussions about school-to-work and school-to-work-like programs.</li> </ul>
The superintendent will prioritize the	Strategic commitment alignment:	<ul style="list-style-type: none"> <li>● 33 staff members from five</li> </ul>

Focus Area	Strategic Plan Alignment	March 10, 2025 Report
<p>professional growth of district staff by planning and executing the first Northfield School District Leadership Development Institute.</p>	<p>People, Learner Outcomes, Equity, Communication, Stewardship, and Partnerships.</p> <p>Benchmark alignment:</p> <p>8. All employees report satisfaction in the workplace.</p>	<p>different employment groups are part of this program. Teachers in the program can earn one local credit.</p> <ul style="list-style-type: none"> <li>● The program has met twice so far and will meet three more times.</li> <li>● Topics include leadership, management, organizational culture, school finance, and decision-making.</li> </ul>
<p>In partnership with KYMN radio, the superintendent will prioritize communicating school district stories by planning and executing a monthly podcast titled “Profiles in High Performance.”</p>	<p>Strategic commitment alignment:</p> <p>People, Equity, Communication, and Partnerships.</p> <p>Benchmark alignment:</p> <p>9. All parents report satisfaction with their children’s educational experience.</p>	<ul style="list-style-type: none"> <li>● The podcast has launched and was rebranded as “Doing Good Things for Kids.”</li> <li>● Five episodes have been recorded. <ul style="list-style-type: none"> <li>○ <a href="#">Katherine Norrie</a></li> <li>○ <a href="#">Erin Bailey</a></li> <li>○ <a href="#">Juan Trinidad</a></li> <li>○ <a href="#">Claudia Gonzalez-George</a></li> <li>○ <a href="#">Heather Olivier</a></li> </ul> </li> <li>● The episodes air on the fourth Monday of the month and are streamed via the KYMN website and popular podcast platforms.</li> </ul>
<p>The superintendent will continue leading an educational campaign to inform the public about the Nov. 5, 2024 bond referendum.</p>	<p>Strategic commitment alignment:</p> <p>People, Learner Outcomes, Equity, Communication, Stewardship, and Partnerships.</p> <p>Benchmark alignment:</p> <p>4. All students exhibit physical, social and emotional well-being.</p> <p>7. All students graduate from high school with a plan to reach their full potential.</p> <p>8. All employees report satisfaction in the workplace.</p> <p>9. All parents report satisfaction with their children’s educational experience.</p> <p>10. The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability.</p>	<ul style="list-style-type: none"> <li>● The superintendent led an educational campaign that included at least 92 events. This included 26 tours of the high school facility.</li> <li>● All three bond referendum questions passed. Question 1 passed with nearly 60% approval, Question 2 passed with 54% approval, and Question 3 passed with 56% approval.</li> <li>● The core planning team has met five times and toured six high schools to gain design ideas.</li> <li>● The athletics subcommittee has met once and toured four high school athletic facilities to gain design ideas.</li> <li>● The district sold the first \$39 million in bonds at a 3.97% interest rate. Because the original projection was a 5% interest rate, district taxpayers</li> </ul>

Focus Area	Strategic Plan Alignment	March 10, 2025 Report
		<p>were relieved of approximately \$8 million in interest payments.</p> <ul style="list-style-type: none"> <li>● The superintendent has been providing regular updates to the board.</li> </ul>
<p>The superintendent will continue to seek feedback from parents of Black, Hispanic, and Indigenous students to continuously improve BIPOC students' experiences and feelings of belonging.</p>	<p>Strategic commitment alignment: People, Learner Outcomes, Equity, Communication, and Partnerships.</p> <p>Benchmark alignment: 9. All parents report satisfaction with their children's educational experience.</p>	<ul style="list-style-type: none"> <li>● A Latino family engagement event was held at Greenvale Park on Oct. 15 during community school programming and another on Feb. 12 via Zoom. The group will meet again on Tuesday, April 8.</li> <li>● An Indigenous parent advisory committee met three times, led by Indigenous Cultural Liaison Sybil Betsinger, and voted in favor of the annual concurrence vote.</li> <li>● The Black Parent Advisory committee had its first event on Jan. 30 with the Step Afrika! performance at Carleton College. The group will meet again on Thursday, April 10.</li> <li>● The district met with several community partners to plan this year's Juneteenth celebration.</li> </ul>
<p>These focus areas, in addition to the 41 job responsibilities, are organized around eight major topic areas included in the superintendent's evaluation.</p>		

### Other March 2025 updates

- The superintendent starts (almost) every day at a school building to connect with staff and students.
- The superintendent continues in the Minnesota Association of School Administrators' Advanced Leadership Academy, a 15-month program focused on professional growth for experienced superintendents.
- The annual employee experience survey showed a third consecutive year of growth.
  - There were 330 respondents.
  - The survey administration window was Dec. 5 through Dec. 17.
  - The overall rating is 4.06, an increase over last year's 4.00 overall rating.
  - There was an improvement in the Likert scale score for all 20 indicators.
  - There was an improvement in the "Top 2 Box" score. The "Top 2 Box" score is the sum of those who responded "Agreed" and "Strongly Agreed" to each indicator. It improved to 78.60% from 78.44% across the 20 indicators.
  - The organizational net promoter score increased to 40.00, up from 29.89 in 2023-24.
  - The site level net promoter score increased to 43.94, up from 31.03 in 2023-24.
- The annual parent experience survey showed a third consecutive year of improvement.
  - There were 457 respondents.
  - The survey administration window was Jan. 31 through Feb. 21.
  - The overall rating is 4.10, an increase over last year's 4.05 overall rating.

- There was an improvement in the Likert scale score for 13 of the 15 indicators.
- There was an improvement in the “Top 2 Box” score. The “Top 2 Box” score is the sum of those who responded “Agreed” and “Strongly Agreed” to each indicator. It improved to 79.31% from 78.05% across the 15 indicators.
- The organizational net promoter score increased to 43.27, up from 37.52 in 2023-24.
- The site level net promoter score increased to 42.5, up from 36.40 in 2023-24.
- The superintendent convenes the Legislative Action Committee twice per month on Saturdays. We have been averaging 11.5 attendees per meeting.
- The superintendent and finance director have been facilitating a priority based budget reduction process. Below is a description of the process.
  - Phase I - priority based budget reduction teams. More than 80 people, including administrators, staff, parents, community members without children in the district, and high school students participated in this process. The five budget teams included activities, elementary education, district services, secondary education, and special services. These teams met three times to generate ideas for the \$6 million budget reduction target.
    - Participants provided quality feedback for all three meetings, with very positive reviews of the process.
      - Meeting No. 1: 94.6% of respondents agreed or strongly agreed that the session was well-organized. 94.6% of respondents agreed or strongly agreed that the session was a good use of their time. (38 responses)
      - Meeting No. 2: 92.1% of respondents agreed or strongly agreed that the session was well-organized. 92.1% of respondents agreed or strongly agreed that the session was a good use of their time. (37 responses)
      - Meeting No. 3: 94.1% of respondents agreed or strongly agreed that the session was well-organized. 94.1% of respondents agreed or strongly agreed that the session was a good use of their time. (17 responses)
    - Phase II - administrative review. The district’s administrators have met several times to review the proposed reductions to ensure alignment and limit unintended consequences across budget team packages. This phase is complete.
    - Phase III - community feedback. This phase allows the community to provide additional feedback about the recommended reductions. This will come via our high school student forums on March 6 and 7, the community feedback session on March 11, emails, conversations, and public comment at board meetings.
    - Phase IV - board discussion and decision. The board will deliberate at a work session in late March, discuss it at its regular meeting on April 14, and make a final decision on April 28.
- The superintendent presented at the Minnesota Elementary School Principals Association conference.
- The superintendent was selected to provide two presentations at the spring MASA conference.
- The superintendent presented to the Chamber of Commerce “Leadership Northfield” cohort.
- The superintendent was asked to serve an extra year on the MASA executive board as the past president because the 2023-24 president accepted a superintendent position in a neighboring state.
- The superintendent’s office continues to communicate with the board, staff, families, and the community through:
  - Semi-monthly staff updates emailed the week of each board meeting.
  - The board bulletin, which is published at least twice per month.
  - Family update messages using the S’more platform — 22 have been sent since July 2024.
  - Regular appearances on KYMN radio.
  - Community engagement sessions — the second of four sessions was offered on Jan. 29. Community engagement sessions are an open call to the community to set up a meeting on any topic.

## 2024-25 Superintendent Focus Areas Update

Update No. 1 | Dec. 9, 2024

**Purpose:** The superintendent's focus areas to drive progress toward achieving the district's vision, strategic commitments, and benchmarks.

Focus Area	Strategic Plan Alignment	Dec. 9, 2024 Report
<p>The superintendent will prioritize the implementation of the K-5 mathematics curriculum to continuously improve the district's mathematics proficiency rates.</p>	<p>Strategic commitment alignment: People, Learner Outcomes, Equity, and Stewardship.</p> <p>Benchmark alignment: 3. All students are at grade level in reading and mathematics by the end of third and sixth grades.</p>	<ul style="list-style-type: none"> <li>● The superintendent attends weekly update sessions with TNTP focused on executing the plan for improved mathematics instruction.</li> <li>● Sixty-six (66) teachers participated in lab days in November. These half-day sessions included peer observations and curriculum-based professional development.</li> <li>● 100% of elementary general education classroom teachers have entered their unit test scores in Skyward, allowing for system-wide analysis.</li> </ul>
<p>The superintendent will prioritize the continued development of career and technical education by developing a school-to-work program for general education high school students. (A school-to-work program already exists for students receiving special education services.)</p>	<p>Strategic commitment alignment: People, Learner Outcomes, Equity, and Partnerships.</p> <p>Benchmark alignment: 4. All students exhibit physical, social and emotional well-being. 7. All students graduate from high school with a plan to reach their full potential.</p>	<ul style="list-style-type: none"> <li>● This focus area is in the early stages of development. One of the next steps is to identify pathways for hiring a credentialed work-based learning teacher to join our staff.</li> <li>● Currently, some high school students are earning credit for their work in healthcare settings, as permitted by <a href="#">Minnesota Statute 124D.475</a>. The district's partnership with the Workforce Development Center provides a career coach, who has been available as needed, to support our students.</li> <li>● Additionally, the Workforce Development partnership facilitated the "Made in Northfield" tours on Dec. 3, where local manufacturing and healthcare employers showcased their facilities.</li> </ul>

Focus Area	Strategic Plan Alignment	Dec. 9, 2024 Report
		<p>Fifty-six (56) students and recent alumni participated in the tours, visiting Allina Clinic, Northfield Hospital + Clinics, River Valley Eye Professionals, Minnesota Orthodontics, Cardinal Glass, Engage Printing, and Mechanical Systems. The tours concluded with roundtable discussions at Laura Baker Services (healthcare tour) and Ruth's on Stafford (manufacturing tour).</p>
<p>The superintendent will prioritize the professional growth of district staff by planning and executing the first Northfield School District Leadership Development Institute.</p>	<p>Strategic commitment alignment: People, Learner Outcomes, Equity, Communication, Stewardship, and Partnerships.</p> <p>Benchmark alignment: 8. All employees report satisfaction in the workplace.</p>	<ul style="list-style-type: none"> <li>● The superintendent has outlined the key themes for leadership development, which include leadership, culture, decision-making, and resource management.</li> <li>● There will be four sessions scheduled for the second semester of 2024.</li> <li>● An application will be available in Dec. 2024.</li> <li>● Additionally, an application for local credit for teachers, which can be applied toward potential lane changes, will be on the agenda for the January professional growth committee meeting.</li> </ul>
<p>In partnership with KYMN radio, the superintendent will prioritize communicating school district stories by planning and executing a monthly podcast titled “Profiles in High Performance.”</p>	<p>Strategic commitment alignment: People, Equity, Communication, and Partnerships.</p> <p>Benchmark alignment: 9. All parents report satisfaction with their children’s educational experience.</p>	<ul style="list-style-type: none"> <li>● The podcast has launched and was rebranded as “Doing Good Things for Kids.”</li> <li>● Two episodes have been recorded.</li> <li>● The episodes air on the fourth Monday of the month.</li> </ul>
<p>The superintendent will continue leading an educational campaign to inform the public about the Nov. 5, 2024 bond referendum.</p>	<p>Strategic commitment alignment: People, Learner Outcomes, Equity, Communication, Stewardship, and Partnerships.</p> <p>Benchmark alignment: 4. All students exhibit physical, social and emotional well-being. 7. All students graduate from high</p>	<ul style="list-style-type: none"> <li>● The superintendent led an educational campaign that included at least 92 events. This included 26 tours of the high school facility.</li> <li>● All three bond referendum questions passed. Question 1 passed with nearly 60% approval, Question 2 passed with 54% approval, and Question 3 passed with 56% approval.</li> </ul>

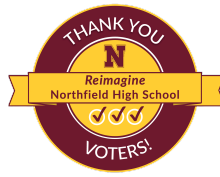
Focus Area	Strategic Plan Alignment	Dec. 9, 2024 Report
	<p>school with a plan to reach their full potential.</p> <p>8. All employees report satisfaction in the workplace.</p> <p>9. All parents report satisfaction with their children’s educational experience.</p> <p>10. The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability.</p>	
<p>The superintendent will continue to seek feedback from parents of Black, Hispanic, and Indigenous students to continuously improve BIPOC students’ experiences and feelings of belonging.</p>	<p>Strategic commitment alignment:</p> <p>People, Learner Outcomes, Equity, Communication, and Partnerships.</p> <p>Benchmark alignment:</p> <p>9. All parents report satisfaction with their children’s educational experience.</p>	<ul style="list-style-type: none"> <li>● A Latino family engagement event was held at Greenvale Park on Oct. 15 during community school programming.</li> <li>● An Indigenous parent advisory committee meeting was held on Oct. 24, led by Indigenous Cultural Liaison Sybil Betsinger.</li> <li>● Black parent advisory committee meetings will begin in January.</li> </ul>
<p>These focus areas, in addition to the 41 job responsibilities, are organized around eight major topic areas included in the superintendent’s evaluation.</p>		

**Other Dec. 2024 updates**

- The superintendent starts (almost) every day at a school building to connect with staff and students.
- The superintendent’s office earned a 4.78 (five-point Likert scale) on the annual District Services Survey. This survey asks administrators and administrative assistants to rate the services they receive from ten district office departments. The overall survey rating was 4.60 for all departments.
- The superintendent is participating in the Minnesota Association of School Administrators' Advanced Leadership Academy, a 15-month program focused on professional growth for experienced superintendents.
- The superintendent was asked to serve an extra year on the MASA executive board as the past president because the 2023-24 president accepted a superintendent position in a neighboring state.
- The Minnesota Community Education Association honored the superintendent with its inaugural “Most Supportive Administrator” award. According to MCEA, “This distinguished award recognizes administrators who champion community education programs and demonstrate exceptional support for community-driven educational initiatives.”
- The superintendent has been selected to co-present a leadership development session at the Minnesota Elementary School Principals Association’s 2025 winter institute.
- The superintendent and a colleague have been selected to deliver the keynote presentation at the 2025 MCEA conference.
- The superintendent will teach the University of Minnesota’s Leaders in Superintendency and Central Office course in June 2025. This course is part of the superintendent licensure process.
- The superintendent has hosted three interns this fall who are seeking superintendent licensure.
- The superintendent led the selection process and recommended Kelly Spillman-Kramer’s appointment as the executive assistant to the superintendent and board. Kelly succeeds Anita Aase, who served exceptionally in the role for nearly seven years.

- The superintendent's office continues to communicate with the board, staff, families, and the community through:
  - Semi-monthly staff updates emailed the week of each board meeting.
  - The board bulletin, which is published at least twice per month.
  - Family update messages using the S'more platform — fourteen (14) have been sent since July 2024.
  - Regular appearances on KYMN radio.
  - Community engagement sessions — the first of four sessions was offered on Oct. 31. Community engagement sessions are an open call to the community to set up a meeting on any topic.





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## Reimagine Northfield High School Bond Referendum Projects | Construction Update No. 7 | March 10, 2025

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### Core Planning Team

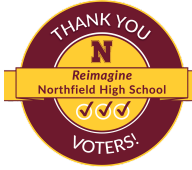
- The core planning team met on Feb. 26.
  - The team discussed feedback and ideas since the last meeting, including department adjacencies and the concept of a pod-based design. They discussed restroom amounts and configuration, windows, individualized study spaces, main office, and student service functions.
  - They continued to review “adjacency” concept sketches and provided feedback about the drafts. They also reviewed a first draft of a floor plan diagram.
- The next core planning team meeting is scheduled for March 12.

### Activities Subcommittee

- The activities subcommittee met on Feb. 26.
  - The subcommittee made introductions and reviewed the project process. They reviewed feedback from the facility tours and began discussing design criteria.
- The next activities subcommittee meeting is scheduled for March 12.

### Geothermal test wells

- The district is contracting with Midwest Mechanical Solutions to conduct the “test wells” for the geothermal system. The cost of the test is \$79,695, with \$25,000 being paid by the City of Northfield’s carbon reduction fund.

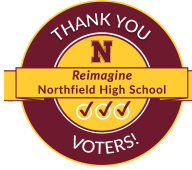


### Northfield High School Planning Process – Participants and Responsibilities

<u>Group Name:</u>	<u>Participants:</u>	<u>Goals / Responsibilities:</u>	<u>Timeline:</u>
School Board	<ul style="list-style-type: none"> <li>School Board Members</li> </ul>		Ongoing
Project Oversight Committee (10 people)	<ul style="list-style-type: none"> <li>Select board members</li> <li>Select administration</li> <li>Wold</li> <li>Knutson</li> </ul>	<ul style="list-style-type: none"> <li>Set district standards</li> <li>Review the direction of the design</li> <li>Review and monitor the budget</li> <li>Recommendations to board</li> </ul>	Ongoing: x2/month meetings
High School Core Planning Group (25-45 people)	<ul style="list-style-type: none"> <li>Select board members</li> <li>Select parents and community</li> <li>NHS administration</li> <li>Select staff</li> <li>Select students</li> <li>District administration</li> <li>Facilitator: Wold</li> </ul>	<ul style="list-style-type: none"> <li>Design decisions</li> <li>Establish priorities</li> <li>Guide/direct design</li> <li>Recommendations to project oversight committee.</li> </ul>	3-4 months (8 meetings and tours)
Activities and Athletics Subcommittee (20-30 people)	<ul style="list-style-type: none"> <li>Select board members</li> <li>Select parents and community</li> <li>Activities stakeholders</li> <li>Select students</li> <li>Community Education</li> <li>District and NHS administration</li> <li>Facilitator: Wold</li> </ul>	<ul style="list-style-type: none"> <li>Design athletics/activities spaces</li> <li>Accommodate school day needs</li> <li>Recommendations to core planning group</li> </ul>	2-3 months (3-4 meetings, starting after core planning group.)
High School User Groups (4-5 people per space type)	<ul style="list-style-type: none"> <li>NHS administration</li> <li>NHS stakeholders</li> <li>Relevant community stakeholders</li> <li>Facilitator: Wold</li> </ul>	<ul style="list-style-type: none"> <li>Gather detailed input for specific spaces</li> </ul>	2-3 months 1-2 meetings, each space

### Northfield High School Preliminary Project Schedule

High School Design	December 2024 – February 2026
Schematic Design (Core Group)	December 2024 – March 2025
Design Development (User Group)	April 2025 – September 2025
Construction Documents	October 2025 – February 2026
Bidding	March 2026
High School Construction	Summer 2026 – Summer 2029 (phased)
Occupancy	Fall 2029 (portions may be occupiable before)



**Northfield High School**  
**DRAFT Core Planning Group Schedule / Sample Agendas**

**Core Planning Group Meeting #1 & Community Listening Session**

**Who:** Core Group and Athletic Subcommittee members

**Date:** Tuesday, Dec. 17, 2024 between 5:30-8:00 PM

- CPG kickoff (30 min)
  - Introductions, Organization / Responsibilities
  - Project Scope / Timeline
- Community Activity:
  - Hopes & dreams for the project (75 min)
- Discuss building tours

**Core Planning Group Meeting #2**

**Who:** Core Group

**Date:** Wednesday, Jan. 8, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Tours download (likes/dislikes)
- Develop draft CPG criteria and commitments

**Building Tours (All Day)**

**Who:** Core Group and Athletic Subcommittee members

**Date:** Jan. 21 and 22, 2025

- Building tours (locations TBD)
- Ideas: Owatonna HS, Tartan HS, Rock Ridge HS, White Bear HS, St Peter? Sartell? Alexandria?

**Core Planning Group Meeting #3**

**Who:** Core Group

**Date:** Wednesday, Jan. 29, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Review draft CPG criteria and commitments
- Site discussion

**Core Planning Group Meeting #4**

**Who:** Core Group

**Date:** Wednesday, Feb. 19, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Review draft CPG criteria and commitments
- Review draft bubble diagram
- Review draft site diagram

**Activities / Athletics Subcommittee**

**Dates:** Feb. 26, March 12, April 2, and April 16, 2025

**Times:** 1:00-3:00 PM

**Core Planning Group Meeting #5**

**Who:** Core Group

**Date:** Wednesday, Feb. 26, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Review draft CPG criteria and commitments
- Review draft bubble diagram
- Review draft site diagram

**Core Planning Group Meeting #6**

**Who:** Core Group

**Date:** Wednesday, March 12, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Review draft CPG criteria and commitments
- Review draft bubble diagram
- Review draft site diagram

**Core Planning Group Meeting #7**

**Who:** Core Group

**Date:** Wednesday, April 2, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Review draft CPG criteria and commitments
- Review draft bubble diagram
- Review draft site diagram

**Core Planning Group Meeting #8**

**Who:** Core Group

**Date:** Wednesday, April 16, 2025 between 4:00-6:00 PM

- Thoughts since last meeting?
- Finalize draft CPG criteria and commitments
- Finalize plan diagram
- Review draft schematic design submittal.

**School Board Presentation: Schematic Design**

**Date:** April 28, 2025

- Update board on the core planning group's work

**User Group Meetings**

**Date:** April 2025 – July 2025

- Meet with all space users and other stakeholders as appropriate

	2024-25												
School and Grade Level	September 3rd	September 6th	September 13th	September 20th	October 1st	November 1st	December 2nd	January 2nd	February 2nd	March 3rd	April 1st	May 1st	End of Year 6/6/2025
<b>NCEC</b>													
Early Childhood	127	116	119	121	119	121	128	137	136	139			
<b>Total</b>	<b>127</b>	<b>116</b>	<b>119</b>	<b>121</b>	<b>119</b>	<b>121</b>	<b>128</b>	<b>137</b>	<b>136</b>	<b>139</b>			
<b>Big 9 Online</b>													
Grade K-2037	0	0	0	0	0	0	0	0	0	0			
Grade 1-2036	1	0	0	0	0	0	0	0	0	0			
Grade 2-2035	1	1	1	1	1	1	1	1	1	1			
Grade 3-2034	0	0	0	0	0	0	0	0	1	1			
Grade 4-2033	0	0	0	0	0	0	0	0	0	0			
Grade 5-2032	1	1	1	1	1	1	1	1	1	1			
Grade 6-2031	2	2	2	2	2	3	3	3	2	1			
Grade 7-2030	1	1	1	1	1	1	2	2	1	1			
Grade 8-2029	4	4	4	4	4	4	3	3	3	4			
Grade 9-2028	4	4	4	2	2	3	3	3	4	4			
Grade 10-2027	9	9	10	10	12	12	12	12	18	18			
Grade 11-2026	18	18	17	16	17	17	17	17	16	16			
Grade 12-2025	11	11	11	10	10	9	12	12	12	12			
<b>Total</b>	<b>52</b>	<b>51</b>	<b>51</b>	<b>47</b>	<b>50</b>	<b>51</b>	<b>54</b>	<b>54</b>	<b>59</b>	<b>59</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Greenvale Park</b>													
Grade K-2037	76	70	69	69	68	69	70	71	72	72			
Grade 1-2036	64	63	63	63	63	63	66	66	66	66			
Grade 2-2035	100	100	101	101	101	100	100	100	100	100			
Grade 3-2034	83	84	83	83	83	83	82	82	82	83			
Grade 4-2033	83	83	83	83	83	83	83	83	83	83			
Grade 5-2032	91	91	90	90	90	90	90	89	90	90			
<b>Total</b>	<b>497</b>	<b>491</b>	<b>489</b>	<b>489</b>	<b>488</b>	<b>488</b>	<b>491</b>	<b>491</b>	<b>493</b>	<b>494</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Spring Creek</b>													
Grade K-2037	65	65	65	64	63	64	64	64	63	62			
Grade 1-2036	66	65	65	65	65	65	66	66	65	65			
Grade 2-2035	75	74	73	73	73	73	73	73	73	73			
Grade 3-2034	78	78	78	78	79	79	79	79	80	80			
Grade 4-2033	68	68	68	68	68	68	69	69	69	69			
Grade 5-2032	93	93	93	93	94	94	94	94	95	94			
<b>Total</b>	<b>445</b>	<b>443</b>	<b>442</b>	<b>441</b>	<b>442</b>	<b>443</b>	<b>445</b>	<b>445</b>	<b>445</b>	<b>443</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Bridgewater</b>													
Grade K-2037	74	74	74	74	74	76	76	76	77	77			
Grade 1-2036	107	106	106	106	106	106	105	104	104	105			
Grade 2-2035	86	87	86	87	87	86	86	86	87	87			
Grade 3-2034	91	91	91	91	91	91	91	91	91	91			
Grade 4-2033	106	107	106	106	106	106	106	106	106	106			
Grade 5-2032	100	100	100	100	100	100	100	100	100	100			
<b>Total</b>	<b>564</b>	<b>565</b>	<b>563</b>	<b>564</b>	<b>564</b>	<b>565</b>	<b>564</b>	<b>563</b>	<b>565</b>	<b>566</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Middle School</b>													
Grade 6-2030	293	292	292	292	292	290	291	290	292	291			
Grade 7-2029	296	294	294	293	293	293	293	292	291	291			
Grade 8-2028	279	280	280	279	278	277	276	276	275	275			
<b>Total</b>	<b>868</b>	<b>866</b>	<b>866</b>	<b>864</b>	<b>863</b>	<b>860</b>	<b>860</b>	<b>858</b>	<b>858</b>	<b>857</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>High School</b>													
Grade 9-2028	327	325	325	325	325	325	324	324	325	327			
Grade 10-2027	322	321	321	320	316	313	313	314	305	306			
Grade 11-2026	306	299	297	298	296	294	296	296	292	291			
Grade 12-2025	313	308	307	306	305	305	301	299	294	294			
<b>Total</b>	<b>1268</b>	<b>1253</b>	<b>1250</b>	<b>1249</b>	<b>1242</b>	<b>1237</b>	<b>1234</b>	<b>1233</b>	<b>1216</b>	<b>1218</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ALC</b>													
Grade 9-2028	0	0	0	0	0	0	0	0	0	8			
Grade 10-2027	5	5	5	5	16	9	9	12	12	21			
Grade 11-2026	17	17	17	16	16	18	22	25	26	38			
Grade 12-2025	48	56	58	58	63	66	66	69	71	90			
<b>Total</b>	<b>70</b>	<b>78</b>	<b>80</b>	<b>79</b>	<b>95</b>	<b>93</b>	<b>97</b>	<b>106</b>	<b>109</b>	<b>157</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>3891</b>	<b>3863</b>	<b>3860</b>	<b>3854</b>	<b>3863</b>	<b>3858</b>	<b>3873</b>	<b>3887</b>	<b>3881</b>	<b>3933</b>	<b>0</b>	<b>0</b>	<b>0</b>
Full Time only (excluding EC and Part-time/Independent Study ALC)	3756	3734	3726	3718	3712	3708	3701	3703	3695	3700			
Budget Projection (excluding EC and Part-time/Independent Study ALC)	3729	3729	3729	3729	3729	3729	3729	3729	3729	3729	3729	3729	3729
Difference [negative]	27	5	-3	-11	-17	-21	-28	-26	-34	-29	-3729	-3729	-3729

**Greenvale Park**

Grade	Teacher	
K	Flicek	17
K	Kortbein	18
K	Schroyer	18
K	Swenson	19
1	Borgerding	23
1	Landry	22
1	Ziemann	21
2	Amundson	26
2	Bulfer	18
2	Ellerbusch	18
2	Feldmann	20
2	Nivala	18
3	Dimick	22
3	Johnson	22
3	Larson	19
3	Timerson	20
4	Garcia	25
4	Hetzel	19
4	McLaughlin	20
4	Schroeder	19
5	Bloom	23
5	Carlson	22
5	Sickler	23
5	Tacheny	22
<b>TOTAL</b>		<b>494</b>

**Spring Creek**

Grade	Teacher	
K	Berkvam Peter	23
K	Heil, G	22
K	Matson	17
1	Born	20
1	Craft	16
1	Nelson	14
1	Sjoberg	15
2	Rud	16
2	Russell	24
2	Soderlund	16
2	Spitzack	17
3	Cornell	20
3	Healy	21
3	Olson	22
3	Sasse	17
4	Fox	26
4	Haar	26
4	McManus	17
5	Baragary	24
5	Malecha	26
5	Ostermann	19
5	Stulken	25
<b>TOTAL</b>		<b>443</b>

**Bridgewater**

Grade	Teacher	
K	Cade	18
K	Danielson	19
K	Rodgers	20
K	Tran	20
1	Bischoff	20
1	Haley (Carter)	20
1	Hall	20
1	Lanza	25
1	Stuemke	20
2	LaVoy	23
2	Lofquist	22
2	Schwaab	23
2	Swenson	19
3	Bell	24
3	Larson	20
3	Sickler	23
3	Truman	24
4	Foley	28
4	Hehr/Temple	27
4	Rodriguez	24
4	Ryan/Kohl	27
5	Blatti	27
5	Duchene/Kohl	28
5	Holden	27
5	Rubin/DeVries	18
<b>TOTAL</b>		<b>566</b>

Middle School	Total
Grade 6-2031	291
Grade 7-2030	291
Grade 8-2029	275
<b>TOTAL</b>	<b>857</b>

High Scho Total
Grade 9-20 327
Grade 10-2 306
Grade 11-2 291
Grade 12-2 294
<b>TOTAL 1218</b>

ALC	F/T	**P/T	**I/S	Total
Grade 9-20 0		0	8	8
Grade 10-2 13		1	7	21
Grade 11-2 17		3	18	38
Grade 12-2 33		3	54	90
<b>TOTAL 63</b>		<b>7</b>	<b>87</b>	<b>157</b>

	Regular	Big 9	Total
Early Childhood**	139		139
Kindergarten-2037	211	0	211
Grade 1-2036	236	0	236
Grade 2-2035	260	1	261
Grade 3-2034	254	1	255
Grade 4-2033	258	0	258
Grade 5-2032	284	1	285
<b>Total K-5</b>	<b>1642</b>	<b>3</b>	<b>1645</b>
<b>Total Middle Sch</b>	<b>857</b>	<b>6</b>	<b>863</b>
<b>Total High Schoo</b>	<b>1218</b>	<b>50</b>	<b>1268</b>
<b>GRAND TOTAL</b>	<b>3717</b>	<b>59</b>	<b>3776</b>
<b>ALC 9-12</b>			<b>157</b>
<b>GRAND TOTAL w/ALC and Portage</b>			<b>3933</b>
<b>**Full Time</b>			<b>3700</b>

Early Childhood**	
Dorey	12
Hubbard	14
Karsky	4
Ludwig	14
O'Connor	12
Palmquist	14
Roth	13
Sanders	12
Stowe	8
Tharp	8
Townzen	11
Webster	17
<b>TOTAL</b>	<b>139</b>

Big 9 Online	Grade	Teacher	
Grade K-2037	Kehler		0
Grade 1-2036	Kehler		0
Grade 2-2035	Kehler		1
Grade 3-2034	Kehler		1
Grade 4-2033	Kehler		0
Grade 5-2032	Kehler		1
Grade 6-2031	Kehler		1
Grade 7-2030	Kehler		1
Grade 8-2029	Kehler		4
Grade 9-2028	Kehler		4
Grade 10-2027	Kehler		18
Grade 11-2026	Kehler		16
Grade 12-2025	Kehler		12
<b>TOTAL</b>			<b>59</b>