

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

Monday, July 14, 2025 ~ 6:00 p.m. ~ Regular Board Meeting  
Northfield District Office Boardroom

\*This meeting will be livestreamed, and the link will be provided on the website and in an updated agenda on Monday, July 14

**AGENDA**

1. Call to Order
2. Agenda Approval/Table File
3. Public Comment
4. Announcements and Recognitions
5. Items for Discussion and Reports
  - a. LMR Media Advertising Update and Proposed District Advertising Revenue Allocation Procedures
  - b. Attendance Report
  - c. Annual Safety Drill Report
  - d. Policy Committee Recommendations
6. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Fiscal Year Organization Actions
  - d. Memberships for 2025-2026
  - e. Recreation Agreement 2025-2028
  - f. Personnel Items
7. Items for Individual Action
  - a. Policy Committee Recommendations
  - b. FY 2025 Audit Engagement Letter
  - c. Resolution Designation of Identified Official with Authority for the MDE External User Access Recertification System
  - d. Teacher Laptop Computer Lease
8. Items for Information
  - a. Construction Update No. 12
  - b. Annual Fundraising Report
9. Future Meetings
  - a. Monday, August 11, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Monday, August 25, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - c. Monday, September 8, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
10. Closed Session: Labor Negotiations Strategy  
(This session will be closed as permitted by Minnesota Statute 13D.03 to discuss labor negotiations.)
11. Adjournment

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

Monday, July 14, 2025 ~ 6:00 p.m. ~ Regular Board Meeting  
Northfield District Office Boardroom

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TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed.D., Superintendent  
RE: Explanation of Agenda Items for the Monday, July 14, 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. LMR Media Advertising Update and Proposed District Advertising Revenue Allocation Procedures. Lance Reisetter with LMR Media will present an update on the district's advertising plan. This report will outline the potential for an updated scoreboard at Memorial Field, which will be funded through advertisements. Director of Finance Val Mertesdorf will present proposed procedures for allocating revenue generated through advertising.
  - b. Attendance Report. Instructional Services Systems Specialist Carrie Duba and Attendance Navigator Melissa Hanson will present an update on student attendance, the progress associated with the district's participation in the Minnesota Legislature's attendance pilot grant, and answer questions about the proposed changes to the district's attendance procedures.
  - c. Annual Safety Drill Report. Dr. Hillmann will present the district's safety drill report as required by Minnesota Statute 121A.037. Director of Buildings and Grounds Justin Raabolle will be available to answer board members' questions.
  - d. Policy Committee Recommendations. Superintendent Hillmann will present the policy committee's recommended changes to policies 414, 418, 436, 437, 438, 447, 491, 503, 515, 516, and 534. This will be an item for individual action at the August 11 board meeting.
6. Consent Agenda  
**Recommendation:** Motion to approve the following items listed under the consent agenda.
  - a. Minutes. Minutes of the regular school board meeting held on June 9, 2025.
  - b. Gift Agreements. Gift agreements to be approved are attached.
  - c. Fiscal Year Organization Actions. The school district's financial year runs from July 1 to June 30. Each year at the school board meeting in July, financial organizational issues must be approved. They are as follows:
    - i. Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Policy 705: Investments, for fiscal year 2025-2026.
    - ii. Motion to approve designating PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district Policy 705: Investments, for fiscal year 2025-2026.
    - iii. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2025-2026.

- d. Memberships for 2025-2026. The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below will be renewed for the 2025-2026 school year.
- i. Minnesota State High School League. The designated Northfield High School representative is Activities Director John Mahal, and the designated school board representative is Board Member Corey Butler.
  - ii. Minnesota Association of School Administrators.
  - iii. Minnesota Association of Charter School Authorizers.
  - iv. Southeast Service Cooperative.
  - v. Region V Computer Services Cooperative.
  - vi. Rice County Family Services Collaborative.
  - vii. Minnesota School Boards Association.
  - viii. Healthy Community Initiative.
- e. Recreation Agreement 2025-2028. The board is asked to approve the enclosed agreement between the City of Northfield and Northfield Public Schools in the operation of a community education and recreation program (Program). The City approved this recreation agreement at the June 17, 2025 city council meeting. The City shall pay the school district for the purpose of providing the Program and the Program shall include, but not be limited to, opportunities for leisure, recreation, enrichment and other activities that promote the health, safety and welfare of the community. The Program shall support the learning and participation of adults and children in the community through access to community recreational programs and activities offered through the school district on behalf of the City. The City shall pay to the school district a designated sum for each fiscal year during which the agreement is in effect, which fiscal year is from July 1 through June 30, for fiscal years 2025-26, 2026-27, and 2027-28.
- f. Personnel Items.
- i. Appointments
    1. Brooke Bevans, 1.0 FTE First Grade Teacher at Spring Creek, beginning 8/25/2025. MA, Step 2 - Subject to change upon the settlement of the 25-27 NEA Agreement.
    2. Russell Boyington, Summer Site Assistant for Targeted Services, beginning 7/10/2025 - 8/8/2025. Step 4, \$20.72/hour.
    3. Vida Cheley, Special Ed EA PCA for 6.75 hours/day at the High School, beginning 8/25/2025. Step 3-\$22.73/hr.
    4. Amber Christman, Assistant Girls Diving Coach at the High School, beginning 8/11/2025. \$4,990 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
    5. Noemi De Rosas, Long Term Substitute ABE Office Generalist for 6 hours/week at the NCEC, beginning 7/1/2025-2/4/2026. Class II, Step 4 - \$22.49/hr.
    6. Derek Docken, Assistant Boys Hockey Coach at the High School, beginning 11/10/2025. \$5,544 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
    7. Claudia Dreyer, .70 FTE Art Teacher at Spring Creek, beginning 8/25/2025. MA30, Step 10 - Subject to change upon the settlement of the 25-27 NEA Agreement.
    8. Claudia Dreyer, ABE Teacher for up to 8 hours/week at the NCEC, beginning 8/25/2025. MA30, Step 10 - Subject to change upon the settlement of the 25-27 NEA Agreement.
    9. Shania Gjerdingen, Targeted Services Summer PLUS Site Assistant for 12 hours/week at Greenvale Park, beginning 6/23/2025-8/8/2025. Step 1 -\$17.80/hr.
    10. Correction pay rate: Claire Homan, Targeted Services Summer PLUS Site Assistant for 6.50 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/16/2025-8/7/2025. Step 1-\$17.80/hr.
    11. Tricia Kasa, AP Test Coordinator at the High School, beginning 9/1/2025. \$5,000 Stipend
    12. Jens Kasten, Targeted Services Summer PLUS Site Assistant for up to 6.50 hours/day Mon.-Thurs. at Greenvale Park/Middle School, beginning 7/9/2025-8/8/2025. Step 1 -\$18.71/hr.
    13. Eli Mikkelsen, Summer Instructor Assistant with Community Ed Recreation, beginning 6/23/2025-8/31/2025. Step 3-\$15.02/hr.
    14. David Pennock, Special Ed EA PCA for 6.75 hours/day and Crossing Guard for .25 hours/day at the Middle School, beginning 8/25/2025. Special Ed Step 4-\$23.51/hr. - General Ed Step 4-\$21.44/hr.
    15. Emily Shaft, 1.0 FTE Office Specialist Class III at Greenvale Park, beginning 8/1/2025. Class III, Step 4 - \$24.30/hr.
    16. Correction Lane: Lauren Stark, 1.0 FTE Special Ed DCD Teacher at Bridgewater, beginning 8/25/2025. BA30, Step 4.
    17. Saundra Stodden, Targeted Services Summer PLUS Site Assistant for up to 30 hours/week at Greenvale Park, beginning 7/7/2025-8/8/2025. Step 4 -\$20.72/hr.
    18. Diane Torbenson, 1.0 FTE Long Term Substitute EL Teacher at Greenvale Park, beginning 8/25/2025-9/30/2025. MA40, Step 10.

19. Winston Vermilyea, Summer Instructor or Swim Lead with Community Ed Recreation, beginning 6/16/2025-8/31/2025. Step 6-\$16.84/hr.
- ii. Increase/Decrease/Change in Assignment
1. Jennifer Antoine, KidVentures Site Assistant Substitute, add KidVentures Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/22/2025. Step 4 - \$20.72/hr.
  2. Sheila Atkinson, Special Ed EA PCA for 6.75 hours/day and Supervisory for .50 hours/day at Bridgewater, change to Special Ed EA PCA for 6.75 hours/day at Bridgewater, effective 8/25/2025.
  3. Thomas Austin, 1.0 FTE Agriculture Teacher at the High School, add an ⅓ overload in lieu of supervision first semester only at the High School, effective 8/25/2025-1/23/2026.
  4. Paula Baragary, Teacher at Spring Creek, add Eagle Bluff Coordinator with Community Education, effective 6/16/2025-9/1/2025. \$1,000 stipend.
  5. Michelle Bauer, Pre-K-12 Instructional Coach for 197 work days/year at the District Office, add 5 extra work days for a total of 202 work days/year, effective 7/1/2025.
  6. Emily Borgerding, Grade 1 Teacher at Spring Creek, change to Kindergarten Teacher at Greenvale Park, effective 8/25/2025.
  7. Mary Boyum, ESY EA PCA for 5.5 hours/day at Greenvale Park, change to ESY EA PCA for 5.25 hours/day and ESY Bus for 1.58 hours/day at Greenvale Park, effective 7/7/2025-7/18/2025.
  8. Kristen Cade, Teacher at Bridgewater, add Bridges to Kindergarten Teacher for 48 hours/total at Bridgewater, effective 7/28/2025-8/15/2025. \$40/hr.
  9. Lexi Canedy, Special Ed EA PCA for 6.50 hours/day and FLEX Supervision for .50 hours/day at the High School, change to Special Ed EA PCA for 6.75 hours/day at the Middle School, effective 8/19/2025.
  10. Margaret Christensen, Child Nutrition Associate at Bridgewater, add ESY EA PCA Bus for 4 hours/day with the District, effective 7/14/2025-7/31/2025.
  11. Alisha Clarey, Pre-K-12 Instructional Coach for 197 work days/year at the District Office, add 5 extra work days for a total of 202 work days/year, effective 7/1/2025.
  12. Raymond Coudret, 1.0 FTE PreK-12 Instructional Coach at the District Office, change to .50 FTE PreK-12 Instructional Coach at the District Office, effective 7/1/2025.
  13. Raymond Coudret, .50 FTE PreK-12 Instructional Coach at the District Office, add 5 extra work days for a total of 101 work days/year, effective 7/1/2025.
  14. Noemi De Rosas, Long Term Substitute ABE Office Generalist for up to 6 hours/week at the NCEC, change to Long Term Substitute ABE Office Generalist for up to 8 hours/week at the NCEC, effective 6/30/2025-2/4/2026.
  15. Jules Doliscar, .7 Head Girls Wrestling Coach at the High School, change to .50 Assistant Boys Wrestling Coach at the High School, effective 11/17/2025. \$2,495 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
  16. Carrie Duba, MTSS and Data Analytics Coach for 197 work days/year at the District Office, add 5 extra work days for a total of 202 work days/year, effective 7/1/2025.
  17. Sean DuBe, .60 FTE Dean of Students and .40 FTE English/Language Arts Teacher for 187 days/year at the High School, add up to 40 additional hours for transition planning, effective 7/1/2025-6/30/2026. Lane/step
  18. Angela Eliason, Music Teacher at .90 FTE Greenvale Park/.10 FTE Spring Creek, change to Music Teacher at .95 FTE Greenvale Park/.05 FTE Spring Creek, effective 8/25/2025.
  19. Saffron Emerson, 1.0 FTE DCD/LI Teacher at the High School, for the 2024-2025 school year only, change to 1.0 FTE DCD/LI Teacher at the High School, for the 2025-2026 school year only, effective 8/25/2025-6/10/2026.
  20. Ana Gallego, Special Ed EA for 6.75 hours/day and Gen Ed Supervision for .50 hours/day at Greenvale Park, change to Special Ed EA for 5.75 hours/day, Gen Ed Supervision for .50 hours/day and Kindergarten EA for 1 hour/day at Greenvale Park, effective 9/2/2025..
  21. Rebecca Glassing, 1.0 FTE Media Specialist with the District, add 5 extra work days/year for a total of 202 work days/year, effective 7/1/2025.
  22. Rich Guggisberg, 1.0 Behavior Coach at Spring Creek, add Head Softball Coach beginning 3/9/2026. \$7,762 Stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
  23. Beau Hayes, 1.0 Assistant Boys Wrestling Coach at the High School, change to .50 Assistant Boys Wrestling Coach at the High School, effective 11/17/2025. \$2,495 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
  24. Gretchen Heil, Teacher at Spring Creek, add Bridges to Kindergarten Teacher for 48 hours/total at Spring Creek, effective 7/28/2025-8/15/2025. \$40/hr.
  25. Matthew Hillmann, Superintendent for the District, change current salary from \$197,487/year to \$187,613/year, effective 7/1/2025-6/30/2026.
  26. Hollis Holden, Instructor Assistant with Community Ed Recreation, add Instructor Lead with Community Ed Recreation, effective 7/1/2025-8/31/2025. Step 1-\$15.54/hr.
  27. Jessie Huebsch, Administrative Support Assistant Instructional Services and Technology at the District Office, change to Instructional Services Support Specialist at the District Office, effective 7/1/2025. \$75,951/year.
  28. Anna Kelly, .80 FTE Science Specialist at Greenvale Park, change to .85 FTE Science Specialist at Greenvale Park, effective 8/25/2025.
  29. Kristi Kortuem, Math Teacher at .60 FTE High School/.40 FTE Middle School, change to .60 FTE Math/.40 FTE ADSIS Teacher at the High School, effective 8/25/2025-6/10/2026.



30. Shelly Kruger, Special Ed EA PCA Work Based Learning Job Coach for 3.25 hours/day, Special Ed EA PCA EBD for 3.38 hours/day, and Flex Supervision for .50 hours/day at the High School, change to Special Ed EA PCA Work Based Learning Job Coach for 3.25 hours/day, Special Ed EA PCA DCD for 3.25 hours/day, and Flex Supervision for .50 hours/day at the High School, effective 8/25/2025.
31. Annie Kruse, Early Childhood Special Education Teacher at the NCEC, add .50 Bridges to Kindergarten Teacher for 28 hours/total at Bridgewater, effective 7/28/2025-8/15/2025. \$40/hr.
32. Meghan Kuechenmeister, Special Ed EA PCA LI Program for 6.75 hours/day at the High School, change to Special Ed EA PCA LI Program for 3.75 hours/day and Special Ed EA PCA DCD for 3.25 hours/day at the High School, effective 8/25/2025.
33. Meghan Kuechenmeister, ESY EA PCA for 5.5 hours/day at Greenvale Park, change to ESY EA PCA for 5 hours/day and ESY Bus for 2 hours/day at Greenvale Park, effective 7/7/2025-7/18/2025.
34. Greta Kunze, Early Childhood Teacher at the NCEC, add Bridges to Kindergarten Teacher for 48 hours/total at Bridgewater, effective 7/28/2025-8/15/2025. \$40/hr.
35. Ada Leaphart, Art Teacher at .80 FTE Greenvale Park/.20 FTE Spring Creek, change to .90 FTE Greenvale Park/.10 FTE Spring Creek, effective 8/25/2025.
36. Correction: Susan Lightfield, Kid Ventures Student Site Assistant for up to 8.5 hours/week at Spring Creek, change to Kid Ventures Student Site Assistant for up to 40 hours/week at Bridgewater, effective 6/9/2025-8/29/2025. Student Step 2-\$16.88/hr.
37. Nancy Meyers, Child Nutrition Associate III at the Middle School, add ESY EA PCA Bus for 3 hours/day with the District, effective 7/14/2025-7/25/2025.
38. Eli Mikkelsen, Summer Instructor Assistant with Community Ed Recreation, add Summer Instructor Lead, effective 6/21/2025-8/31/2025. Step 3-\$16.06/hr.
39. Jacob Odell, Teacher at the High School, add Camp FRIENDS Coordinator with Community Education, effective 6/16/2025-9/1/2025. \$40/hr.
40. Chris O'Neill, Teacher at the Middle School, add Eagle Bluff Coordinator with Community Education, effective 6/16/2025-9/1/2025. \$1,000 stipend.
41. Oliver Otting, Summer Instructor Assistant with Community Ed Recreation, add Summer Instructor Lead, effective 6/17/2025-8/31/2025. Step 1-\$15.54/hr.
42. Ryan Pietsch, 1.0 FTE Phy Ed Teacher at Spring Creek, change to Phy Ed Teacher at .60 FTE Spring Creek/.40 FTE Bridgewater, effective 8/25/2025.
43. Heather Pudas, .50 FTE Special Ed Teacher/.50 FTE unassigned with the District, change to .50 FTE Special Ed Teacher/.50 FTE Deaf and Hard of Hearing Teacher at Spring Creek, effective 8/25/2025-6/10/2026.
44. Teri Quamme, Special Ed EA PCA DCD for 3.25 hours/day, Special Ed EA PCA ASD for 3.25 hours/day, and Flex Supervision for .50 hours/day at the High School, change to Special Ed EA PCA DCD for 6.50 hours/day and Flex Supervision for .50 hours/day at the High School, effective 8/25/2025.
45. Brent Rauk, .60 FTE ADSIS/.40 FTE MTSS Teacher at the Middle School, change to 1.0 FTE Grade 6 Math Teacher at the Middle School, effective 8/25/2025.
46. Anya Rene (Haas), Early Ventures Teacher for 40 hours/week at the NCEC, change to Early Ventures Teacher for up to 40 hours/week at the NCEC, effective 6/5/2025.
47. Elga Reyes De Broughton, ESY EA PCA for 5.5 hours/day at Greenvale Park, change to ESY EA PCA for 4.5 hours/day and ESY Bus for 1.42 hours/day at Greenvale Park, effective 7/7/2025-7/18/2025.
48. Amanda Rezac, ESY EA PCA for 5.5 hours/day at Greenvale Park, change to ESY EA PCA for 5.25 hours/day and ESY Bus for 1.42 hours/day at Greenvale Park, effective 7/7/2025-7/18/2025.
49. Sydney Rodgers, Teacher at Bridgewater, add .5 Bridges to Kindergarten Teacher for 28 hours/total at Bridgewater, effective 7/28/2025-8/15/2025. \$40/hr.
50. Mollie Schwartz, .70 FTE Music Teacher at Spring Creek, change to .75 FTE Music Teacher at Spring Creek, effective 8/25/2025.
51. Caroline Sjoberg, 1.0 FTE Grade 1 Teacher at Spring Creek, change to 1.0 FTE Special Ed Teacher at Spring Creek, effective 8/25/2025.
52. Rebecca Stoufis, Special Education Teacher at the High School, add Camp FRIENDS Coordinator with Community Education, effective 6/16/2025-9/1/2025. \$40/hr.
53. Andrea Stowe, Special Education Teacher at Greenvale Park, add Bridges to Kindergarten Teacher for 48 hours/total at Greenvale Park, effective 7/28/2025-8/15/2025. \$40/hr.
54. Shelley Stulken, 1.0 FTE Grade 5 Teacher at Spring Creek, change to 1.0 FTE Grade 3 Teacher at Spring Creek, effective 8/25/2025.
55. Gina Swenson, Teacher at Greenvale Park, add Bridges to Kindergarten Teacher for 48 hours/total at Greenvale Park, effective 7/28/2025-8/15/2025. \$40/hr.
56. Laura Talbot Peterson, Teacher at the Middle School, add Math Lead for 25 hours/year at the Middle School, effective 8/25/2025-6/10/2026. \$1,000 stipend.
57. Lori Taylor-Libbey, .10 FTE MTSS/.50 FTE ADSIS Teacher at the High School, Change to .60 FTE Spanish/.20 FTE ADSIS Teacher at the High School, effective 8/25/2025.
58. Erica Trebelhorn, 1.0 FTE Art Teacher at Spring Creek, change to 1.0 FTE Art Teacher at the Middle School, effective 8/25/2025.

59. Justine Voronkova, ESY EA PCA for 5.5 hours/day at Greenvale Park, change to ESY EA PCA for 5.25 hours/day and ESY Bus for 1.50 hours/day at Greenvale Park, effective 7/7/2025-7/18/2025.
  60. Deborah Wagner, Special Ed EA PCA for 7 hours/day at Bridgewater, change to Special Ed EA PCA ASD for 3.375 hours/day at Bridgewater for the 2025-2026 school year.
  61. Kari Winter, Early Childhood Teacher at the NCEC, add Bridges to Kindergarten Teacher for 48 hours/total at Spring Creek, effective 7/28/2025-8/15/2025. \$40/hr.
  62. Carina Zick, Special Ed EA PCA Work Based Learning Job Coach for 3.25 hours/day, Special Ed EA DCD for 3.25 hours/day and General Ed for .50 hours/day at the High School, change to Special Ed EA PCA Work Based Learning Job Coach for 3.25 hours/day, Special Ed EA ASD for 3.25 hours/day, and Flex Supervision for .50 hours/day at the High School, effective 8/25/2025.
- iii. Leave of Absence
1. Correction: Anna Kelly, Science Teacher at Greenvale Park, .15 FTE Leave of Absence for the 2025-2026 school year.
- iv. Retirements/Resignations/Terminations
1. Marc Byler, Assistant Middle School Football Coach, resignation effective 7/9/2025.
  2. Jules Doliscar, Head Girls Wrestling Coach at the High School, resignation effective 7/2/2025.
  3. Jane Ehlers, Building Nurse at Spring Creek, resignation effective 7/8/2025.
  4. Jessica Jasper, Educational Assistant at the High School, resignation effective 6/10/2025.
  5. Debbie Navarro, Special Education Teacher at the Middle School, resignation effective 7/9/2025.
  6. Jordan Pechacek, Assistant Dance Coach, end of coaching contract effective 6/10/2025.
  7. Angie Schock, Assistant Girls Basketball Coach at the High School, resignation effective 6/12/2025.
  8. Erik Swenson, Head Coach Boys Tennis Coach at the High School, resignation effective 6/26/2025.
  9. Megan Zwolenski, Community School Coordinator, position ends effective 8/31/2025.
- v. Drivers Education Instructors rate of pay
- After conducting a market rate analysis regarding the hourly wage for driver education instructors, it has been recommended that we adjust the Community Education driver education instructors hourly rate of pay from \$30.00/hour for classroom instruction and for behind the wheel instruction to \$30.50/hour for both classroom and behind the wheel instruction. This change would be effective July 1, 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

- a. Policy Committee Recommendations. The board is requested to approve the policy committee's recommended changes to the attendance sections of the online building handbooks as recommended by the district attendance teams and the recommended changes to the 2025-26 Student Citizenship Handbook.

**Superintendent's Recommendation:** Motion to approve the policy committee's recommended changes to the attendance sections of the online building handbooks and the 2025-26 Student Citizenship Handbook.

- b. FY 2025 Audit Engagement Letter. The board is requested to approve the proposal from the CliftonLarsonAllen, LLP Audit Engagement Letter for the audit of the 2024-2025 school year. The engagement letter establishes the parameters and fees associated with the annual audit required by statute.

**Superintendent's Recommendation:** Motion to approve the FY 2025 Audit Engagement Letter from CliftonLarsonAllen, LLP.

- c. Resolution Designation of Identified Official with Authority for the MDE External User Access Recertification System. BE IT RESOLVED by the Board of Education of Independent School District No. 659, as follows:

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The board authorizes Dr. Matthew Hillmann to act as the Identified Official with Authority (IOwA) and Christine Neset to act as the IOwA to add and remove names only for Northfield Public Schools 0659-01.

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

- d. Teacher Laptop Computer Lease. The board is requested to approve the recommended MacBook Air teacher laptop lease option and associated costs. The last lease for teacher laptops was approved in 2021. The current fleet of devices will be sold, with the proceeds used to offset the cost of the first year of the new lease. Director of Technology Nate Knutson and Director of Finance Mertesdorf will present this option for the board's consideration.

**Superintendent's Recommendation:** Motion to approve the recommended MacBook Air teacher laptop lease option and associated costs.

8. Items for Information

- a. Construction Update No. 12. Superintendent Hillmann will provide an update on the NHS construction project.
- b. Annual Fundraising Report. Director of Finance Mertesdorf will review the fundraising report as required by Policy 713.

9. Future Meetings

- a. Monday, August 11, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, August 25, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, September 8, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Closed Session: Labor Negotiations Strategy

(This session will be closed as permitted by Minnesota Statute 13D.03 to discuss labor negotiations.)

11. 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

<b>1</b> All children are ready for <b>kindergarten</b> .	<b>2</b> All students are connected to the <b>community</b> .	<b>3</b> All students are at grade level in <b>reading and mathematics</b> by the end of third and sixth grades.
<b>4</b> All students exhibit physical, social and emotional <b>well-being</b> .	<b>5</b> All students have a <b>connection</b> with a caring adult beyond their parents as they transition to middle school.	<b>6</b> All students have interests, goals and a <b>vision</b> for the future by the end of eighth grade.
<b>7</b> All students <b>graduate</b> from high school with a plan to reach their full potential.	<b>8</b> All <b>employees</b> report satisfaction in the workplace.	<b>9</b> All <b>parents</b> report satisfaction with their children's educational experience.
<b>10</b> The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure <b>financial stability</b> .	<b>11</b> <b>Community education</b> provides relevant and accessible learning opportunities for all residents.	<small><b>Note:</b> The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."</small>

### STRATEGIC COMMITMENTS



#### People

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



#### Learner Outcomes

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



#### Equity

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



#### Communication

We communicate effectively and transparently with all stakeholders.



#### Stewardship

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



#### Partnerships

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

# PROJECT UPDATE FOR NORTHFIELD SCHOOL BOARD

## NORTHFIELD PUBLIC SCHOOL DISTRICT ADVERTISING SIGNS

July 14, 2025

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### 1. Cover

Good evening, members of the Northfield School Board. My name is Lance Reisetter, and I'm the owner of LMR Media. Many of you may know me through our work with *NorthfieldLive*, our local streaming platform for Northfield athletics and school activities. NorthfieldLive is part of LMR Media—a Northfield-based business with a mission to help local organizations connect with their community through smart, localized marketing.

LMR Media is proud to serve as the Northfield School District's official sales representative for marketing and sponsorship opportunities throughout Southern Minnesota.

### 2. Recap: Project Background

Tonight, I'd like to start with a brief recap of the background and goals of this project. This initiative began almost four years ago with a conversation between myself and Dr. Hillmann. We were both inspired by the sponsor banners hung by the Northfield Softball Association along the outfield fence—signs that showed local businesses supporting local kids.

Over the past several years, we have spent countless hours identifying high-impact advertising spaces throughout the District and researching the best materials to ensure long-term durability and aesthetics.

The effort is guided by two clear goals:

1. **Generate new revenue** for the Northfield School District through advertising.
2. **Beautify and enhance facilities**—so the spaces our students use are even more welcoming and well-maintained.

### 3. Update: Sales & Execution

I'm excited to report that we are now fully in the implementation phase. We've been actively reaching out to businesses and selling sponsorships and signs across various district facilities.

In the next few slides, I'll walk you through some key highlights of what's already been sold and the results we're seeing—both in revenue and facility improvements.

#### 4. Facility Improvements Completed

Thanks to this project, and the support of our sponsors, several upgrades have already been completed:

- Fences at Memorial Field and the Baseball Field have been straightened and repaired.
- Dugouts on the Varsity Baseball, Varsity Softball & JV Softball Fields have been tuckpointed to ensure long-term structural integrity.
- New maroon fence screening has been purchased for the Varsity Baseball, Varsity Softball & JV Softball Fields—adding both function and visual appeal.
- And the largest project so far, the Press Box at Memorial Field has undergone much-needed updates.

#### 5. Sponsored Updates

Sponsorship support has played a direct role in funding improvements and purchasing new equipment. Here are some highlights:

- **Northfield Middle School Pool Leaderboard**

Sponsored by *Community Resource Bank*, this addition elevates the spectator experience at the pool.

- **High School Gym Score Tables**

This project is a combination of support: a grant from *Casey's General Stores*, a direct purchase by NorthfieldLive, and an annual naming rights agreement with *HomeTown Credit Union*. Now entering its second year, the table has already paid for itself and is generating revenue for the district!

- **Memorial Field Press Box**

Thanks to *NCC Builders*, the Press Box received major upgrades—new windows, floor & structural repairs of rotten wood, fresh siding, and new signage.

#### 6. Sign Revenue

In terms of direct revenue, we've made a strong start.

To date, we've sold **nine advertising signs** across **three major fields**:

- **4 signs** on the Baseball Field fence
- **2 signs** at the Softball Field
- **3 signs** on Memorial Field

Feedback from both the community and sponsors has been incredibly positive. Not only are these signs creating new revenue, but they're also showcasing strong local support for our schools and students.

## 7. Memorial Field: Sales

We're going to switch gears from what has happened and look to the future. The first facility we're focusing on is Memorial Field. With the addition of the video scoreboard, we've broken the sales down to 3 categories: Naming Rights, Back of Scoreboard and Field Side Scoreboard.

- **Naming Rights:** The naming rights will be put out for bid and comes with prominent logo placement on the video board and other signage.

## 8. Memorial Field: Sales

- **Field Side Scoreboard:** Businesses can purchase logo displays and video ads during events.
- **Back of Scoreboard:** This will be a highly visible board year-round, especially with the addition of the new field house. With that exposure, we're hoping to sell out the 20 spots

## 9. Video Scoreboard Payoff & Return on Investment

Now the funding. Looking only at sales from Memorial Field, the scoreboard will pay for itself through advertising by year 7 of this full project, the 2031-2032 school year. You can see the projected revenue increases each year as we begin to fill all of those advertising spaces.

## 10. Projected Net Revenue & Costs - Full Project

Now looking at the full project's projected net revenue – which includes all facilities. You can see that by the end of year 5 we are a net positive of just over \$28,000. But that includes the payback of the scoreboard and other upgrades that have been completed. That leaves years 6-10 and beyond to start generating the bulk of projected revenue.

## 11. Next Steps

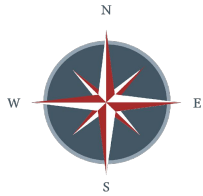
Moving forward, we need approval from the school board to purchase this video board. After getting approval, we plan to have an open house for the local businesses to outline all the advertising opportunities that will be available throughout the project. This has been asked for by the business owners so that they can look ahead and budget for these activities. We hope to hold that open house in September. In the meantime, we will continue to sell signs!

## 12. Thank You/Closing

In closing, I want to emphasize that this is just the beginning. We're excited about the momentum and the community engagement we see.

LMR Media remains committed to supporting the Northfield School District's long-term goal - by delivering value through smart sponsorships, thoughtful facility enhancements, and a shared sense of pride in our schools. Thank you for your continued support and for the opportunity to contribute to a stronger, better Northfield.

Created For:



**LMR MEDIA**  
Local Marketing Results



# NORTHFIELD PUBLIC SCHOOL DISTRICT ADVERTISING SIGNS

PROJECT UPDATE FOR NORTHFIELD SCHOOL BOARD

JULY 2025



# RECAP: PROJECT BACKGROUND

- Revenue generating opportunities recognized for Northfield School District at owned facilities.
- Selling space at school facilities to local businesses for advertising via signage and naming rights.
- Signs enhance relationships with local businesses and gain revenue for the district through selling of advertising space.
- Local businesses support in these spaces signifies:
  - Client as a community partner
  - Proud supporter of Northfield School District

## PROJECT GOALS

1

Monetize advertising spaces for the Northfield School District

2

Enable beautification of facilities

***Northfield School District Strategic Commitment:  
Stewardship & Partnerships***

# UPDATE: SALES & EXECUTION

- New, sponsored Scorer's Tables at NHS
- New, sponsored Swimming Pool Scoreboard
- Sponsored and updated press box at Memorial Field
- 10 signs sold



Venue/Placement	Description	Annual	Lump Sum 2024-25	Terms	Total Available	% Sold
NHS Gym Score Table	HomeTown Credit Union (Logo/Naming Rights) Grants/Donations (Caseys, NorthfieldLive)	\$2,500	\$8,000	Annual Lump Sum	1	100%
NMS Pool Display Board	Community Resource Bank	-	\$20,000	Lump Sum	1	100%
Memorial Field Press Box	NCC Builders (Naming Rights)	\$5,000	Labor/ Materials	Annual	1	100%
Memorial Field Fence Signs	Mesh banners 23'x4'	-	\$ 19,800	Lump Sum	10	30%
NHS Baseball Field Fence Signs	Aluminum sign 8'x4'	-	\$ 26,800	Lump Sum	23	17%
Rock Field Varsity Softball Fence Signs	Aluminum sign 10'x5'	-	\$ 6,500	Lump Sum	6	33%
		\$7,500	\$81,100		42	

# FACILITY IMPROVEMENTS COMPLETED

## Memorial Field

Fences straightened and repaired: \$2,000

Press Box updated: approximately \$27,000

- Fixed rotting floor & source
- New windows
- New siding
- New paint
- New graphics on outside
- Audio system upgraded

## Varsity Baseball & Softball Fields

Fences straightened and repaired: \$625

Dugouts repaired (tuckpointing): \$10,557

New, maroon fence screening for field fences: \$28,928



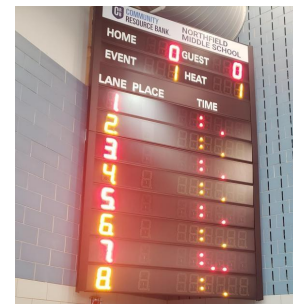
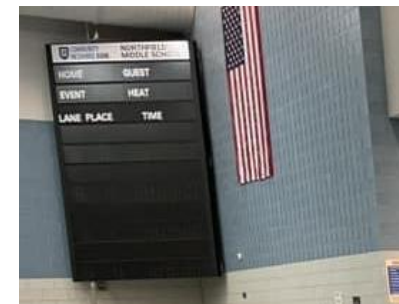
# SPONSORED UPDATES

- New, Sponsored Score Table at NHS
- New, Sponsored Swimming Pool Scoreboard
- Sponsored and updated press box

Venue	Business Partner	Cost	Annual	Lump Sum 2024-25	Terms
Memorial Field Press Box	NCC Builders	\$27,000	\$5,000 <sup>1</sup>	\$27,000 <sup>2</sup>	Annual
NHS Gym Score Table	HomeTown Credit Union	\$11,325	\$2,500		Annual
	Caseys General Store Grant			\$5,000	Lump Sum
	NorthfieldLive Table			\$3,000	Lump Sum
NMS Pool Display Board	Community Resource Bank	\$20,000		\$20,000	Lump Sum
<b>Total</b>			<b>\$7,500</b>	<b>\$28,000</b>	

<sup>1</sup>After the balance of labor and materials cost is zero

<sup>2</sup>Lump sum in labor in materials

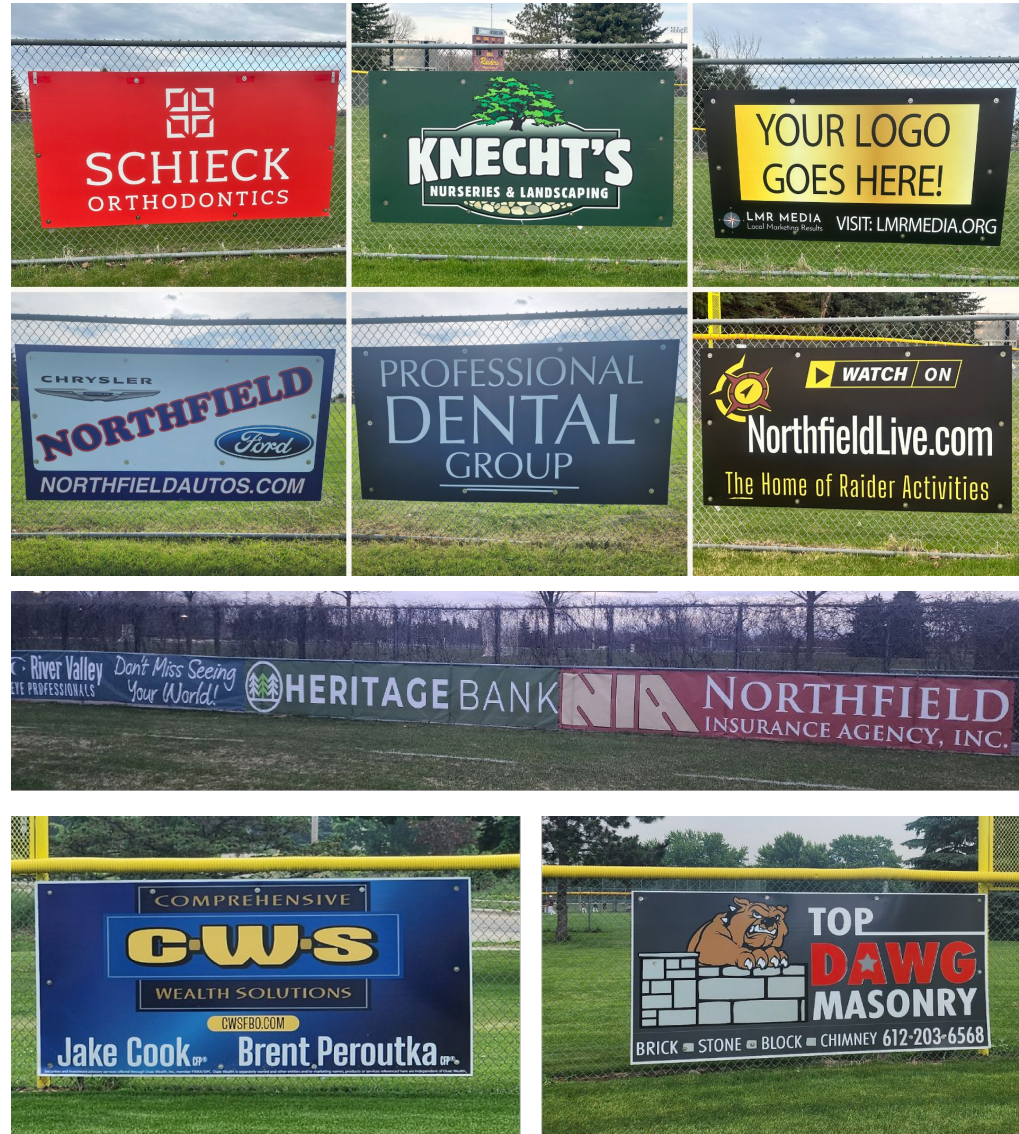




# SIGN REVENUE

- 9 signs sold
- All signs are for 5 years with a lump-sum payment upfront

Venue/Placement	Lump Sum 2024-25	# Sold	# Remain	% Sold
Memorial Field Mesh Banners	\$19,800	3	7	30%
NHS Baseball Field Fence	\$26,800	4	19	17%
Rock Fields Varsity Softball Fence	\$ 6,500	2	6	33%
<b>Total</b>	<b>\$61,100</b>	<b>9</b>	<b>31</b>	



# MEMORIAL FIELD: SALES

- Sales for sponsorships at Memorial Field, including the new video board, will kick off this summer.
- 3 sales categories:
  - Naming Rights
  - Back of Scoreboard
  - Field Side Scoreboard

## Naming Rights

- Will go out for competitive bid by request for proposal
- Starting minimum of \$12,000 annually
- Includes:
  - Brand/logo displayed prominently on new, digital scoreboard – front and back
  - Logo on the existing scoreboard in south end of field
  - Mesh banner on endzone fence
  - Video ad played minimum of 2x per game



**Merchants**  
*Bank Stadium*  
AT MEMORIAL FIELD

*Merchants Bank named for example purposes only*



# MEMORIAL FIELD SALES

## Digital Video Scoreboard: Field Side

- Video ads during events:  
\$1,500 per year for 5 years

Future sales:

- Rotating large logo:  
\$7,500 for 5 years (lump sum)

## Digital Video Scoreboard: Back Side Spaces

- 20 Total spots available
- Each space 3.5'x8'
- Businesses can purchase more than one spot
- Includes small logo rotating on field side
- \$4,000 per year for 5 years

*Merchants Bank named for example purposes only*

NORTHFIELD HIGH SCHOOL, NORTHFIELD, MN
PROOF #63080G-PR

**PROOF INCLUDES:**

- Custom Intelligent Caption 32 Strip Football LED Scoreboard  
32W x 5H x 8'D  
Scoreboard Color: 199 Maroon  
Digit Color: White  
Times/Score Digit Color: Amber  
Digit Size: 24/18/14"  
Intelligent Caption Color: White  
Intelligent Caption Size: 10"  
Electronic Team Name Color: White  
Electronic Team Name Size: 10"
- Full Color LED Video Display  
12.6H x 31.5W 10mm  
(384 x 960 pixel matrix)
- Illuminated Sign  
(2) 32'W x 3'H
- Filler Panel  
(2) 22.5W x 12.6H
- Illuminated Arch Sign  
32W x 4H w/2' Ends

SIGNATURE OF APPROVAL \_\_\_\_\_
DATE \_\_\_\_\_

This rendering is for conceptual purposes only. It may not be to exact scale or specifications and should not be used for installation purposes. Every effort has been made to make it as accurate as possible. Beams and/or pillars are for illustration only. Engineering specifications may require changes in the quantity, size and/or shape of beams and pillars to meet installation requirements. Nevco assumes no obligations or liability regarding the viability of applicability of existing structures. THIS DRAWING IS THE PROPERTY OF NEVCO INC. AND SHALL NOT BE REPRODUCED, COPIED, SHARED OR DISTRIBUTED WITH ANYONE OTHER THAN THE INTENDED STAFF OR CLIENT OF THE PROPOSED PROJECT WITHOUT THE EXPRESSED PERMISSION OF NEVCO INC.

NORTHFIELD HIGH SCHOOL, NORTHFIELD, MN
PROOF #68361I-PR

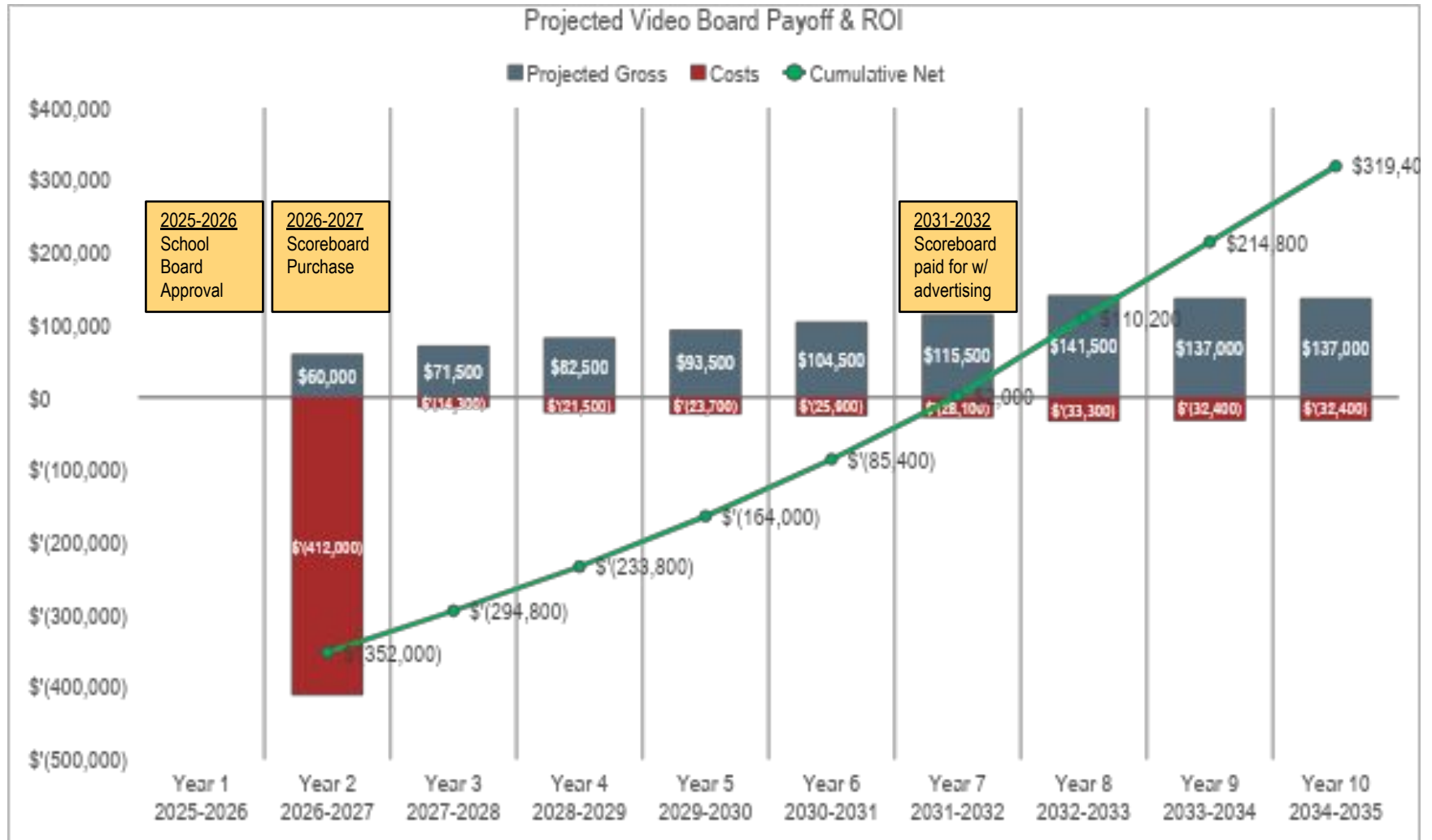
**PROOF INCLUDES:**

- Custom Illuminated Sign  
(5) 32'W x 3.5'H
- Custom Illuminated Sign  
32W x 6'H
- Illuminated Arch Sign  
32W x 4H w/2' Ends
- \*Sponsor signs ship blank.
- \*Shown on the back of proof 63080F-PR.

SIGNATURE OF APPROVAL \_\_\_\_\_
DATE \_\_\_\_\_

This rendering is for conceptual purposes only. It may not be to exact scale or specifications and should not be used for installation purposes. Every effort has been made to make it as accurate as possible. Beams and/or pillars are for illustration only. Engineering specifications may require changes in the quantity, size and/or shape of beams and pillars to meet installation requirements. Nevco assumes no obligations or liability regarding the viability of applicability of existing structures. THIS DRAWING IS THE PROPERTY OF NEVCO INC. AND SHALL NOT BE REPRODUCED, COPIED, SHARED OR DISTRIBUTED WITH ANYONE OTHER THAN THE INTENDED STAFF OR CLIENT OF THE PROPOSED PROJECT WITHOUT THE EXPRESSED PERMISSION OF NEVCO INC.

# VIDEO SCOREBOARD PAYOFF & RETURN ON INVESTMENT





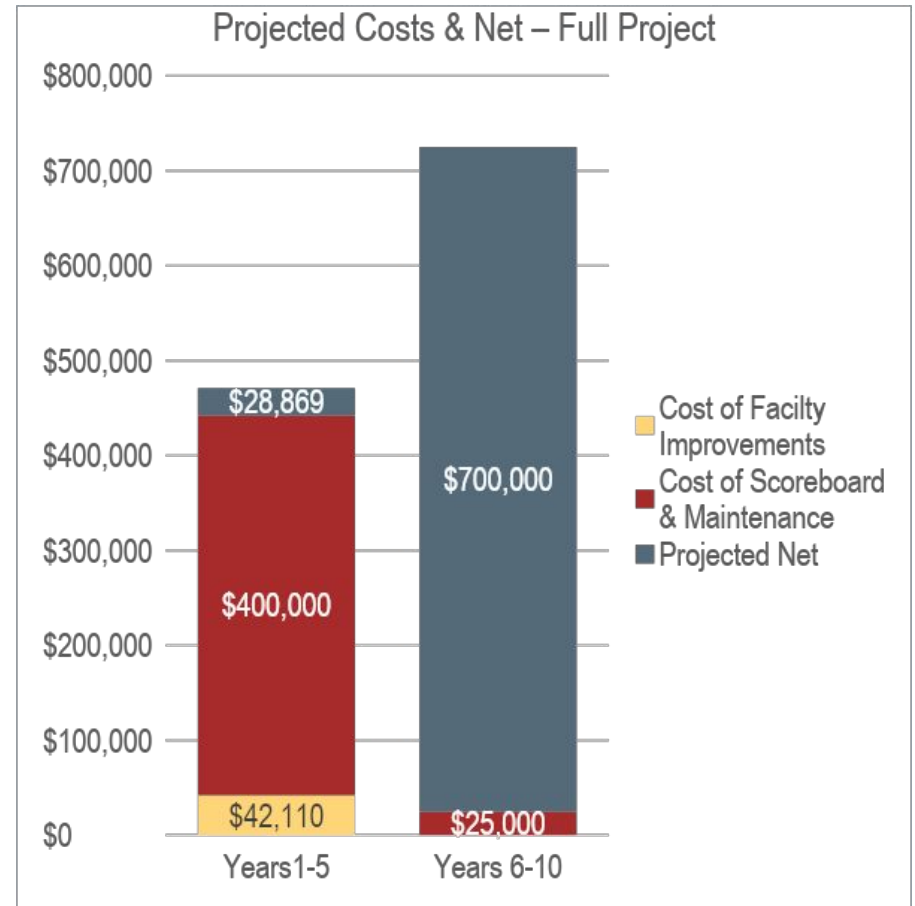
# PROJECTED NET REVENUE & COSTS - FULL PROJECT

## Facilities Years 1-5

- Memorial Field
- Varsity Baseball Field
- Varsity Softball Field
- JV Softball Field

## Facilities Years 6-10

- Maintenance & continued sales of initial facilities
- Current Competition Gym
- New Fieldhouse Expansion
- JV Baseball Field
- Reimagined NHS



# NEXT STEPS

## Northfield Schools

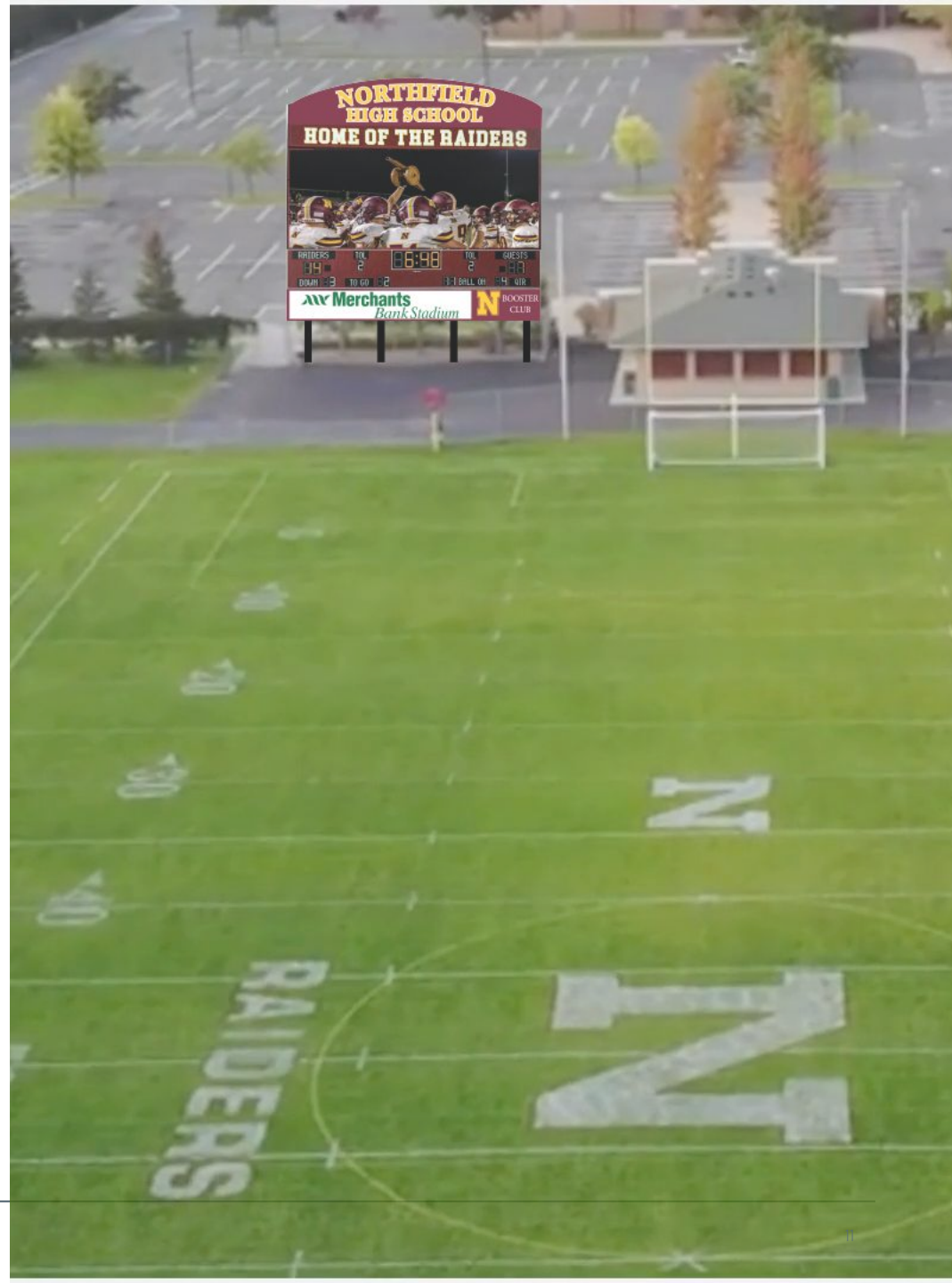
- Request approval of new video board

## LMR Media

- Continue selling football, baseball & softball field signs

## Northfield Schools & LMR Media Jointly

- Kick off sales of naming rights to Memorial Field – e.g., [Company] Stadium at Memorial Field
- Kick off sales of video board advertising





# THANK YOU

# Procedure for Spending Advertising and Sponsorship Revenue at Northfield Public Schools

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## **Stewardship**

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



## **Partnerships**

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

## **1. Purpose**

This procedure outlines the guidelines for managing and allocating advertising and sponsorship revenue earned by Northfield Public Schools in compliance with Policy 809.1. It ensures funds are spent in a manner that aligns with the district's vision and strategic commitments, maintains transparency, and complies with Minnesota law.

## **2. Guiding Principles**

All advertising revenue expenditures must:

- Advance educational opportunities and support student outcomes.
- Meet the spirit of the district's strategic commitments.
- Comply with Minnesota Statutes, including:
  - Minn. Stat. § 123B.02, Subd. 1 (School Board Powers)
  - Minn. Stat. § 123B.51 (Uses for School and Nonschool Purposes)
  - Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
  - Minn. Stat. § 123B.09 (School Board Duties)

## **3. Revenue Sources**

Advertising revenue may be collected from:

- Digital or print school communications (e.g., newsletters, websites, yearbooks).
- Facility-based advertising (e.g., athletic fields, marquees, and gymnasiums).
- Sponsored school events or programming.
- Vendor partnerships with prior district approval.

Compliance Reference:

- Minn. Stat. § 123B.51, Subd. 1: Permits school boards to enter into advertising agreements as long as they do not interfere with the educational program or student safety.



#### **4. Revenue Accounting and Distribution**

- Revenue generated from District-wide advertising will supplement the district's general fund to support continuing existing programming.
- Revenue generated from Community Education brochures and programming will supplement the Community Education fund, as directed by the Community Education Director.
- Revenues generated from activity venues will be used to supplement the district's activity budget with the following prioritization:
  - Materials to implement advertising opportunities.
  - Maintenance and repair of existing activity facilities.
  - Provide scholarships to participants in financial need.
  - Maintenance of existing activity programs.
  - Assist the district in continuing existing programming.
- Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent or designee regarding the scope and amount of such revenues.

## 2025 Attendance Pilot Projects

Carrie Duba, Melissa Hanson

2025-2026

*Presented to the Board on 7.14.2025*

Slide Number	Narrative
1	We are pleased to provide an update to the board tonight on some of our key strategies as one of the 2024-2027 Minnesota State Attendance Pilot districts and to introduce Melissa Hanson, the attendance and family liaison hired with the allocated attendance pilot funds to help us reach our attendance goals.
2	District Vision and Strategic Commitments
3	The overall goal for district attendance and for our three-year pilot. Every day more than 90% of our students are in our schools, and we are working to ensure that at least 90% of our students have an attendance rate of 90% or better.
4	We are making excellent progress toward our goal. Because of the outstanding efforts of our building attendance teams, Melissa, and all our staff who work to create a welcoming environment, our district's and all building's consistent attendance rates are approaching 90%. Using the most current Minnesota Report Card state data, which is from 2023, for comparison, the consistent attendance rate in the district and all buildings exceeds the state's consistent attendance rate. It's important to note that there is not yet a consistent, statewide definition or methodology for calculating attendance. <u>Please note:</u> We generally do not include the ALC data since they have a different method (seat time/minutes) of tracking attendance that our data systems don't handle cleanly. Additionally, as a qualifying criteria for participation, their chronic absence numbers by definition are quite a bit higher. At their request, we don't put their data side-by-side with this district data, though it is tracked quite closely.
5	The district is steadily increasing its rate of consistent attendance and at a pace that would allow us to meet our goal by 2027. This, of course, translates to fewer students missing instruction. We anticipate that early gains reflect increased clarity and consistent messaging that is reducing the 'false positive' for families and students who hadn't previously appreciated the impact of absences. Continuing to reduce chronic absence at this rate will require different strategies for families with more complex needs.
6	Our pilot is organized around four primary strategies that were developed through data analysis, family interviews, family liaison insights and attendance team input. They

	address what we could identify as primary barriers to and conditions for consistent attendance We will focus on strategies 1 (clarify definitions) and 4 (clearly communicate) tonight.
7	Our first strategy, clarify definitions, was to be clear that we all know what we're talking about, so that we know we are right-sizing and targeting the correct challenge. Actions taken in this area included convening two district-wide attendance team meetings to clarify attendance coding and align coding practices across buildings. In this way, we could better identify district patterns in attendance and be better situated to monitor and measure building-specific strategies that appear to be having an impact and which may be replicable.
8	We use terms that seem clear, but in fact vary from district to district, building to building, and likely family to family. Being able to define terms accurately and consistently enables meaningful communication. For example: <a href="#">habitually truant</a> is the term used in statute and county truancy rules. It is calculated using only unexcused absences. In our district, excused absences occur more frequently than unexcused absences at a rate of more than three to one, so "consistent attendance" is a more useful and proactive way to monitor attendance. Additionally, tardiness was more clearly defined at the secondary level, while at the elementary level, tardiness coding varied from building to building and so it was difficult to capture the impact of tardiness, which can be significant.
9	The district-wide attendance convening included all personnel involved with attendance coding, monitoring, responding, and reporting: administrators, student information systems, health, front office, student support staff, and family and cultural liaisons. All current building codes were examined and a consensus was reached on what to keep, condense, eliminate, or reconfigure. Additionally, a "coding convention" was identified, so that coding data would appear the same across the district. This guide was created by Melissa, who reviewed it with all front office staff. She is the district expert on these reason codes.
10	Within 2.5 months, we decreased unique codes in our data from 130 to 80. Consistent patterns emerged: excessive absences were more often excused than unexcused, and most often excused for illness or parent request.
11	Two promising attendance strategies were monitored. Both were data-forward and expanded the reach of the attendance team by partnering with teachers. The NHS attendance mentor plan was developed with last summer's school leadership team. Chronically absent students who were high functioning and low-risk, but had high absences were matched with a teacher on their schedule, and chronically absent students who were high-risk, had complex needs and had high absences were matched with an attendance team member. Mentors maintained weekly contact, either through in-person check-ins or Talking Points messages. The mentor program was managed by Assistant Principal Becca Bang. The Bridgewater attendance team increased meeting frequency, used our student analytics early warning system to quickly identify students at or nearly at

	critical thresholds and coordinated support with classroom teachers for those students.
12	The high school attendance data shows meaningful improvements in attendance. There has been a consistent downward trend, but in this school year alone, 25% fewer students were chronically absent. Along with other efforts by their attendance team, the mentor efforts appear impactful. A specific comparison shows that from fall to spring, 60-70% of all students improved attendance and key SEL measures, but 75-80% of students with mentors improved their attendance and SEL screening response set.
13	Attendance improved for all demographic groups at NHS.
14	Bridgewater's attendance team's methods contributed to the school being the first in the district to reach our attendance goal. Their consistent attendance rate rose by almost 5%. Maintenance and equity across groups will be the next goal to meet.
15	To achieve our fourth strategy, clearly communicate, we are taking intentional steps to clearly communicate attendance expectations with families by ensuring consistency across all schools in our district. This includes aligning language in all school handbooks regarding attendance procedures, standardizing the notifications and letters sent to families when students reach specific absence thresholds, and implementing uniform absence coding practices in our student information system. These measures are designed to promote transparency, reduce confusion, and ensure that all families receive consistent information and expectations, regardless of which school their child attends.
16	To further strengthen communication with families, we are increasing outreach efforts by sending quarterly newsletters that include district-wide attendance data, as well as helpful attendance tips, strategies, and resources to support families in promoting regular school attendance. In addition, a refined version of this information will be shared directly with secondary students through quarterly Schoology messages. To broaden our reach and engage the wider community, we will also post key attendance messages and resources to district social media platforms twice per quarter. These efforts are part of our ongoing commitment to fostering strong school-family partnerships and supporting student success.
17	<i>Please note that the term "allowed absences" has been removed from the handbook update.</i> This is our initial district-wide informational graphic that will be used frequently in district and building newsletters and social media, describing the handbook refinements and clarifications. As previously noted, after ten (10) excused absences for illness, medical documentation will be required. If not provided, these absences may be unexcused. Additionally, after five (5) personal absences, requests for further personal absences will be made via an online form, which will prompt a conversation with an administrator/counselor. These thresholds allow the district to emphasize the importance of staying below the 10% absence threshold, because that is the tipping point when negative educational impact will likely be experienced.
18	Our next steps are to continue clarity in communication and data collections, and to assess and gather resources to address increasingly complex attendance needs.



19	Questions
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# Northfield Public Schools MN Attendance Pilot Project Updates

- Carrie Duba, EdS, NCSP Instructional Systems Specialist/MTSS District Lead
- Melissa Hanson, Attendance and Family Support Liaison

# VISION

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

## Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN

### VISION

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

### BENCHMARKS

<b>1</b> All children are ready for <b>kindergarten</b> .	<b>2</b> All students are connected to the <b>community</b> .	<b>3</b> All students are at grade level in <b>reading and mathematics</b> by the end of third and sixth grades.
<b>4</b> All students exhibit physical, social and emotional <b>well-being</b> .	<b>5</b> All students have a <b>connection</b> with a caring adult beyond their parents as they transition to middle school.	<b>6</b> All students have interests, goals and a <b>vision</b> for the future by the end of eighth grade.
<b>7</b> All students <b>graduate</b> from high school with a plan to reach their full potential.	<b>8</b> All <b>employees</b> report satisfaction in the workplace.	<b>9</b> All <b>parents</b> report satisfaction with their children's educational experience.
<b>10</b> The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure <b>financial stability</b> .	<b>11</b> <b>Community education</b> provides relevant and accessible learning opportunities for all residents.	<small>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."</small>



### STRATEGIC COMMITMENTS



#### People

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



#### Learner Outcomes

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



#### Equity

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



#### Communication

We communicate effectively and transparently with all stakeholders.



#### Stewardship

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



#### Partnerships

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

# NPS Attendance Pilot Project Goal 2024-2027

>90%

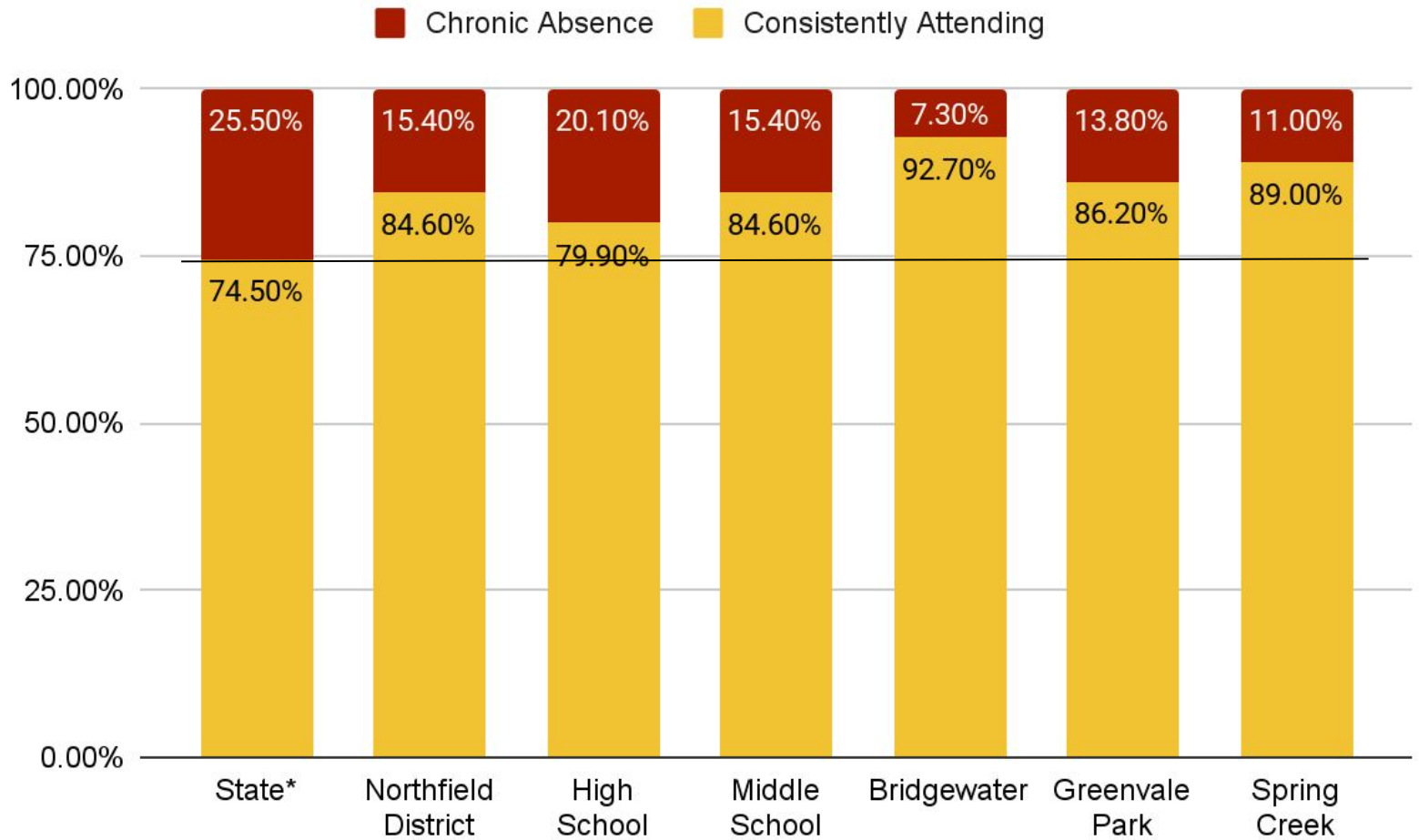
Of students present daily

&

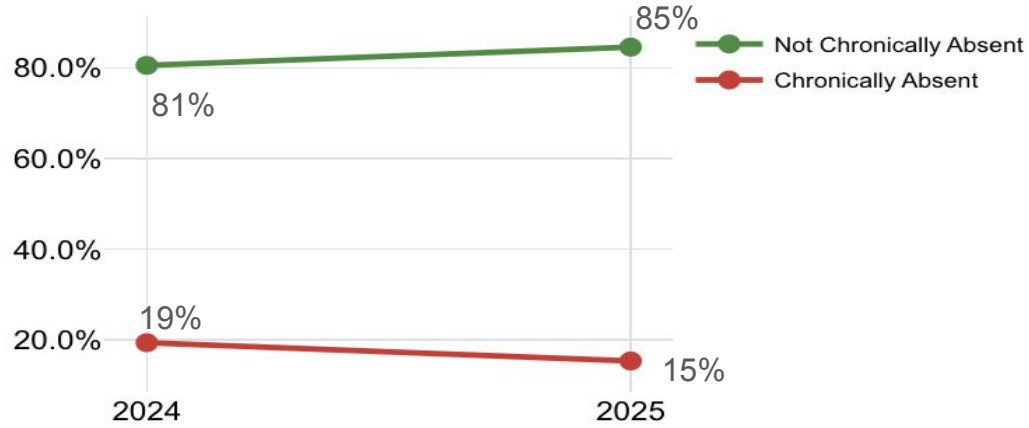
<10%

Of students chronically absent

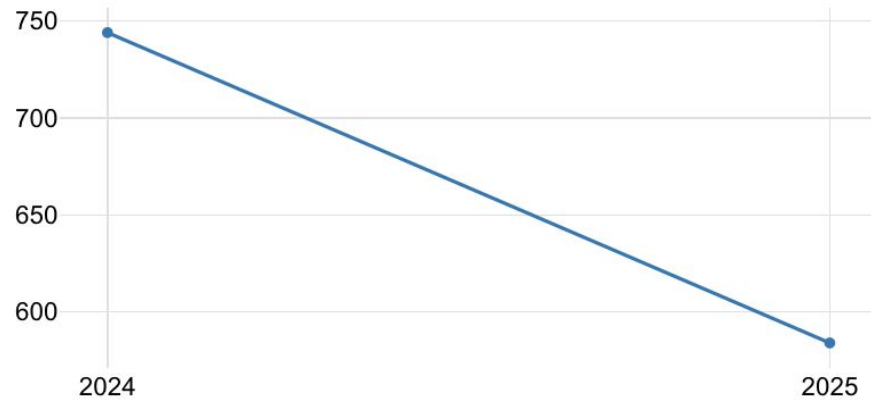
**Goal for consistent attendance:** 90% of students have a 90% (or better) attendance rate



## Chronic Absenteeism Trend



## Students Chronically Absent Trend



# Northfield's Attendance Pilot Project Strategies 2024-2027



01

## Clarify definitions

- Align district definitions & practices
- Target the right students
- Measure and scale what's working

- District attendance convening
- Reason codes
- Two highlighted school attendance outcomes



# Consistent definitions to guide discussions about the who, when, where and why

- Absent/Attending
- Consistent Attendance
- Chronic Absence
- **Habitually Truant**
- Excused
- Unexcused
- Tardy

What does it mean to be in attendance, or absent, or tardy and why does it matter?

# Reason Code edit

Physical Illness - Keep (specific illness)				Physical Illness - Change (general illness)	Code/Comments
AL = Allergies	FL = Flu Symptoms	IM = Impetigo	QT = Quarantine	CN = Congestion	UR = Upper Respiratory
AS = Asthma	FV = Fever	IN = Influenza	RS = RSV	CO = Cough	UR and symptoms in comments
CM = Concussion	HA = Headache	MH = Mental Health	SB = Stomach Ache	RN = Runny Nose	UR and symptoms in comments
CP = Chicken Pox	HL = Head Lice	MO = Mono	SF = Stomach Flu	SR = Sore Throat	UR and symptoms in comments
DI = Diarrhea	IJ = Injury	PE = Pink Eye	ST = Strep Throat	UR = Upper Respiratory	UR and symptoms in comments
EA = Earache	IL = Illness	PN = Pneumonia	SZ = Seizure		
FB = Feeling Better					
Family/Personal - Keep (specific reasons)		Family/Personal - Change (general reasons)	Code/Comments	Behavior - Keep	Behavior - Change Code/Comments
DC = Daycare Issues	FA = Family	PR and reason in comments	PR - Parent Request	EP = Expulsion	BE = Behavioral Issues Not used
FE = Family Emergency	FD = Family Day	PR and reason in comments		IS = ISS	IS = Detention Not used
FU = Funeral	JR = Job Related Parent	PR and reason in comments		OS = OSS	RC = Removed from Class Not used
OT = Out of Town	PS = Personal	PR and reason in comments		SC = School Refusal	SP = Suspension ISS or OSS
PR = Parent Request	LE = Left Early	PR and reason in comments		SH = Sent Home	TR = Truant SK, SR, or NC
RE = Religious Observation				SK = Skipping	
SE = Sports Activity					
Appointments - Keep (specific reasons)		Appointments - Change	Code/Comments	College/Job - Keep	
AP = Appointment	EN = ENT	LR = Leave/Return	AP - Appointment	CF = College Fair	JL = Job Interview
CT = Court	OR = Ortho		AP and times	CL = College Class	JS = Job Shadow
DE = Dentist	TH = Therapy			CV = College Visit	WR = Work Related
DR = Doctor				DV = DEV/APP/INTERN	*Add Military
School Related - Keep (Code S in front)		School Related - Change	Code/Comments	Out of School - Keep	Use
AA = Academic Activity	SE = Sports Activity	BR = At Breakfast	Not used	HB = Homebound	
AD = Administrative	SL = Service Learning	HH = In Hallway	Not used	IP = In Placement	When to use?
FT = Field Trip	SS = Schedule Problem	LC = Late to Class	TX = Tardy	HO = Hospital	
GU = Guidance	T = With Teacher	LP = Locker	Not used	ML = Medical Leave	Clarify when to use
NU = Nurse	TE = Testing	LL = Late from Lunch	TX = Tardy	SU = Surgery	
RA = Randolph AG	TX = Tardy	LU = Lunch	Not used		
SA = School Activity		TU = Tutor	T = With Teacher		
Transportation - Keep		Transportation - Change	Code/Comments	General	Use
CR = Car Trouble	RL = Running Late	BT = Bad Traffic	RL	AO = Absent Other	When no other code fits?
LB = Late Bus	TP = Transportation			EX = Excused	When no other code fits?
MB = Missed Bus	WE = Weather			LM = Left Message	Waiting for family contact
				NC = No Contact	Waiting for family contact
Sleep - Keep		Sleep - Change	Code/Comments	Miscellaneous	Use
OS = Over Slept	SI = Sleep Issues	PR or RL and reason		AB = Absented Out	When to use?
	BL = Bed Late	PR or RL and reason		DA = Disaster Aid	When to use?
				DL = Doctor Letter	When to use?
				OE = Over Extended	When to use?
				WL = Warning Letter	When to use?

## Reason Code edit

Absence Breakdown																			
Absent Other (Excused)			255	0.7%	Fever (Excused)			977	2.8%	Out Of Town (Excused)			2,591	7.4%	Tardy (Excused)			1	0.0%
Absent Other (Unexcused)			5	0.0%	Field Trip (Excused)			1	0.0%	Over Extended (Excused)			3	0.0%	Testing (Excused)			1	0.0%
Absented Out (Unexcused)			1	0.0%	Field Trip (School Related)			697	2.0%	Over Slept (Excused)			20	0.1%	Testing (School Related)			308	0.9%
Absent-Teacher																			
Absence Breakdown																			
Academic (Excused)			2	0.0%	Influenza (Excused)			70	0.8%	THERAPY			7	0.1%				176	0.5%
Academic (School Related)			626	7.3%	Injury (Excused)			38	0.4%	Transportation (Excused)			22	0.3%	(Excused)			46	0.1%
Administrative (Excused)			3	0.0%	Iss (Iss)			21	0.2%	Unexcused (School Related)			21	0.2%	(Unexcused)			5	0.0%
Administrative (School Related)			34	0.4%	Late To Class (Unexcused)			1	0.0%	Unexcused (Unexcused)			7	0.1%				8	0.0%
Allergies (Excused)			4	0.0%	Late Message (Unexcused)			26	0.3%	Upper Respirato (Excused)			165	1.9%	d)			1	0.0%
Allergies (School Related)			1,215	14.2%	MEDICAL LEAVE			19	0.2%	Upper Respirato (Unexcused)			1	0.0%				9	0.0%
Appointment (Excused)			4	0.0%	MENTAL HEALTH			145	1.7%	Weather (Excused)			9	0.1%	School Related)			70	0.2%
Appointment (School Related)			2	0.0%	Missed Bus (Excused)			27	0.3%	WITH TEACHER			68	0.8%	excused)			70	0.2%
Appointment (Unexcused)			2	0.0%	Missed Bus (Unexcused)			10	0.1%	Work Related (Excused)			1	0.0%	ed (Excused)			120	0.3%
Asthma (Excused)			4	0.0%	Mononucleosis (Excused)			1	0.0%	Work Related (Unexcused)			2	0.0%	used)			179	0.5%
Asthma (School Related)			46	0.5%	No Contact (Unexcused)			773	9.0%	Total			8,557	100.0%	to (Excused)			13	0.0%
Bad Traffic (Excused)			2	0.0%	Nurse (Nurse)			58	0.7%						used)			2	0.0%
Bed Late (Excused)			21	0.2%	Ortho (Excused)			4	0.0%						t			221	0.6%
BEHAVIOR ISS			1	0.0%	Oss (Oss)			41	0.5%						Excused)			13	0.0%
Car Trouble (Excused)			9	0.1%	Out Of Town (Excused)			528	6.2%						Unexcused)			1	0.0%
Car Trouble (School Related)			35	0.4%	Over Slept (Excused)			1	0.0%										
College Class (Excused)			16	0.2%	Over Slept (Unexcused)			8	0.1%										
College Class (School Related)			1	0.0%	Parent Req (Excused)			687	8.0%										
College Class (Unexcused)			111	1.3%	Parent Req (Unexcused)			3	0.0%										
College Visit (Excused)			6	0.1%	Personal (Excused)			14	0.2%										
College Visit (School Related)			3	0.0%	Pink Eye (Excused)			2	0.0%										
Congestion			2	0.0%	Pneumonia (Excused)			22	0.3%										
Cough (Excused)			20	0.2%	RSV			2	0.0%										
Court (Excused)			15	0.2%	Running Late (Excused)			39	0.5%										
Dentist (Excused)			6	0.1%	Running Late (Unexcused)			81	0.9%										
Diarrhea (Excused)			1	0.0%	Schedule Proble (Excused)			2	0.0%										
Doctor (Excused)			46	0.5%	School Activity (Excused)			57	0.7%										
Doctor (School Related)			39	0.5%	School Activity (School Related)			705	8.2%										
Doctor (Unexcused)			7	0.1%	School Refusal (Unexcused)			8	0.1%										
Doctor Letter (Excused)			163	1.9%	Skipping (Unexcused)			12	0.1%										
Doctor Letter (School Related)			1	0.0%	Sore Throat (Excused)			14	0.2%										
EARACHE			15	0.2%	Sports Activity (Excused)			5	0.1%										
EARACHE			52	0.6%	Stomach Ache (Excused)			166	1.9%										
EARACHE			5	0.1%	Stomach Flu (Excused)			72	0.8%										
EXCUSED			91	1.1%	Strep Throat (Excused)			6	0.1%										
Excused (Excused)			10	0.1%	Surgery (Excused)			36	0.4%										
Family (Excused)			1,800	21.0%	Testing (Excused)			1	0.0%										
Family (Unexcused)			3	0.0%	Testing (School Related)			99	1.2%										
Family Day (Excused)			1	0.0%	THERAPY			2	0.0%										
Family Em (Excused)			96	0.3%	Nurse (Nurse)			460	1.3%	Strep Throat (Excused)			108	0.3%					
Family Em (Unexcused)			2	0.0%	Ortho (Excused)			506	1.4%	Surgery (Excused)			212	0.6%					
Feeling Better (Excused)			19	0.1%	Oss (Oss)			111	0.3%	Suspension (Excused)			6	0.0%					

# Highlighted school attendance strategies

```
graph TD; A[Highlighted school attendance strategies] --> B[High School Attendance Mentors]; A --> C[Bridgewater attendance team];
```

## High School Attendance Mentors

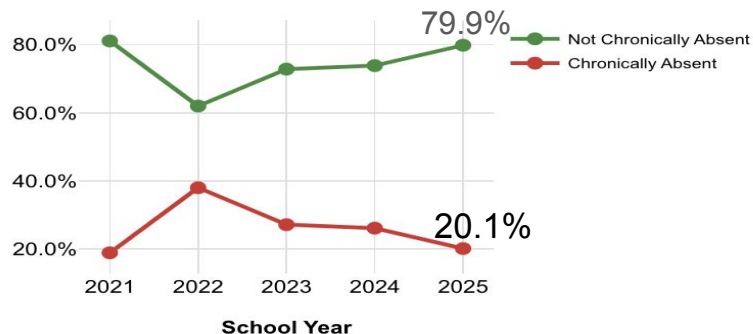
- Data-based
- Teacher partners
- TalkingPoints

## Bridgewater attendance team

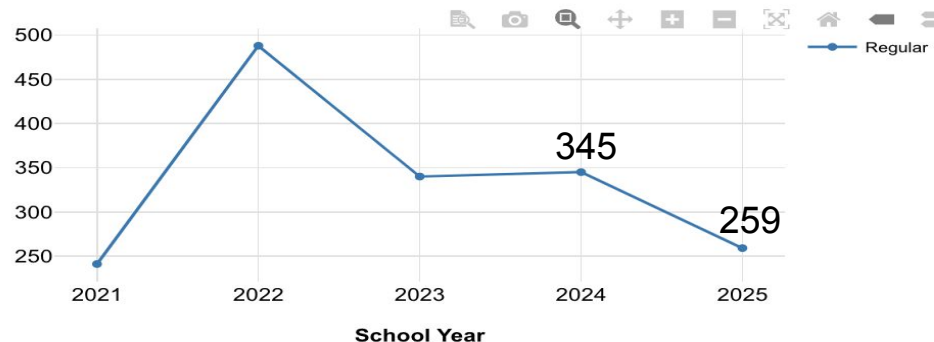
- Data-forward
- Teacher partners
- TalkingPoints

# Northfield High School:

Chronic Absenteeism Trend



Students Chronically Absent Trend By Building Type



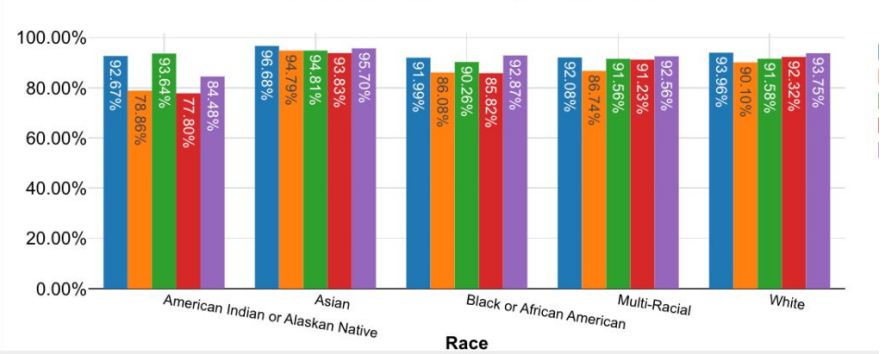
	Attendance Rate 23/24-24/25	SSIS Screener Externalizing Index	SSIS Screener Internalizing Index	SSIS Screener Stress Index	Connectedness
All Students	60%	71%	71%	63%	66%
Students with mentors all year	83%	81%	81%	76%	71%

# Northfield High School:

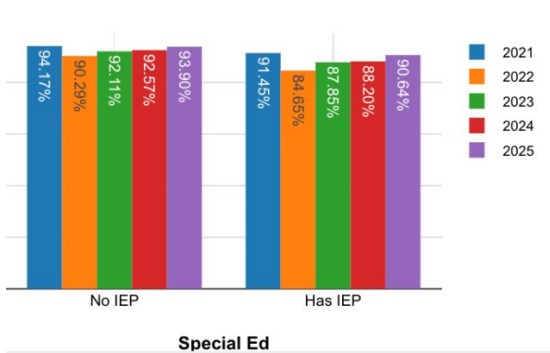
Attendance Rate Trend By Grade Level



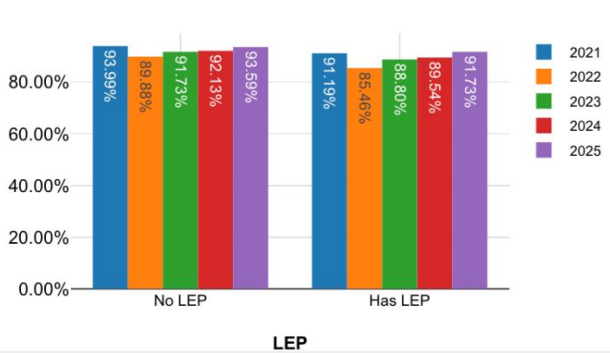
Attendance Rate Trend By Student Race



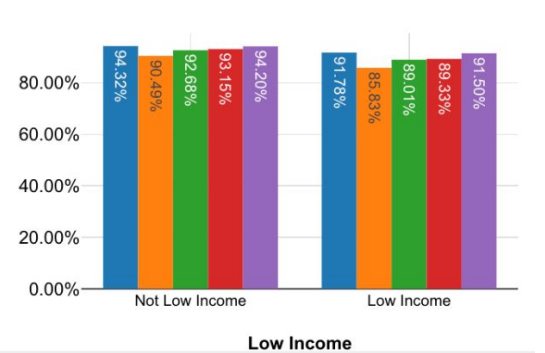
Attendance Rate Trend By Special Ed Status



Attendance Rate Trend By LEP Status



Attendance Rate Trend By Low Income



## Bridgewater:

Average consistent  
attendance rate:

95%

Students who are  
chronically absent:

7.3%

\*Down from 12% SY24

## 04

### Clearly communicate

- Well defined expectations
- Key data points
- Aligned strategies

- Main activity is District Handbook Revisions that
  - ◆ Share and act on data
  - ◆ Setting and sharing expectations:
    - Illness
    - Personal
  - ◆ Impact
    - Excessive personal absences
    - Tardies





## Attendance Handbook



- District-wide and building specific revisions for clarity and consistency
- Importance of attendance
- "Speedbumps" to excessive absences\*\*
- Information about full impact of absences



## S'Mores



- Regular and coherent messaging for inclusion in district and building communications



## Social Media



- Visually organized and consistent messages designed for district social media



## TalkingPoints



- Integrated into attendance responding
- Immediate and bidirectional
- Attendance module includes with district contract



## Attendance Teams



- Attendance procedures are brought into alignment
- Thresholds and responses are consistent
- When and what actions are expected
- Consistent letters

*\*\*Please note that the term "allowed absences" has been removed from the handbook update.*

Clarifies specific actions for:

1. Excused illnesses
2. Personal absences\*

\*Personal was formerly “Parent Request”. Language change better aligns with workplace language and applies to 18 year olds.

Provides information about reasonable limits (*most students never reach these*) that keep students’ absences from reaching chronic levels and negatively impacting learning.

#### ATTENDANCE MATTERS.

As part of our ongoing efforts to support all students, we are updating our attendance procedures for the 2025-2026 school year. These updates are designed to ensure that absences are properly managed, encourage timely communication between families and schools, and reinforce the importance of being present for the full school experience.

Please visit [northfieldschools.org](https://www.northfieldschools.org) and view the school handbooks for additional attendance information. We appreciate your partnership in supporting student attendance and learning.

Absence Type	Absence Limits	What Happens After	Additional Notes
General Absence	8 Total Absences	All families will receive a letter of concern after 8 total absences.	These absences include reasons (illness, personal, etc.)
Illness Related Absences	10 Illness Related Absences	<p>After 10 illness-related absences, medical documentation will be required to excuse any additional illness absences.</p> <p>If a student is ill, and a visit to a doctor is not possible or necessary, students can be screened by the school nurse.</p> <p>If a student becomes ill while at school, they should visit nurse. The nurse will determine whether a call home is warranted.</p>	<p>While documentation is not required until after 10 illness absences, it is recommended that parents/guardians provide the school with documentation each time their student misses school and visits the doctor due to illness or for an appointment.</p> <p>If the nurse determines the student is too ill to stay in school, the absence will be excused and not count toward the 10 absence threshold.</p> <p>If a student leaves school due to illness without first visiting the nurse, the absence will be unexcused.</p>
Personal Absences	5 Personal Absences	<p>After 5 personal absences, a request must be submitted via Google Form for any additional personal absences to be excused.</p> <p>Absences due to funerals, religious observances, family emergencies, court/legal proceedings, college visits, or military involvement will not be counted towards the 5 absence threshold.</p>	<p>Personal days include vacations, family events, or non-school sponsored sports or academic activities, etc.</p> <p>Additional absences will be considered unexcused unless approved by the school administration.</p>

Describes next steps if a student approaches or exceeds limits identified: parent notification, meeting with administration.

Defines tardies and their impact. All buildings will track attendance across the 7 hours in a school day to precisely track tardies.

All schools track attendance across seven hours of the school day and arriving late or leaving early can impact attendance for each hour. The following guidelines apply:

- Students who arrive more than 10 minutes late will be marked absent for the entire hour.
- Students who leave more than 10 minutes before the end of class will be marked absent for that hour.

It is the responsibility of parents/guardians to provide the necessary documentation or communication within 5 calendar days of an absence. If not cleared within this timeframe, the absence will remain unexcused and will not be changed retroactively.

## Next steps:

1. Push out information about the updated handbook.
2. Continue to build out attendance data in EduClimber for teams.
3. Scale manageable and promising practices.
4. Rice county attendance round-table: supports and opportunities for collaboration.
5. Continue to coach teams to move from 'actions' to interventions.
6. Refine current, and seek out new, family supports.

# Questions



**Executive Summary:** The district complies with the law regarding its annual safety drills. This document outlines the safety drills that are practiced annually

### Why is it important?

The district prioritizes the safety of both students and staff. We aim to be prepared for rare but critical emergencies. The district practices the [following required annual drills](#):

- Five school lockdown drills
- Five fire drills
- One tornado drill.

### How do we practice?

Drill type	Description and directions
<b>Hold</b>  Note: This qualifies as a “lockdown” drill for the purposes of state requirements.	“Hold” is the protocol used when hallways need to be kept clear of occupants. This drill is used to practice for a situation inside the building that requires hallways to remain clear, most often a medical incident.
<b>Secure</b>  Note: This qualifies as a “lockdown” drill for the purposes of state requirements.	“Secure” is the protocol used to safeguard people within the building. The “Secure” action is initiated when a threat or hazard is detected outside the school building. Whether it’s due to violence or criminal activity in the immediate neighborhood, or a dangerous animal on the playground, “Secure” uses the security of the physical facility to act as protection.
<b>Lockdown</b>  Note: This qualifies as a “lockdown” drill for the purposes of state requirements.	<p>“Lockdown” is the protocol used to secure individual rooms and keep occupants quiet and in place. This drill is used to prepare for a situation in which a threat or an intruder is inside the building.</p> <p>This lockdown drill meets the criteria to be considered an “active shooter drill” under state statute. However, it is not considered an “active shooter simulation” because we do not “role play” the scenario with local law enforcement/emergency services during a scheduled school day.</p> <p>Parents are emailed about the district’s lockdown drill at least 24 hours in advance and may opt their students out of an active shooter drill.</p> <p>The statute requires that the board discuss the following topics at a regularly scheduled meeting:</p> <ul style="list-style-type: none"><li>• The effect of active shooter drills on the safety of students and staff; and</li><li>• The effect of active shooter drills on the mental health and wellness of students and staff.</li></ul>

<b>Evacuate</b>  Note: This qualifies as a fire drill for the purposes of state requirements.	“Evacuate” is the protocol used to move people from one location to a different location in or out of the building. This drill is primarily used to practice exiting the building in the event of a fire. It can also be used in other circumstances that necessitate evacuation.
<b>Shelter</b>  Note: This qualifies as a tornado drill for the purposes of state requirements.	“Shelter” is the protocol for protection from severe weather (including tornadoes), but could also be used in other emergency circumstances when sheltering in place is needed. It involves people inside the building moving to designated shelter areas.

### What tools do we use to execute these drills?

- **Lockdown buttons:** Each building has a button that initiates a building-wide lockdown. The button locks all exterior doors and calls 911 for emergency service response. There is also a district-wide lockdown button at the district office.
- **Lockable classroom doors:** Each classroom door can be locked from the inside without using a key. This hardware saves valuable time in a genuine emergency.
- **Evacuation, relocation, and shelter-in-place maps:** The district provides each building and classroom with evacuation, relocation, and shelter-in-place maps to facilitate practicing these situations.
- **Communication:** Staff are alerted to the drill schedule via email. Many drills also now include using CrisisGo, an emergency communication system that distributes updates and instructions via cell phone, iPad, or laptop.

### What actions do we take to prevent violence?

While the drills included in this document are vital, our work to prevent emergencies is even more vital.

- We prioritize relationships and use surveys to measure that middle and high school students have at least one adult they trust at school. Students who trust an adult will share their concerns about their friends.
- We have formal social/emotional learning instruction in grades PreK-8th grade (Second Step curriculum.)
- 10th graders were trained in teen Mental Health First Aid during the 2024-25 school year. This training helps students identify and respond to friends and peers who are demonstrating signs of mental health challenges. (Note: this training may not take place in 2025-26 due to reductions in federal funding that paid for the materials.)
- We use a community-wide anonymous reporting system called Tip 411 to report any concerns about violence.
- Elementary schools employ a licensed school social worker, a school psychologist, and a behavior coach.
- The middle school, high school, and ALC employ licensed social workers, psychologists, and counselors.
- We have a strong relationship with local law enforcement.
- Staff members complete the annually required anti-bullying training.
- The district’s multi-tiered system of supports program (MTSS) prioritizes early intervention with students in many areas, including when concerns are reported about an individual’s behavior. A universal screening tool is used to identify students reporting any social, emotional, or behavioral distress.

## What training have district staff had related to violence prevention?

Training includes, but is not limited to:

- **PREPaRE:** According to the National Association for School Psychologists website, the PREPaRE curriculum “trains school-employed mental health professionals and other educators how to best fill the roles and responsibilities generated by their membership on school crisis response teams.” Approximately 40 staff members have participated in the PREPaRE Core 1 training. Staff members included administrative assistants, behavior coaches, building administrators, counselors, custodians, building nurses, school psychologists, and school social workers.
- **I Love U Guys Foundation:** This training focuses on standard response protocols and reunification planning. Administrators will receive training on August 7 and August 8, 2025. All district staff will receive this training on August 26, 2025.
- **Minnesota School Emergency Management:** The Director of Buildings and Grounds and the administrative assistant for the buildings and grounds department have completed this rigorous training from Minnesota Homeland Security and Emergency Management.
- **Youth Mental Health First Aid:** Teachers received training in Youth Mental Health First Aid in 2022. The district is working on plans to transition this training to the QPR Institute's suicide prevention program.

## How does the district investigate threats?

All threats of violence are immediately and thoroughly investigated by a team that can include, but is not limited to, school administrators, a school resource officer, other law enforcement or emergency services personnel as appropriate, and other district employees as appropriate. A consistent system is used to respond to situations involving threats. Investigations are intended to determine whether a threat is credible and if there is the capacity for it to be carried out. The investigation involves many aspects. It can include:

- Interviewing the student(s) involved.
- Interviewing staff.
- Searching persons, backpacks, vehicles or lockers.
- Reviewing video footage, if available.
- Home visits by law enforcement.
- Discussions with family members about the threat and access to weapons outside of school.
- Based on the circumstances of the situation, other investigative steps may be included.

The basic principle of behavioral threat assessment is an ongoing examination of the “totality of circumstances,” or investigating a threat from all sides to determine the likelihood it will actually happen. The district practices a tiered threat assessment system similar to the Salem-Kaiser Method, which is best practice.

All factors examined are consistent with studies done by the United States Secret Service and Department of Homeland Security, which are experts on acts of targeted violence. Both the Northfield Police Department and Northfield School District staff have attended training by both of those organizations, specifically on the topics of school safety and threat assessment.

If someone becomes aware of a threat, they should contact a building administrator and/or the Northfield Police Department.

## Northfield Public Schools Policy Committee Recommendations

July 14, 2025

Policy	Changes
414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse	<ul style="list-style-type: none"> <li>● Language change in section III.M. Adds statute references to the definition of “Threatened injury.”</li> <li>● This change is in response to a change enacted by the 2025 Minnesota legislature.</li> <li>● Adding the requirement that a mandated reporter also inform their supervisor and follow the steps outlined in the Reporting Checklist under section IV. A.</li> </ul>
418: Drug-Free Workplace/Drug-Free School	<ul style="list-style-type: none"> <li>● Addition of paragraphs in section IV. D regarding medical cannabis.</li> <li>● This change is in response to a change enacted by the 2025 Minnesota legislature.</li> </ul>
436: Licensed Teaching Staff Performance Evaluations	<ul style="list-style-type: none"> <li>● Alignment of purpose statement to strategic plan.</li> <li>● Regular review cycle.</li> </ul>
437: Evaluation of Non Licensed Personnel	<ul style="list-style-type: none"> <li>● Alignment of purpose statement to strategic plan.</li> <li>● Regular review cycle.</li> </ul>
437 Procedures	<ul style="list-style-type: none"> <li>● Updates to names of departments.</li> <li>● Regular review cycle.</li> </ul>
438: Student Teachers	<ul style="list-style-type: none"> <li>● Alignment of purpose statement to strategic plan.</li> <li>● Change to those who are authorized to negotiate student teacher agreements.</li> <li>● Addition of district background check requirement.</li> <li>● Regular review cycle.</li> </ul>
447: Compensation and Related Benefits	<ul style="list-style-type: none"> <li>● Adjustment of language in the purpose statement to provide clarity.</li> <li>● Regular review cycle.</li> </ul>
491: Covid-19 Vaccination Reporting, Testing, and Face Coverings	<ul style="list-style-type: none"> <li>● Recommendation to sunset this policy.</li> </ul>
503: Student Attendance	<ul style="list-style-type: none"> <li>● Change to section II.B.1 regarding who a parent or guardian should make an application to in regards to an excused absence.</li> </ul>



	<ul style="list-style-type: none"> <li>• This change is in response to a change enacted by the 2025 Minnesota legislature.</li> <li>• Removal of the word “immediate” under section II. B.d.(1)(c).</li> </ul>
515: Protection and Privacy of Pupil Records	<ul style="list-style-type: none"> <li>• Added section IV. B. 23 regarding data in relation to special services.</li> <li>• Added section VII. A. 3 - parent contact information is no longer considered directory information.</li> <li>• Both of these changes are in response to changes enacted by the 2025 Minnesota legislature.</li> </ul>
515: Appendix B	<ul style="list-style-type: none"> <li>• Appendix B has been updated to remove “Name, address and telephone number of the student’s parent(s)/guardian(s).”</li> <li>• This change is in response to a change enacted by the 2025 Minnesota legislature.</li> </ul>
515: Appendix C	<ul style="list-style-type: none"> <li>• Appendix C has been updated to remove “Name, address and telephone number of the student’s parent(s)/guardian(s).”</li> <li>• This change is in response to a change enacted by the 2025 Minnesota legislature.</li> </ul>
516: Student Medication	<ul style="list-style-type: none"> <li>• Change language to epinephrine delivery systems, as opposed to epinephrine auto-injectors. This phrase is not used in our policy 516, but is in the procedures document.</li> <li>• Updated legal references.</li> <li>• This change in response to changes enacted by the 2025 Minnesota legislature.</li> </ul>
516 Procedures Document	<ul style="list-style-type: none"> <li>• Change language to epinephrine delivery systems, as opposed to epinephrine auto-injectors.</li> <li>• Addition of paragraph under section P: “The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems...”</li> <li>• Both of these changes are in response to changes enacted by the 2025 Minnesota legislature.</li> </ul>
534: School Meals	<ul style="list-style-type: none"> <li>• Changes to section II.B regarding free school meals. Clarifies that the free school meal program is created within the Minnesota Dept. of Education. Addition of statement that says that students who are eligible for free and reduced-price meals must always be served a</li> </ul>

	<p>reimbursable meal even if the student has an outstanding debt.</p> <ul style="list-style-type: none"><li>● Addition of sections II.F and II.G stating that a student may purchase a second breakfast or second lunch if they have already had a reimbursable meal.</li><li>● These changes are in response to changes enacted by the 2025 Minnesota legislature.</li></ul>
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**Policy 414     MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

*[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]*

**I.     PURPOSE**

The purpose of this policy is to make clear the statutory requirements of Northfield Public Schools' personnel to report suspected child neglect or physical or sexual abuse.

**II.    GENERAL STATEMENT OF POLICY**

- A.     The policy of the school district is to fully comply with Minnesota Statute Ch. 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B.     A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

**III.   DEFINITIONS**

- A.     "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
  - 1.     is not likely to occur and could not have been prevented by exercise of due care; and
  - 2.     if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B.     "Child" means one under age 18 and, for purposes of Minnesota Statute Ch. 260C (Juvenile Safety and Placement) and Minnesota Statute Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C.     "Immediately" means as soon as possible but in no event longer than 24 hours.
- D.     "Mandated reporter" means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.

- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
  2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety or the basic needs or safety of another child in his or her care;
  4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
  5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
  6. medical neglect as defined by Minn. Stat. § 260C.007, Subd.6, Clause (5);
  7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
  8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not occur solely because the child’s parent, guardian, or other person responsible for the child’s care in good faith selects and depends upon spiritual means or prayer for treatment of care of disease or remedial care of the child in lieu of medical care.

- G. “Nonmaltreatment mistake” occurs when: (1) at the time of the incident, the individual was performing duties identified in the center’s child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. “Physical abuse” means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child’s care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were

not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction; (2) been found to be palpably unfit under Minnesota Statutes, section 260C.301, subdivision 1, paragraph (b), clause 3, or a similar law of another jurisdiction; (3) committed an act that resulted in an involuntary termination of parental rights under Minnesota Statutes, section 260C.301, or a similar law of another jurisdiction; or (4)

~~or~~ committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction.

#### IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report. The reporter will also inform their supervisor that they have made the report. If their supervisor is not available, they will inform the superintendent. The reporter should follow the steps outlined in the [Reporting Checklist](#).
- B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly 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, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

*[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]*

## **V. INVESTIGATION**

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, *not* the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the



receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

#### **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

#### **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

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

- A. Staff will receive notification of this policy annually.

- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

#### Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Adopted: 02.28.2005; Updated: 2011, 05.2013, 05.11.2020; Statutory Update: 02.08.2022; INSERT DATE, Updated: 08.22.2022

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125.A0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd.6, clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.301 (Termination of Parental Rights)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. § 609.02, Subd.6 (Definitions–Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions–Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions–Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

***Cross References:***

MSBA/MASA Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults

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

### **I.        PURPOSE**

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

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

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

### **III.      DEFINITIONS**

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

non-intoxicating cannabinoid substances that are applied topically.

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

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when a person brings onto a school location, for such a person's own use, a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.

- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program or a Tribal medical cannabis program as a pupil solely because the patient or person is enrolled in the registry program or a Tribal medical cannabis program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least 14 days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

## **V. PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, must comply with the district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substances and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform their supervisor in writing. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with a written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that they have received the policy.

- D. Employees are subject to the district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products; in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes:
  - 1. Vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment., and
  - 2. Operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## **VI. SCHOOL PROGRAMS**

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
  - 1. Respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
  - 2. Refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to

opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

## **VII. ENFORCEMENT**

### **A. Students**

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, non-intoxicating cannabinoids, and edible cannabinoid products.
2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counseling service which may be provide by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
3. A student who violates the terms of this policy shall be subject to discipline in accordance with the district's discipline policy. Such discipline may include suspension or expulsion from school.

### **B. Employees**

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

### **C. The public**



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

## Policy 418 Drug-Free Workplace / Drug-Free School

Adopted: 02.25.2005; Updated: 10.2012, 05.2013; Reviewed: 12.17.2020; Substantive Updates: 10.24.2022, 07.10.2023, 08.12.2024, INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)  
Minn. Stat. § 152.01, Subd. 15a (Definitions)  
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)  
Minn. Stat. § 152.22, subd. 6 (Definitions; Medical Cannabis)  
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)  
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)  
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)  
Minn. Stat. § 342.56 (Limitations)  
Minn. Stat. § 609.684 (Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)  
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Dismissal of Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 417 (Chemical Use/Abuse)  
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 516 (Student Medication)

## **Policy 436 LICENSED TEACHING STAFF PERFORMANCE EVALUATIONS**

### **I. PURPOSE**

The purpose of licensed staff performance evaluations is to provide the best possible learner outcomes for students of the Northfield School District. Effective educators are essential to achieve this goal. Providing educators with ongoing feedback and coaching for continuous improvement will result in improved learner outcomes, higher quality services and the best educational opportunities for students that prepare them for lifelong success.

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

The district shall establish performance evaluation procedures for its probationary and tenured professional staff members. The procedures shall focus on the improvement of both the individual and the goals of the program, department, building, and school district.

These performance evaluation procedures shall enable the individual to understand more completely the scope of their duties and responsibilities, place priorities, and clarify working relationships with students, peers, subordinates, and supervisors. The evaluations should also provide a written record of individual achievement as well as information on how the employee is doing in relation to expectations and objectives. Procedures may also allow for obtaining input in the evaluation process from one or more of the following groups: students, peers, subordinates, parents, and other members of the community.

### **III. PROBATIONARY STAFF**

Probationary professional staff shall be evaluated pursuant to Minnesota Statute 122A.40, subd. 5. Data gathered during these evaluations will assist in making decisions regarding continuation of employment and granting of tenure status in the district. Each licensed teaching staff member will receive the number of written evaluations on an annual basis during their probationary period in compliance with the statute.

### **IV. NONPROBATIONARY STAFF**

Nonprobationary professional staff shall be evaluated pursuant to Minnesota Statute 122A.40, subd. 8. Each nonprobationary professional staff member will receive a written evaluation on a three-year review cycle in compliance with the statute.

#### **Policy 436 Professional Staff Performance Evaluations**

Adopted: 10.12.92; Meet and Confer: 09.23.1992; Renumbered from Policy GCN to Policy 436: 03.14.2005;

Revised: 05.10.2004; Updated: 04.26.2021, INSERT DATE

**Legal References:** Minn. Stat. § 122A.40, Subd. 5 (Employment; Contracts; Termination)

Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)

~~School Board~~ Board of Education

~~NORTHFIELD~~ INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

## **Policy 437     EVALUATION OF NON-LICENSED PERSONNEL**

### **I.        PURPOSE**

~~The purpose of this policy is to define the evaluation timeline for Northfield School District's non-licensed personnel.~~

The purpose of staff performance evaluations is to provide the best possible learner outcomes for students of the Northfield School District. Effective school employees are essential to achieve this goal. Providing staff with feedback and coaching for continuous improvement will result in improved learner outcomes, higher quality services and the best educational opportunities for students that prepare them for lifelong success.

### **II.       EVALUATION OF NON-LICENSED PERSONNEL**

- A.     Probationary non-licensed employees will be evaluated by their immediate supervisor at least one month prior to the end of the employee's probationary period.
- B.     Regular non-licensed employees will be evaluated on a cycle at least once every five years.
- C.     Evaluations will be reviewed with the employee. If the employee disagrees with the evaluation, they will have the right to attach a response to the evaluation. This response will become part of their personnel file.

Policy 437 Evaluation of Non-Licensed Personnel

Adopted: 03.28.2005; Nonsubstantive Updates: 02.25.2021; Updated: INSERT DATE

~~School~~ Board of Education

~~NORTHFIELD~~ INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

## Procedures for Policy 437: EVALUATION OF NON-LICENSED EMPLOYEES

### I. Five-Year Cycle

Evaluations of non-licensed employees shall be conducted on a five-year cycle. Supervisors shall be responsible to schedule their employees into each year of the cycle and shall provide the schedule to the Superintendent or their designee by October 1 of each school year.

### II. Employees to be Scheduled for Evaluation During Current School Year

Supervisors shall evaluate employees covered in categories A and B below during the current school year. Employees who are not described in these categories may be evaluated during another year of the cycle.

#### A. Probationary Employees

1. Supervisors are to conduct a performance evaluation at least one month prior to the end of an employee's probationary period. The ~~Personnel Office~~ human resources office will take responsibility for notifying supervisors of that date.
2. Any concern on the part of a supervisor that a probationary employee should not be offered continued employment with the ~~Sschool~~ ~~Ddistrict~~ must be discussed with the Superintendent or their designee immediately.

#### B. Regular Employees

1. Supervisors are to conduct a performance evaluation during the current school year for regular employees:
  - who have a significantly different job assignment for the current school year as opposed to the previous school year, or
  - who have had a transfer in work site and/or a change in supervisor for the current school year as opposed to the previous school year, or
  - whom the supervisor feels the need to evaluate on a priority basis.
2. Any concern on the part of the supervisor that the employee may need to be recommended for termination must be discussed with the Superintendent or their designee immediately.

### III. Evaluation Procedures

#### A. Evaluator

The primary supervisor shall be the primary evaluator in an evaluation conference with the employee. The primary supervisor may request a secondary supervisor to be involved in the evaluation (e.g., ~~guidance~~ school counselors may participate in the evaluation of the ~~guidance secretary~~ counseling department administrative assistant with the building principal). Participation of the secondary supervisor shall be at the discretion of the primary supervisor with the exception of building head custodians. In that event, the ~~D~~director of ~~B~~buildings and ~~G~~rounds shall confer with the building principals in evaluating head custodians.

#### B. Preparation for Evaluation Conference

Insofar as possible, supervisors should provide notice to the employee prior to the conference. During the period prior to the conference, the supervisor will complete the white evaluation form.

C. Conducting the Conference

The supervisor shall provide a copy of the completed evaluation form to the employee during the conference. Time should be allowed for the supervisor and employee to talk about the evaluation.

D. Concluding the Conference

The Evaluation Form should be signed by both the employee and the supervisor. The employee is to be provided with a copy of the form, and the original signed form is to be forwarded to the ~~Personnel Office~~ human resources office to be placed in the employee's official file.

Procedures 437 Evaluation of Non-Licensed Employees

NORTHFIELD SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Procedure Dated: 03.28.2005; Reviewed: 02.25.2021; Updated: INSERT DATE

## **Policy 438     STUDENT TEACHERS**

### **I.     PURPOSE**

The purpose of this policy is to affirm that the Northfield School District cooperates with approved teacher preparation institutions for the purpose of student teacher placement to the extent such placement is consistent with the educational program of the district. Preparing the next generation of teachers is essential in preparing every student for lifelong success.

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

The district will consider student teachers from approved teacher preparation institutions. Student teachers will be supervised by experienced educators and will be evaluated by the teacher preparation institution.

### **III.   STUDENT TEACHER ASSIGNMENTS, RIGHTS AND RESPONSIBILITIES**

- A.    The superintendent and/or the director of ~~special services~~ instructional services are authorized to negotiate and execute agreements with college/university level teacher preparation institutions. All agreements must be filed with the superintendent's office.
- B.    Building principals and/or ~~director of instructional services~~ the director of special services will be the main point of contact for teacher preparation institutions to place student teachers. Building principals shall only accept student teachers from teacher preparation institutions approved by the superintendent or director of ~~instructional services~~ special services.
- C.    Student teachers must adhere to the policies of the district. ~~and will use their personal email addresses and computer equipment.~~ They will not be issued a school email address or computer equipment and must use their own computer and email account.
- D.    Student teachers must complete the district volunteer background check before their first day of placement.

Policy 438 Student Teachers

Adopted: 03.14.05; Updated: 04.12.2021, INSERT DATE

~~School~~ Board of Education

~~NORTHFIELD~~ INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

***Legal References:*** ~~M.S.~~ Minn. Stat. § 123B.23 (Liability Insurance, Officers and Employees)  
~~M.S.~~ Minn. Stat. § 123B.25 (Legal Actions Against Districts and Teachers)  
~~M.S.~~ Minn. Stat. § 122A.69 (Practice or Student Teachers Notification Statement)

## **Policy 447 COMPENSATION AND RELATED BENEFITS**

### **I. PURPOSE**

The purpose of this policy is to ~~provide~~ establish parameters for the provision of compensation and related benefits to school district employees.

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

1. All hourly rates of pay and salaries will be approved in advance by the Ssuperintendent or their designee.
2. No compensation checks will be issued without the prior approval of the Ssuperintendent or their designee.
3. An exact schedule of pay days, including pay dates for all classifications of personnel, will be published annually and posted in all buildings.

Policy 447 Compensation and Related Benefits

Adopted: 03.25.2005; Non-Substantive Updates: 03.18.2021; Updated: INSERT DATE

~~School~~ Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota



## **Policy 491    COVID-19   VACCINATION   REPORTING,   TESTING,   AND   FACE COVERINGS**

### **I.    PURPOSE**

The Northfield School District has adopted this policy to safeguard the health of its employees from the hazard of COVID-19. This policy complies with the Occupational Safety and Health Administration's ("OSHA") Emergency Temporary Standard on Vaccination and Testing (29 CFR Part 1910, Subpart U) ("ETS").

### **II.   DEFINITIONS**

For purposes of this policy, the following definition applies:

#### **A.    "Fully vaccinated" means:**

- a.    A person's status two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:
  - a.    Approved or authorized for emergency use by the U.S. Food and Drug Administration ("FDA");
  - b.    Listed for emergency use by the World Health Organization ("WHO"); or
  - c.    Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or
- ii.   A person's status two weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

#### **B.    "COVID-19 test" means a test for SARS-CoV-2 that is:**

- i.    Cleared, approved, or authorized, including in an Emergency Use Authorization ("EUA"), by the FDA to detect current infection with the SARSCoV-2 virus (e.g., a viral test);

- ii. Administered in accordance with the authorized instructions; and
- iii. Not both self-administered and self-read unless observed by the school district or an authorized telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by the school district.

C. **“Face covering”** means a covering that:

- i. Completely covers the nose and mouth;
- ii. Is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);
- iii. Is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;
- iv. Fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
- v. Is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

This definition is intended to be consistent with the district’s approved 2021-2022 face covering procedures.

### III. SCOPE

- A. **Only in Effect if Legally Required.** This policy will only be in effect if OSHA or Minnesota OSHA are enforcing the ETS and the district or its employees could be subject to sanctions for noncompliance with the ETS. This school district will not enforce the provisions of this policy if the ETS is expired, subject to a court order staying its implementation, or otherwise not legally binding on the school district.
- B. **Application to All Employees.** This policy applies to all employees of the school district, except for employees who do not report to a workplace where other individuals (such as students, coworkers, or visitors) are present; employees

while working from home; and employees who work exclusively outdoors.

- C. **Application to Independent Contractors and Volunteers.** Independent contractors and volunteers are not considered school district employees for purposes of this policy. Independent contractors and volunteers will be required to comply with COVID-19 mitigation protocols established for building visitors.
- D. **Intersection with Other Policies and Procedures.** If this policy or any subsection of this policy conflicts with any other school district policy or procedure, this policy will be followed.

#### IV. VACCINATION

- A. **Employee Choice.** The school district is not imposing a vaccine mandate for its employees. Employees may choose to be vaccinated against COVID-19. Any employee not fully vaccinated when the ETS is legally enforceable against the school district will be subject to the weekly testing and face covering requirements of this policy until they become fully vaccinated. The face covering requirements set forth in this policy will begin when the face covering requirement in the ETS is legally enforceable against the school district. Weekly testing requirements set forth in this policy will begin when the testing requirements set forth in the ETS become legally enforceable against the school district.
- B. **Deadlines.** To be considered fully vaccinated, an employee must have received the final dose of a primary COVID-19 vaccination at least two weeks prior to the date when the ETS is legally enforceable against the school district.
- C. **Vaccine Availability.** Employees are responsible for scheduling their own vaccination appointments. Employees may schedule a vaccination appointment through their own medical provider, local pharmacies, mass-vaccination clinics, community vaccination sites, or any other place where COVID-19 vaccines are offered. Information about vaccination locations is available through Minnesota's COVID-19 Response webpage at:  
  
<https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp>.
- D. **Time to Receive Vaccination.** The school district will provide a reasonable amount of time to each employee to receive their primary vaccination dose or doses. An employee may take up to four hours of paid duty time, at the employee's regular rate of pay, per primary vaccination dose to travel to a vaccination site, receive a vaccination, and return to work. This means a maximum of eight hours of paid duty time for employees receiving two primary vaccine doses.
  - a. If an employee spends less time getting the vaccine, only the amount of paid duty time needed for a primary vaccination appointment will be granted. Given the widespread availability of the COVID-19 vaccine in Minnesota, the school district expects that employees will schedule

vaccination appointments in a way that minimizes the need to be absent from work.

- b. Employees who take longer than four hours to get the vaccine must contact their supervisor immediately and must explain the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid. In that situation, the employee can elect to use accrued paid leave to cover the additional time needed to obtain a primary vaccination dose.
- c. If an employee is vaccinated outside of their approved duty time, the employee will not be compensated.
- d. The school district will not reimburse employees for transportation costs (e.g., gas money, train/bus fare, etc.) incurred to receive the vaccination.

E. **Time for Recovery.** The school district will provide reasonable time and paid sick leave to employees who are unable to work due to side effects experienced following any primary vaccination doses.

- a. The school district will provide no more than two days of paid leave per primary vaccination dose for employees who are unable to work due to vaccination side effects. Any request for additional leave will be governed by the school district's established procedures for requesting a medical leave.
- b. Employees who have available accrued sick leave will be required to use their available accrued leave for recovery time. Employees who have no sick leave will be granted up to two days of paid sick leave immediately following each dose, if necessary for the employee to recover from side effects.
- c. The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:
  - i. If an employee has available accrued leave, the employee must report the use of leave for vaccine side effects in the same manner as the employee would ordinarily report leave due to personal illness.
  - ii. If an employee does not have sufficient accrued sick leave to cover the time period needed to recover from side effects of the vaccination, the employee must notify their supervisor upon learning of the need for leave. The school district will provide up to two days of paid leave if the employee is unable to work due to side effects from a primary vaccination dose.

## V. REPORTING VACCINATION STATUS

- A. **Obligation to Report.** All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination as set forth in this section. Employees must provide truthful and accurate information about their COVID-19 vaccination status. Employees who do not comply with this policy may be subject to discipline. Vaccination status information must be reported to the school district by the deadline set forth by the school district administration. This deadline will be based on the date the ETS will be legally enforceable against the school district. In order to comply with this reporting requirement, employees must provide proof of their vaccination status, including whether they are fully or partially vaccinated. Acceptable forms of proof are outlined below. Employees who are not vaccinated must also report their vaccination status.
- B. **Reporting.** The superintendent will be responsible for developing a system through which employees will report their vaccination status.
- C. **Proof of Vaccination.** All vaccinated employees are required to provide proof of vaccination status, regardless of where they received their vaccination.
  - i. Acceptable “proof of vaccination status” includes:
    - a. The record of immunization from a health care provider or pharmacy;
    - b. A copy of a COVID-19 Vaccination Record Card;
    - c. A copy of medical records documenting the vaccination;
    - d. A copy of immunization records from a public health, state, or tribal immunization information system; or
    - e. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).
  - ii. Proof of vaccination generally should include the employee’s name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site. In those circumstances, the school district will still accept the state immunization record as acceptable proof of vaccination.
  - iii. Employees may submit a physical copy of a vaccination record or employees may provide a digital copy, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the necessary vaccination information.

- iv. An employee who does not possess their COVID-19 vaccination record card (e.g. because it was lost or stolen) should contact their vaccination provider to obtain a new copy or other acceptable documentation of their vaccination status. If the employee is unable to produce acceptable proof of vaccination after contacting the vaccine provider, then they may attest to their vaccination as described below.
- v. In instances where an employee is unable to produce acceptable proof of vaccination status, the employee may submit a signed and dated statement by the employee:
  - a. Attesting to the employee's vaccination status (fully vaccinated or partially vaccinated);
  - b. Attesting that the employee has lost or are otherwise unable to produce proof of vaccination; and
  - c. Including the following language in the attestation: "I declare that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status should, to the best of their recollection, include the following information in their attestation: the type of vaccine administered; date(s) of administration; and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

- D. **Treated as Unvaccinated if No Proof or Attestation.** An employee who does not provide acceptable proof of vaccination status, or an attestation, is treated as not fully vaccinated for purposes of this policy.
- E. **Penalty for Providing False Information.** Employees are prohibited from knowingly supplying false statements or documentation regarding their vaccination status under 18 U.S.C. § 1001 and section 17(g) of the Occupational Safety and Health Act ("OSH Act"). Employees who violate those laws may be subject to criminal penalties.
- F. **Recordkeeping.** The school district will maintain a roster of each employee's vaccination status and maintain records of acceptable proof of vaccination for each employee who is fully vaccinated or partially vaccinated. These records are considered to be employee medical records, and will be maintained in a confidential manner as required by law.

## VI. FACE COVERINGS

- A. **Mandatory if Not Fully Vaccinated.** When the ETS is legally enforceable against the school district, any employee who is not fully vaccinated must wear a

face covering over their nose and mouth while indoors at school or while in a school vehicle while occupied by any other passengers. Employees must replace their face covering if it becomes wet, soiled, or damaged (e.g., ripped, has holes, or has broken ear loops).

- B. **Exceptions to Face Covering Requirement.** Any employee who is not fully vaccinated does not have to wear a face covering:
- i. When the employee is alone in a room with floor to ceiling walls and a closed door;
  - ii. For a limited time while the employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements;
  - iii. When the employee is wearing a “respirator” or “facemask”, as defined by the ETS;
  - iv. Where the school district has advised the employee a face covering is not required because it has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee’s mouth for reasons related to their job duties, when the work requires the use of the employee’s uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee.)
- C. **Cost for Face Coverings.** Employees are generally responsible for acquiring their own face coverings. The school district will not pay or reimburse employees for any costs associated with acquiring their own face coverings.

## VII. COVID-19 TESTING

- A. **Test Requirement.** Beginning on the date when the mandatory testing requirement in the ETS becomes legally enforceable against the school district, any employee who is not fully vaccinated must participate in weekly COVID-19 testing. Any employee who is not fully vaccinated and who reports to the workplace at least once every seven days:
- i. Must be tested for COVID-19 at least once every seven days; and
  - ii. Must provide documentation of the most recent COVID-19 test result to the school district no later than the seventh day following the date on which the employee last provided a test result.

The superintendent is responsible for developing a protocol for employees to report COVID-19 test results and will communicate the protocol to all employees.

- B. **Testing Following Longer Absences.** Any employee who is not fully vaccinated and who does not report to the workplace during a period of seven or more days:
- i. Must be tested for COVID-19 within seven days prior to returning to the workplace; and
  - ii. Must provide documentation of that COVID-19 test result to the school district in the manner to be determined by the superintendent upon return to the workplace.
- C. **Failure to Provide Test Result.** If an employee who is not fully vaccinated does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.
- D. **Exemption for Recent Infection.** Employees who are not fully vaccinated and who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed health care provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.
- E. **Record of Testing.** The district will maintain a record of each test result provided by each employee under this policy. These records are considered to be employee medical records and will be maintained in a confidential manner as required by law.
- F. **Cost of Testing.** The school district will not pay or reimburse employees for any costs associated with COVID-19 testing.
- G. **Availability of Testing.** Employees may schedule their own testing appointments. Information about testing locations is available online at: <https://mn.gov/covid19/get-tested/testing-locations/index.jsp>.

## VIII. MANDATORY REPORTING OF COVID-19 DIAGNOSIS OR POSITIVE TEST

- A. **Reporting and Removal from Workplace Following Positive Test.** Regardless of an employee's vaccination status:
- i. The school district requires all employees to promptly notify their immediate supervisor when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed health care provider; and
  - ii. The school district will immediately remove from the workplace any employee who receives a positive COVID-19 test or is diagnosed with COVID-19 by a licensed health care provider and keep the employee removed until the employee:
    - a. Receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a



COVID-19 antigen test if the employee chooses to use a NAAT test for confirmatory testing;

- b. Meets the return to work criteria in CDC's "Isolation Guidance" (available online at [https://www.osha.gov/sites/default/files/CDC's\\_Isolation\\_Guidance.pdf](https://www.osha.gov/sites/default/files/CDC's_Isolation_Guidance.pdf)); or
- c. Receives a recommendation to return to work from a licensed healthcare provider.

B. **Return to Work after Positive Test.** Under CDC's "Isolation Guidance," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- i. At least 10 days have passed since symptoms first appeared, and
- ii. At least 24 hours have passed with no fever without fever-reducing medication, and
- iii. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If the CDC's Isolation Guidance changes following the adoption of this policy, the school district will update its isolation guidance and communicate that to affected employees. The district's guidance will at least meet the minimum CDC requirements.

C. **Status of Leave After Positive Test.** The district will not provide any paid time off to any employee for removal from the workplace as a result of a positive COVID-19 test or diagnosis of COVID-19. Employees may use accrued paid leave to receive pay for their absences.

D. **Exposure to COVID-19.** Employees who are exposed to an individual with a confirmed case of COVID-19 will be subject to the quarantine protocols set forth in the school district's overall COVID-19 mitigation strategy.

## IX. NEW HIRES

- A. All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as of the start date of their employment. Candidates for employment will be notified of the requirements of this policy following a job offer and prior to the start of employment.
- B. New employees must provide acceptable proof of vaccination prior to their first day of work. A new employee who cannot provide acceptable proof of vaccination must submit results from a COVID-19 test taken within the previous seven days prior to the employee's first day of work.

## **X. EXEMPTIONS**

- A. **Accommodations.** An employee may be entitled to a reasonable accommodation from the district if the employee is unable to comply with the requirements of this policy because of a medical condition, disability, or a sincerely held religious belief, practice or observance.
- B. **Requests for Reasonable Accommodation.** Requests for reasonable accommodations must be initiated by the individual employee and submitted in writing to Superintendent Dr. Matt Hillmann at [mhillmann@northfieldschools.org](mailto:mhillmann@northfieldschools.org).
- C. **Determination of Reasonable Accommodation.** Requests for reasonable accommodations will be addressed on a case-by-case basis by school administration.

## **XI. QUESTIONS**

Questions regarding this policy should be directed to:

Matt Hillmann, Ed.D.  
Superintendent  
201 South Orchard Street, Northfield, MN  
507.663.0629  
[mhillmann@northfieldschools.org](mailto:mhillmann@northfieldschools.org)

## **XII. DISSEMINATION OF THIS POLICY AND INFORMATION TO EMPLOYEES**

- A. **Dissemination of Policy.** The superintendent will distribute a copy of this policy to all employees via the school district's e-mail system following its adoption.
- B. **Other Required Disclosures to Employees.** The ETS requires the district to provide the following information to employees:

The full text of OSHA's ETS is available online at:

<https://www.federalregister.gov/documents/2021/11/05/2021-23643/covid-19-vaccination-and-testing-emergency-temporary-standard>.

The CDC has published information about COVID-19 vaccine efficacy, safety, and the benefits of being vaccinated. This information can be accessed by visiting: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>.

Federal regulation, specifically 29 CFR § 1904.35(b)(1)(iv), prohibits the school district from discharging or in any manner discriminating against an employee for reporting a work-related injury or illness.

Section 11(c) of the OSH Act prohibits the district from discriminating against an employee for exercising rights under, or as a result of actions that are required by, the

ETS. Section 11(c) also protects the employee from retaliation for filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights afforded by the OSH Act.

Federal law, specifically 18 U.S.C. § 1001 and of section 17(g) of the OSH Act, prohibits employees from knowingly supplying false statements or documentation in accordance with this Policy. Anyone who violates those provisions may be subject to criminal penalties.

#### **Policy 491 Vaccination Reporting, Testing, and Face Coverings**

Adopted: 01.10.2022

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

## **Policy 503 STUDENT ATTENDANCE**

### **I. PURPOSE**

The purpose of this policy is to encourage regular school attendance to meet the district's vision of preparing every student for lifelong success. This policy recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators in the Northfield School District.

The district believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student.

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

#### **A. Responsibilities**

1. Student's responsibility. It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request or access any missed assignments due to an absence.
2. Parent or guardian's responsibility. It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
3. Teacher's responsibility. It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent access to missed assignments. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise. This could include collaborating with members of the school's attendance committee, problem solving team, or other designated attendance support personnel.
4. Administrator's responsibility
  - a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each.

Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes Section 120A.22, the students of the school district are required to attend all assigned classes and/or study halls every day school is in session, unless the student has an excused absence, has withdrawn, or has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school.

B. Attendance Procedures

Attendance procedures shall be presented to the board for review and approval. Following approval by the board, the attendance procedures shall be included in student handbooks developed for the elementary, middle school and high school buildings and have the force of policy. Absences and tardiness may be excused or unexcused. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, Sections 121A.40-121A.56.

1. Excused Absences

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to ~~any member of the board~~, a truant officer or the school official designated by the ~~board, a principal, or the superintendent~~. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.
- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.
- c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.
- d. Legitimate Exceptions. The following reasons shall be sufficient to constitute excused absences:
  - (1) The child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
    - (a) Child illness, medical, dental, orthodontic, or counseling appointments including appointments conducted through telehealth.

- (b) Family emergencies.
  - (c) The death or serious illness or funeral of an ~~an immediate~~ family member.
  - (d) Active duty in any military branch of the United States.
  - (e) The child has a condition that requires ongoing treatment for a mental health diagnosis.
  - (f) Other exemptions included in this attendance policy.
- (2) The child has already completed state and district standards required for graduation from high school.
  - (3) It is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

C. Religious Observance Accommodation

Reasonable efforts will be made by the district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal/administrator.

### **III. OPEN ENROLLED STUDENTS**

The district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes, Section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes, Section 124D.08) at the end of a school year if all three of these condition are met:

- 1. The student meets the definition of a habitual truant.
- 2. The student has been provided appropriate services for truancy (Minnesota Statute Ch.260A).
- 3. The student's case has been referred to juvenile court.

The district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

### **IV. DISSEMINATION OF POLICY**

- 1. Copies of the attendance procedures established under this policy shall be made

available to all students and parents at the beginning of each school year. This policy shall also be available upon request in each principal's office and on the district's website.

2. The district will provide annual notice to parents of the district's policy relating to a student's absence from school for religious observance.

## **V. REQUIRED REPORTING**

### **A. Continuing Truant**

Minnesota Statutes, Section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, Section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, Section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school, or
2. Three or more class periods on three days if the child is in middle school or high school.

### **B. Reporting Responsibility**

When a student is initially classified as a continuing truant, Minnesota Statutes, Section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, all of the following:

1. That the child is truant.
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences.
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, Section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, Section 120A.34.
4. That this notification serves as the notification required by Minnesota Statutes, Section 120A.34.
5. That alternative educational programs and services may be available in the child's enrolling or resident district.
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy.
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statute Chapter 260C.
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege

pursuant to Minnesota Statutes, Section 260C.201.

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Chapter 260A.

Policy 503 Student Attendance

Adopted: 02.26.2007; Updated: 12.2013, 12.2014; Substantive Update: 02.14.2022, 08.12.2024, INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 120A.05 (Definitions)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 120A.34 (Violations; Penalties)  
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 260A.02 (Definitions)  
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)  
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)  
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)  
*Goss v. Lopez*, 419 U.S. 565, 95 S.Ct. 729 (1975)  
*Slocum v. Holton Board of Education*, 429 N.W.2d 607 (Mich. App. Ct. 1988)  
*Campbell v. Board of Education of New Milford*, 475 A.2d 289 (Conn. 1984)  
*Hamer v. Board of Education of Township High School District No. 113*, 66 Ill. App.3d 7 (1978)  
*Gutierrez v. School District R-1*, 585 P.2d 935 (Co. Ct. App. 1978)  
*Knight v. Board of Education*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)  
*Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)

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



## **APPENDIX B NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

Northfield Public Schools, Independent School District No. 659, designates the following personally identifiable information contained in a student's education record as "directory information," and will disclose that information without prior written consent. It includes but is not limited to the student's:

1. Name
2. The student's photograph
3. Date and place of birth
4. Major field of study
5. Dates of attendance
6. Grade level
7. Enrollment status (full-time or part-time)
8. Participation in officially recognized activities and sports
9. Height and weight of members of athletic teams
10. Degrees, honors and awards received
11. Most recent educational agency or institution attended
- ~~12. Name, address and telephone number of the student's parent(s)/guardian(s)~~

A parent/guardian of a student or an eligible student may object to the listed directory information being disclosed without the parent/guardian or eligible student's prior written consent except to school officials as provided under federal law. In order to make all directory information private, the parent/guardian or eligible student must submit a completed **Denial of Release of Directory Information** (Appendix C) to the Building Principal or Superintendent of Schools.

On or after \_\_\_\_\_ (date), each student's record will be appropriately marked by the Student Information Specialist to indicate the appropriate designation of the above information. This designation will remain in effect for the current school year only.

Updated ~~08-2023~~ INSERT DATE

## APPENDIX C DENIAL OF RELEASE OF DIRECTORY INFORMATION

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

Pursuant the Notice of Designation of Directory Information, directory information **MAY NOT** be released without my expressed written consent. It includes but is not limited to the student's:

1. Name
2. The student's photograph
3. Date and place of birth
4. Major field of study
5. Dates of attendance
6. Grade level
7. Enrollment status (full-time or part-time)
8. Participation in officially recognized activities and sports
9. Height and weight of members of athletic teams
10. Degrees, honors and awards received
11. Most recent educational agency or institution attended
12. Name, address and telephone number of the student's parent(s)/guardian(s)

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

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

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

Date \_\_\_\_\_

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

School Currently Attending: \_\_\_\_\_

Updated ~~06-2023~~ INSERT DATE

## **Policy 515     PROTECTION AND PRIVACY OF PUPIL RECORDS**

### **I.     PURPOSE**

The Northfield School District recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

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

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the Board of Education, pursuant to the requirements of 20 United States Code section 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and Minnesota Rules parts 1205.0100-1205.2000.

### **III.   DEFINITIONS**

#### **A.     Authorized Representative**

“Authorized Representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

#### **B.     Biometric Record**

“Biometric Record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

#### **C.     Dates of Attendance**

“Dates of attendance” as referred to in “Directory Information” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. It does not include specific daily records of a student’s attendance at a school or schools in the school district.

#### **D.     Directory Information**

1.     “Directory information,” under federal law, means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student’s:

- Name.
- Address.

- Telephone listing.
- Electronic mail (Email) address.
- Photograph.
- Date and place of birth.
- Major field of study.
- Dates of attendance.
- Grade level.
- Enrollment status (i.e. full-time or part-time).
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Degrees, honors and awards received.
- Most recent educational agency or institution attended.
- Name, address and telephone number of the student's parent(s).

Directory information does not include a student's:

- Social security number.
- Identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identify such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.
- ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student.
- Personally identifiable data which references religion, race, color, social position or nationality.
- Data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent.

2. Under Minnesota law, a school district may not designate a student's or parent's home address, telephone number, email address, or other personal contact information as "directory information." Minnesota law prohibits schools from designating student contact information as "directory information" despite the FERPA definition. Minnesota schools should comply with Minnesota law and should not include student contact information in their definition of "directory information."

#### E. Education Records

"Education records" means those records that are directly related to a student and maintained by the district or by a party acting for the district.

1. "Education records" does not include:
  - a. Records kept by ~~of~~ instructional personnel that are:

1. Kept in the sole possession of the maker of the record.
  2. Used only as a personal memory aid.
  3. Not accessible or revealed to any other individual except a temporary substitute teacher.
  4. Destroyed at the end of the school year.
- b. Records of a law enforcement unit of the district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
1. Maintained separately from education records.
  2. Maintained solely for law enforcement purposes.
  3. Disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the district which:
1. Are made and maintained in the normal course of business.
  2. Relate exclusively to the individual in that individual's capacity as an employee.
  3. Are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
1. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in their professional or paraprofessional capacity or assisting in that capacity
  2. Made, maintained or used only in connection with the provision of treatment to the student.
  3. Disclosed only to individuals providing the treatment, provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities which are part of the program of instruction within the school district.
- e. Records created or received by the district after an individual is no longer a student at the district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, student discipline, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to perform:

1. An administrative task required in the school or employee's contract or position description approved by the board.
2. A supervisory or instructional task directly related to the student's education.
3. A service of benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.
4. A task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights inherent in the applicable law and set out in this policy unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to:

1. A student's name.
2. The name of the student's parent or other family member.
3. The address of the student or student's family.
4. A personal identifier, such as the student's social security number or student number or biometric record.

5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

"Record" means any information or data recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

"Responsible authority" means the superintendent of schools or their designee.

N. Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the district maintains educational records. Student also includes applicants for enrollment or registration at the district and individuals who receive shared time educational services from the district.

O. School Official

"School official" includes a person:

1. Duly elected to the school board.
2. Employed by the school board in an administrative, supervisory, instructional, or other professional position.
3. Employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute.
4. Employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

P. Summary Data

"Summary data" means statistical records and reports derived from data on individuals, but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable law or ordinary custom and usage.

#### IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received or maintained by a district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

## **V. STATEMENT OF RIGHTS**

### **A. Rights of Parents and Eligible Students**

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder.
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder.
6. The right to be informed about rights under the federal law.
7. The right to obtain a copy of this policy at the location set forth in this policy.

### **B. Eligible Students**

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations section 99.31(a).

### **C. Students with a Disability**

The school district shall follow 34 Code of Federal Regulations section 300.610-300.617 with regard to the privacy, notice, access, recordkeeping and accuracy of information related to students with a disability.

## **VI. DISCLOSURE OF EDUCATION RECORDS**



A. Consent Required for Disclosure

1. The district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. A specification of the records to be disclosed.
  - b. The purpose or purposes of the disclosure.
  - c. The party or class of parties to whom the disclosure may be made.
  - d. The consequences of giving informed consent.
  - e. If appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
  - a. If the parent or eligible student so requests, the district shall provide him or her with a copy of the records disclosed.
  - b. If the parent of a student who is not an eligible student so requests, the district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
  - a. Identifies and authenticates a particular person as the source of the electronic consent.
  - b. Indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. In plain language.
  - b. Dated.
  - c. Specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject.
  - d. Specific as to the nature of the information the subject is authorizing to be disclosed.
  - e. Specific as to the persons or agencies to whom the subject is authorizing information to be disclosed.
  - f. Specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future.

- g. Specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for:
  - i. Life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.
  - ii. Medical assistance under Minnesota Statutes chapter 256B or Minnesota Care under Minnesota Statutes chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a district that are subject to third party reimbursement.

- 6. Eligible Student Consent. Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in this policy.

B. Prior Consent for Disclosure Not Required

The district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein and if the disclosure is:

- 1. To other school officials, including teachers, within the district whom the school district determines have a legitimate educational interest in such records.
- 2. To a contractor, consultant, volunteer, or other party to whom the district has outsourced institutional services or functions provided that the outside party:
  - a. Performs an institutional service or function for which the district would otherwise use employees.
  - b. Is under the direct control of the district with respect to the use and maintenance of education records.
  - c. Will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
- 3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section Annual Notification of Rights), suspension and expulsion information pursuant to section 7917 of the federal Every

Student Succeeds Act, 20 United States Code section 7917, and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes Section 260B.171, unless the data are required to be destroyed under Minnesota Statutes Section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with this policy.

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law.
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. Determine eligibility for the aid.
  - b. Determine the amount of the aid.
  - c. Determine conditions for the aid.
  - d. Enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution.

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. Before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released.
  - b. After November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and

photographs, if any; and parents' names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the district enters into a written agreement with the organization that:
  - a. Specifies the purpose, scope, and duration of the study or studies and the information to be disclosed.
  - b. Requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement.
  - c. Requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests.
  - d. Requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be or destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.
8. To accrediting organizations in order to carry out their accrediting functions.
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes.
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States

Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student.
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals.
13. Information the district has designated as "directory information" pursuant to this policy.
14. To military recruiting officers and post-secondary educational institutions pursuant to this policy.
15. To the parent of a student who is not an eligible student or to the student himself or herself.

16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students.
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. The following information about a student must be disclosed:
    - i. A student's full name, home address, telephone number, date of birth, a student's school schedule, daily attendance record, and photographs, if any, and any parents' names, home addresses, and telephone numbers.
  - b. The existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student:
    - i. Use of a controlled substance, alcohol, or tobacco.
    - ii. Assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act.
    - iii. Possession or use of weapons or look-alike weapons.
    - iv. Theft.
    - v. Vandalism or other damage to property.

Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file.

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes Section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian.
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes Section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member,

substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action.;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1996 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that:
  - a) Any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary, and
  - b) Any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements. ~~Or~~
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.
23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and



Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

C. Nonpublic School Students

The district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order.
2. Pursuant to a statute specifically authorizing access to the private data.
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

## **VII. RELEASE OF DIRECTORY INFORMATION**

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
  - a. Minnesota Statutes, section 13.32, subdivision 5.
  - b. United States Code, title 20, section 1232g, and Code of Federal Regulations, title 34, section 99.37, which were in effect on January 3, 2012.
2. The district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under ~~this section~~ Minnesota Statutes, section 13.32.
3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.
- ~~3.~~ 4. When requested, the district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the district and that are not directly related to the

individual's attendance as a student (e.g., a student's activities as an alumnus of the district).

C. Present Students and Parents

The district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. The types of personally identifiable information regarding students and/or parents that the school district has designated as directory information.
  - b. The parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information, and
  - c. The period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in this policy.
4. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. Prevent the district from disclosing or requiring the student to disclose the student's name, ID, or school district email address in a class in which the student is enrolled.
  - b. Prevent the district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the district as directory information.
5. The district shall not disclose or confirm directory information without meeting the written consent requirements contained in this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate.
2. Home address.
3. School presently attended by student.
4. Parent's legal relationship to student, if applicable.
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## **VIII. DISCLOSURE OF PRIVATE RECORDS**

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors, whether:
  - a. The minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access.

- b. The personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm.
- c. There are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate.
- d. The data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject.
- e. The data concerns medical, dental or other health services provided pursuant to Minnesota Statutes Sections 144.341 to 144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

## IX. **DISCLOSURE OF CONFIDENTIAL RECORDS**

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law and which are inaccessible to the student and his or her parent or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian or custodian of the child that an incident

occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The district may make any data classified as protected non-public or confidential data pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events
  - a. A decision by the district, or by the chief attorney for the district, not to pursue the civil legal action. However, such investigation may subsequently become active if the district or its attorney decides to renew the civil legal action.
  - b. The expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action.
  - c. The exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

D. Chemical Abuse Records

To the extent the district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or

directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq.*

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

A. The district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officer only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. May be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, other career and educational opportunities provided by the military.
2. Cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
3. Copying fees shall not be imposed.

C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, building principal, in writing each year. The written request must include the following information:

1. Name of student and parent, as appropriate.
2. Home address.
3. Student's grade level.
4. School presently attended by student.
5. Parent's legal relationship to student, if applicable.
6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions.

7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
  - E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in this policy also must be followed. Accordingly, to the extent the district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

- A. Redisclosure  
Consistent with the requirements herein, the district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.
- B. Redisclosure Not Prohibited
  1. Subdivision A. of this section does not prevent the district from disclosing personally identifiable information under Section Disclosure of Education Records of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
    - a. The disclosures meet the requirements of this policy.
    - b. The district has complied with the record-keeping requirements of this policy.
  2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the district must provide the notification required in this

policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the district.

D. Notification

The district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Release of Directory Information of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 United States Code section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

### **XIII. RESPONSIBLE AUTHORITY, RECORD SECURITY, AND RECORD KEEPING**

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records and shall be the superintendent of schools or their designee.

B. Record Security

The principal of each school and the director of special services, subject to the supervision and control of the superintendent, shall be the records manager of their school or program and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records. The Office of the Superintendent shall be the records manager for student records maintained in the district storage.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained.
2. Titles and addresses of person(s) responsible for the security of student records.
3. Location of student records, by category, in the buildings.
4. Means of securing student records.
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records



The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The district shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student, that indicates:
  - a. The parties who have requested or obtained personally identifiable information from the education records of the student.
  - b. The legitimate interests these parties had in requesting or obtaining the information.
  - c. The date of the request.
  - d. The names of the state and local educational authorities and federal officials and agencies listed in this policy may make further disclosures of personally identifiable information from the student's education records without consent.
  - e. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.
2. In the event the district discloses personally identifiable information from an education record of a student pursuant to this policy, the record of disclosure required under this section shall also include:
  - a. The names of the additional parties to which the receiving party may disclose the information on behalf of the school district.
  - b. The legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information.
  - c. A copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the

information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.

4. The record of requests of disclosures may be inspected by:
  - a. The parent of the student or the eligible student.
  - b. The school official or his or her assistants who are responsible for the custody of the records.
  - c. The parties authorized by law to audit the record-keeping procedures of the district.
5. The district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
  - a. The articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure.
  - b. The parties to whom the district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the district maintains the student's education records.

### **XIII. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

- A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student/Response to Request for Access

The district shall permit the parent/guardian of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the district to inspect and review all education records of the student (except those records which are made confidential by state or federal law). A written request must be submitted in accordance with district procedure. All education records include education records kept by teachers, counselors and other school staff members, and education records kept in school offices and district-level records storage. The district shall comply with a request immediately, if possible, or within ten (10) working days of the date of that request, excluding Saturdays, Sundays and legal holidays.
- B. Right to Inspect and Review

The right to inspect and review education records includes:

  1. The right to a response from the district to reasonable requests for explanations and interpretations of the records.
  2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the

records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

C. Form of Request

Parents or eligible students shall submit to the district a written request to inspect education records which identify as precisely as possible the record or records they wish to inspect.

D. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

E. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

F. Authority to Inspect or Review

The district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

G. Fees for Copies of Records

1. The district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the district shall consider the following:
  - a. The cost of materials, including paper, used to provide the copies.
  - b. The cost of the labor required to prepare the copies.
  - c. Any schedule of standard copying charges established by the school district in its normal course of operations.
  - d. Any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems.
  - e. Mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

#### **XIV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

##### **A. Request to Amend Education Records**

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy of the student may request in writing that the district amend the records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the district to make. The request shall be signed and dated by the requestor.
2. The district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the district decides to refuse to amend the education records of the student in accordance with the request, they shall inform the parent of the student or the eligible student of the refusal and advise the parent or the eligible student of the right to a hearing under Section B below.

##### **B. Right to a Hearing**

If the district refuses to amend the education records of a student, the district shall, on request, provide an opportunity for a hearing in order to challenge the content of a student's education records to insure that information in the education records of the student is not inaccurate, misleading, incomplete or otherwise in violation of the privacy or other rights of students. The hearing shall be conducted in accordance with Section C below.

1. If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested

information in the record or stating why they disagree with the decision of the district, or both.

3. Any statement placed in the education records of the student based on the results of a hearing to amend that student's records shall:
  - a. Be maintained by the district as part of the education records of the student as long as the record or contested portion thereof is maintained by the district.
  - b. If the education records of the student or the contested portion thereof is disclosed by the district to any party, the statement shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.
2. The hearing may be conducted by the superintendent or other designated representative of the school board who has no direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the district's position and to advise the superintendent or designated representative on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity at the hearing to present evidence relevant to the issues raised under sections A. and B. above and may be assisted by individuals of his or her choice at his or her own expense, including an attorney.
4. The decision shall be made in writing in a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.
5. The decision of the superintendent or designated representative shall be the final decision of the district.

D. Appeal

The final decision may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

## **XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means building principal.

- C. Any request by an individual with a disability for reasonable modifications of the district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

## **XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue SW., Washington, D.C. 20202-8520. A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

## **XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The district may not require such a waiver.

## **XIX. ANNUAL NOTIFICATION OF RIGHTS**

### **A. Contents of Notice**

The district shall give parents of students in attendance or eligible students in attendance annual notice by such means as are reasonably likely to inform them of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records.
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records.
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent.
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder.
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests, and
6. That the district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records

pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

- B. The district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.
- C. The district shall provide for the need to effectively notify parents or eligible students identified as disabled.

## **XX. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the district shall be controlled by state and federal law.

## **XXI. COPIES OF POLICY**

This policy can be viewed on the district's website. Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

### **Policy 515 Protection and Privacy of Pupil Records**

Adopted: 08.25.2008; Updated: 04.2011, 05.14.2012, 05.14.2013, 12.2013, 06.2018; Non-Substantive Updates: 12.02.2019; Updated: 02.14.2022; Substantive Updates: 10.24.2022, 08.14.2023, 08.12.2024, INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

#### ***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13.32, Subd. 5 (Directory Information)  
Minn. Stat. § 13.393 (Attorneys)  
Minn. Stat. Ch. 14 (Administrative Procedures Act)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)  
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)  
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)  
Minn. Stat. Ch. 256L (MinnesotaCare)  
Minn. Stat. § 260B.171, subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. § 363A.42 (Public Records; Accessibility)  
Minn. Stat. § 480.40 (Personal Information, Dissemination)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)  
18 U.S.C. § 2331 (Definitions)  
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7908 (Armed Forces Recruiting Information)  
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)  
25 U.S.C. § 5304 (Definitions – Tribal Organization)  
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)  
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)  
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)  
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)

42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)  
*Gonzaga University v. Doe*, 536 U.S. 273, 309 (2002)  
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

***Cross References:***

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 520 (Student Surveys)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 722 (Public Data Requests)  
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)  
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)



## Policy 516 STUDENT MEDICATION

### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription and nonprescription medications to students at Northfield Public Schools.

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, building nurses, health aide (when applicable), trained secretary, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

The administration of prescription medication or drugs at school requires a completed signed request from the student's licensed prescriber and the parent/guardian.

Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with the building nurse and the licensed school nurse.

#### Policy 516 Student Medication

Adopted: 8/28/06; Revised: 03.09.2020, 11.09.2020, 02.2022; Updated: INSERT DATE

#### ~~Procedures for Policy 516~~

~~Updated 02/2014; Updated: 03.09.2020, 11.09.2020, 02.2022~~

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 13.32 (~~Student Health Educational Data~~)

Minn. Stat. § 121A.21 (~~Hiring of Health Personnel~~ School Health Services)

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

Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine ~~Auto-Injectors~~ Delivery Systems; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine ~~Auto-Injectors~~ Delivery Systems)

Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. § 148.171 (Definitions: Title)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 152.22 (~~Medical Cannabis~~; Definitions)

Minn. Stat. § 152.23 (~~Medical Cannabis~~; Limitations)

Minn. Rule 8710.6100 (School Nurse)

20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education ~~Improvement Act of 2004~~)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

***Cross References:*** Board Policy 418 (Drug-Free Workplace/Drug-Free School)

## **Procedures to Policy 516 - STUDENT MEDICATION**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's licensed prescriber and the parent/guardian. An oral request must be converted ~~reduced~~ to writing within two school days for non-regulated and /or Over the Counter (OTC) medications, provided that the district relies on written or oral permission from parent/guardian to dispense medication until a written request is received from the provider. Regulated medications will be given only with a completed signed request.
- B. A "School Medication Physician Order and Parent Authorization" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statute section 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- D. In the elementary schools, parents/guardians are to bring prescription and non-prescription medication to the health office and not send it with their child. In the middle school, high school and Area Learning Center, students or their parents/guardians shall bring the medication to the nurse's office. Non-prescription medication should be in a container with the name of the student on it. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left in the health office. Controlled substances cannot be carried by a student and must be brought in by an adult. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, OTC medication at the secondary level according to Minnesota Statute 121A.222, and medications administered as noted in a written agreement between the district and the parent/guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent/guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of

the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication. If needed, training will be provided to staff in safe administration of medication, conditions under which medication should be administered and appropriate response to medication reactions.

- I. Medications will be stored in a locked secure facility. Health records will be stored and maintained in compliance with data privacy laws.
- J. Field trips: Teacher or Educational Assistant assigned to student may dispense medication as instructed by school nurse.
- K. Parents/guardians will pick up their student's unused medication. Disposal of discontinued/unused/expired medications will be witnessed and documented and the school police liaison officer will dispose of these medications.
- L. Complementary and alternative medications require the same authorization as other prescription medications, i.e. completed signed request from the student's licensed prescriber and the parent/guardian.
- M. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party if appropriately contracted by the school district under Minnesota Statute 121A.21. District administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the board, such guidelines and procedures shall be an addendum to this policy.
- N. If the administration of a drug or medication described in this section requires the district to store the drug or medication, the parent/guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent/guardian is required to retrieve the drug or controlled substance when requested by the school.
- O. Specific Exceptions:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine.
  - 2. Emergency health procedures, including emergency administration of

- drugs and medicine are not subject to this policy.
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
  4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy.
  5. OTC medications or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
    - a. The district has received a written authorization from the pupil's parent/guardian permitting the student to self-administer the medication.
    - b. The medication is properly labeled for that student.
    - c. The parent/guardian has not requested school personnel to administer the medication to the student.

The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The school nurse must assess the student's knowledge and skills to safely possess and use the medication in a school setting and enter into the student's school health record a "contract" for the safe possession and use of medication.

6. Medications that are not governed by this policy include medications that are used:
  - a. Off school grounds.
  - b. In connection with athletics or extracurricular activities.
  - c. In connection with activities that occur before or after the regular school day.
7. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent/guardian, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan (IHP) for a student who is prescribed epinephrine ~~auto-injectors~~ delivery systems that enables the student to:
  - a. ~~P~~possess epinephrine ~~auto-injectors~~ delivery systems; or
  - b. If the parent/guardian and prescribing medical professional determine the student is unable to possess the epinephrine, and requires immediate access to epinephrine ~~auto-injectors~~ delivery systems that the parent/guardian provides, properly labeled, to the school for the pupil as needed.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine ~~auto-injectors~~ delivery systems when required, consistent with state law. This health plan may be included in a student's 504 plan.

8. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the district has received written authorization from the student's parent/guardian permitting the student to self-administer the medication. The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The district may revoke a student's privilege to possess and use nonprescription pain relievers if the district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Nonprescription OTC ibuprofen and acetaminophen pain relievers may be dispensed to a secondary student in a manner consistent with the labeling if the school nurse deems it necessary and the district has written authorization from the student's parent/guardian permitting the student to self-administer the medication. Except as stated in this paragraph, only prescription medications are governed by this policy.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

P. Schools may obtain and possess epinephrine ~~auto-injectors~~ delivery systems to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine ~~auto-injector~~ delivery system. The administration of an epinephrine ~~auto-injector~~ delivery system in accordance with this section is not the practice of medicine.

A district may enter into arrangements with manufacturers of epinephrine ~~auto-injectors~~ delivery systems to obtain epinephrine ~~auto-injectors~~ delivery systems at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine ~~auto-injectors~~ delivery systems.

The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems

under Minnesota Statutes, sections 148.235, subdivision 8 and 151.37, subdivision 2.

- Q. “Parent/Guardian” for student 18 years old or older is the student.
- R. Procedure regarding unclaimed drugs or medications.
1. The district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the district shall make a reasonable attempt to return the unused prescription drug or medication to the student’s parent/guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the district.
  2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statute section 152.01, subdivision 4, or is an OTC medication, the district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the district.
  3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statute section 152.01, subdivision 4, the district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency’s procedure for transporting drugs.

Procedures 516 Student Medication  
NORTHFIELD SCHOOL DISTRICT NO. 659  
Northfield, Minnesota

Updated 02.2014, 03.09.2020, 11.09.2020, 02.2022, Updated 06.2023, INSERT DATE

## Policy 534 SCHOOL MEALS

### I. PURPOSE

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

### II. PAYMENT OF MEALS

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

See Negative Balance and NSF procedure for payment of meals.

#### B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education.
2. ~~A school~~ Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
3. Each school that participates in the free school meals program must:
  - a. Participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and



- b. Provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
  - c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.
- ~~D.C.~~ Once a reimbursable meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- ~~E.D.~~ When a student has a negative account balance, the student will not be allowed to charge an a la carte item or a second meal.
- ~~F.E.~~ If a parent/guardian chooses to send in one payment that is to be divided between sibling accounts, the parent/guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent/guardian. Parents/guardians can request a transfer of funds by completing the **refund request form** found on the Child Nutrition Department website.
- F. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.
- G. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

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

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

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

#### IV. COMMUNICATION OF POLICY

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

#### Policy 534 School Meals

Adopted: 01.13.2020; Statutory Update: 02.14.2022, 07.10.2023, INSERT DATE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

#### ***Legal References:***

Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 124D.111 (Lunch Aid; Food Service Accounting)  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)

USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)  
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

***Cross References:***

None

# **NORTHFIELD PUBLIC SCHOOLS**

## **School Board Minutes**

June 9, 2025

District Office Board Room

1. Call to Order

School Board Chair Claudia Gonzalez-George called the regular meeting of the Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Butler, Epstein, Goerwitz, Gonzalez-George, Nelson, and Quinnell. Absent: 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

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

4. Public Comment

There was one public comment.

5. Announcements and Recognitions

- Congratulations to Karina Johnson and Annika Johnson for qualifying for the girls' state golf tournament, and to Will Cashin, Griffin Kennelly, Miles Poole, Darren Steward, Max Munoz and Elias Ekern for qualifying for the boys' state golf tournament. Both tournaments will be held June 10 and 11 at Bunker Hills Golf Club.
- Congratulations to the 26 NHS track and field state qualifiers, who will participate in the state tournament at St. Michael Albertville High School on June 11 and 12.
- Tiffany Kortbein, a teacher at Greenvale Park, has been chosen as one of 25 teachers from across the state to receive a scholarship to attend this year's National Agriculture in the Classroom conference June 23-26 in Minneapolis. Teachers were chosen for their commitment to connecting students with agriculture through everyday learning.
- Congratulations to Northfield High School's yearbook program, who has received the Jostens National Yearbook Program of Excellence 2025 award at the Gold Level. The award recognizes engaging yearbooks that reflect a broad representation of the student body, while helping to develop skills such as communication, collaboration and information and communications technology (ICT) literacy.
- Congratulations to Northfield High School's Bleacher Captains program for earning a Minnesota Promising Practice Award. Northfield High School was one of 10 honorees celebrated at the Synergy and Leadership Exchange Character Recognition Awards on May 6 at Saint Mary's University of Minnesota. Bleacher Captains is a student leadership program that fosters positive school spirit at athletic events. Students undergo training to guide their peers in modeling positive enthusiasm and to avoid disparaging players, fans, or event officials. Students and community fans are encouraged to cheer positively for NHS. The program fosters pride and unity among students while setting a standard for respectful behavior and serves as a model for other students and districts.
- The Northfield School District will host a Juneteenth event on Thursday, June 19 from 11:30 a.m. - 1:30 p.m. at Northfield High School. Minnesota Department of Agriculture Assistant Commissioner Patrice Bailey will be the guest speaker, and lunch will be catered by Rose's Jamaican Kitchen and be available to the first 100 attendees. This event was made possible by grants and private donations.
- Thanks to Sony Pictures, Carleton College, and Board Member Amy Goerwitz who made it possible for a special showing of *Karate Kid: Legends* with movie lead and 2016 Northfield High School and theater alumni Ben Wang present to answer questions and talk about his experiences.

6. Items for Discussion and Reports

- a. Superintendent Focus Areas End of Year Report. Superintendent Hillmann presented the end of year report on the superintendent's 2024-25 focus areas.
- b. Legislative Update. Superintendent Hillmann provided an update on the 2025 legislative session.
- c. Policy Committee Recommendations. Superintendent Hillmann presented proposed changes to the attendance sections of the online building handbooks as recommended by the district attendance teams and the proposed changes for the 2025-26 Student Citizenship Handbook.

6. Consent Agenda

On a motion by Epstein, seconded by Gonzalez-George, the board approved the consent agenda.

- a. Minutes. Minutes of the regular school board meeting held on May 27, 2025, and the special closed school board meeting held on May 29, 2025.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Financial Report - November 2024 Revised. Director of Finance Val Mertesdorf requested the board approve paid bills for November 2024 totaling \$1,921,802.69, payroll checks totaling \$3,968,638.82, a wire transfer totaling \$350,000 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$200,000 from Frandsen Sweep to Frandsen General, and the financial reports for November 2024. No bond payments were paid in November 2024. At the end of November 2024 total cash and investments amounted to \$27,990,170.32.
- d. Overnight Field Trip Request.
  - i. The High School Boys and Girls Track and Field coaches, Tyler Balow, Kyle Korynta and Janet Smith, requested board approval to take 26 students to the state tournament June 10-12, 2025 in St. Michael, MN.
  - ii. Northfield High School Volleyball Coach Elizabeth Larson requested board approval to take 12 students to team camp at the University of Wisconsin, Madison in Madison, WI July 11-13, 2025.
  - iii. Northfield High School Volleyball Coach Elizabeth Larson requested board approval to take 15 students to the Marshall Invitational in Marshall, MN September 5-6, 2025.
- e. Personnel Items.
  - i. Appointments
    1. William Brethauer, American Sign Language Interpreter with Kid Ventures, beginning 6/9/2025-8/22/2025. District Interpreter Level B - \$26.45/hr. Through 6/30/2025. \$27.77/hr. Beginning 7/1/2025.
    2. Christopher Dibble, 1.0 FTE Principal at the High School, beginning 7/1/2025. \$173,049 plus step 4 - \$6,500.
    3. Nicole Drexler, 1.0 FTE Long Term Substitute Fifth Grade Teacher at Bridgewater, beginning 8/25/2025-6/10/2026. BA, Step 1 - Subject to change upon the settlement of the 25-27 NEA Agreement.
    4. Anne Fossum, Assistant Girls Hockey Coach at the High School, beginning 10/27/2025. \$5,544 plus step 3 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
    5. Lydia Guthridge, Special Education Resource Teacher at Greenvale Park, beginning 8/19/2025. MA, Step 7 - Subject to change upon the settlement of the 25-27 NEA Agreement.
    6. Madalyn Heinz, Targeted Services Summer Teacher for up to 30 hours/week Mon.-Thurs. at Greenvale Park, beginning 6/18/2025-8/8/2025. \$40/hr.
    7. Rebecca Knight, Assistant Dance Coach at the High School, beginning 10/20/2025. \$4,990 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
    8. Erik Miller, .80 FTE EL Social Studies Teacher at the High School, beginning 8/25/2025. BA, Step 2 - Subject to change upon the settlement of the 25-27 NEA Agreement.
    9. Cambria Monson, Assistant Girls Hockey Coach at the High School, beginning 10/27/2025. \$5,544 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
    10. Stephanie Ennis, Targeted Services Summer BLAST Teacher for up to 30 hours/week at the Middle School, beginning 6/16/2025-8/8/2025. \$40/hr.
    11. Richard Lacombe, Assistant Football Coach at the Middle School, beginning 8/25/2025. \$2,772 stipend plus step 2 - Subject to change upon the settlement of the 25-27 NEA Agreement.
    12. Joan Odell, Summer Special Ed ESY EA for 5.50 hours/day at Greenvale Park, beginning 6/26/2025-7/18/2025. Step 1-\$18.33/hr.
    13. Andrea Robbins, Early Childhood Special Education Coordinator for 225/contract days at the NCEC, beginning 7/1/2025. \$100,539 Step 1, plus Master's Stipend \$1,500
    14. Oliver Waters, Summer Instructor or Swim Assistant with Community Ed Recreation, beginning 6/10/2025 - 8/31/2025. Step 2-\$14.76/hr.
  - ii. Increase/Decrease/Change in Assignment
    1. Hannah Ames, .50 FTE English Teacher and .40 FTE French Teacher at the High School, change to .60 FTE English Teacher and .40 FTE French Teacher at the High School, effective 8/25/2025.
    2. Correction: Shari Bradley, Special Ed EA PCA Hand in Hand program for 6.10 hours/day at the NCEC, change to Special Ed EA PCA Hand in Hand program for 6.80 hours/day at the NCEC, effective 8/25/2025.
    3. Diana Camargo Rojas, Special Ed EA PCA for 3.20 hours/day at the NCEC, change to Special Ed EA PCA for 3.20 hours/day at Head Start, effective 8/25/2025.
    4. Pamela Charlton, ADSIS Teacher at Greenvale Park, add Elementary Literacy Lead for 25 hours/year at Greenvale Park, effective 8/25/2025-6/10/2026. \$1,000 stipend.

5. Stephanie Cress, Special Ed EA at the High School, add Targeted Services Summer Site Assistant for up to 30 hours/week at Greenvale Park, effective 6/9/2025-8/10/2025. Step 1-\$17.80/hr.
6. Sara DeVries, 5th Grade Companeros Teacher at Bridgewater, will continue the job share arrangement with Anna Rubin for the 2025-26 school year. Sara will work .80 FTE and Anna will work .20 FTE.
7. Lindsey Downs, ADSIS Teacher at Spring Creek, add Elementary Literacy Lead for 25 hours/year at Spring Creek, effective 8/25/2025-6/10/2026. \$1,000 stipend.
8. Sarah DuChene, ADSIS Teacher at Bridgewater, add Elementary Literacy Lead for 25 hours/year at Bridgewater, effective 8/25/2025-6/10/2026. \$1,000 stipend.
9. Tyler Faust, Special Education Teacher at Greenvale Park, change to Special Education Teacher - Elementary Behavior Support with the District, effective 8/25/2025.
10. Noah Gagnon, Science Teacher at the High School, add 9th Grade Assistant Football Coach at the High School, effective 8/11/2025. \$4,435 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
11. Robert Garcia, Fourth Grade Teacher at Greenvale Park, add Elementary Math Lead for 25 hours/year at Greenvale Park, effective 8/25/2025-6/10/2026. \$1,000 stipend.
12. Kristi Korteum, .60 FTE ADSIS/.40 FTE Math Teacher at the High School, change to Math Teacher at .60 FTE High School/.40 FTE Middle School, effective 8/25/2025.
13. Suzanne Lanza, First Grade Teacher at Bridgewater, add Elementary Math Lead for 25 hours/year at Bridgewater, effective 8/25/2025-6/10/2026. \$1,000 stipend.
14. Becky Malecha, Fifth Grade Teacher at Spring Creek, add Elementary Math Lead for 25 hours/year at Spring Creek, effective 8/25/2025-6/10/2026. \$1,000 stipend.
15. Correction: Beth Momberg, Special Ed EA PCA NB program for 6.10 hours/day at the NCEC, change to Special Ed EA PCA NB program for 6.05 hours/day at the NCEC, effective 8/25/2025.
16. Xochitl Oaxaca, Special Ed EA PCA Hand in Hand program for 7.0 hours/day and .80 hours/day extended day at the NCEC, change to Special Ed EA PCA Hand in Hand program for 6.80 hours/day at the NCEC, effective 8/25/2025.
17. Theresa Olson, Special Ed EA PCA for 6.50 hours/day, and Flex Supervision for .50 hours/day at the High School, change to Special Ed EA PCA for 5.75 hours/day, and Lunchroom Supervision for 1.50 hours/day at Bridgewater, effective 8/25/2025.
18. Lizbeth Ramirez, Special Ed EA PCA for 6.75 hours/day and General Education EA for .50 hours/day at Greenvale Park, change to Special Ed EA PCA for 3.38 hours/day and General Education EA for 2.25 hours/day at Greenvale Park, effective 8/25/2025.
19. Anna Rubin, 5th Grade Companeros Teacher at Bridgewater, will continue the job share arrangement with Sara DeVries for the 2025-26 school year. Anna will work .20 FTE and Sara will work .80 FTE.
20. Deborah Rasmussen, 1.0 FTE Guidance Counselor at the High School, add AP Coordinator at the High School, effective 8/25/2025. \$3,200 stipend.
21. Andrea Stowe, Early Childhood Special Education Teacher at the NCEC, change to Special Education Teacher at Greenvale Park, effective 8/25/2025.
22. Lori Taylor Libbey, .40 FTE ADSIS/.10 FTE Spanish/.20 FTE MTSS at the High School and .20 FTE St. Dominic EL Teacher, change to .10 FTE MTSS/.50 FTE ADSIS Teacher at the High School, effective 8/25/2025-6/10/2026.
23. Charlie Cloud, Assistant Boys Hockey Coach at the High School, change to Head Boys Hockey Coach at the High School, effective 11/10/2025. \$7,762 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
24. Noreen Cooney, Social Worker at Spring Creek, add MTSS Building Facilitator for 25 hours/year at Spring Creek, effective 8/25/2025-6/10/2026. \$1,000 stipend
25. Moly Ericksen, School Psychologist at Bridgewater, add MTSS Building Facilitator for 25 hours/year at Bridgewater, effective 8/25/2025-6/10/2026. \$1,000 stipend
26. Teresa Findlay, Special Ed EA at the Middle School, add Special Ed EA PCA ESY for up to 5.50 hours/day at the Middle School, effective 6/26/2025-7/18/2025.
27. Leah Grisim, Special Ed Teacher at Spring Creek, add Building Mentor Teacher at Spring Creek, effective 8/22/2024-6/6/2025. \$1,000-Stipend.
28. Marcy Korynta, School Psychologist at the Middle School, add MTSS Building Facilitator for 25 hours/year at the Middle School, effective 8/25/2025-6/10/2026. \$1,000 stipend
29. Heather Kuehl, Teacher at the Middle School, add English/Language Arts Lead for 25 hours/year at the Middle School, effective 8/25/2025-6/10/2026. \$1,000 stipend
30. Hope Langston, Director of Instructional Services, add Transition Days for 10 days with the District, effective 7/1/2025-12/31/2025. Final Daily Rate.
31. Melissa Larsen, Social Worker at Greenvale Park, add MTSS Building Facilitator for 25 hours/year at Greenvale Park, effective 8/25/2025-6/10/2026. \$1,000 stipend
32. Ellen Mucha, Teacher at the High School, add MTSS Building Facilitator for 25 hours/year at the High School, effective 8/25/2025-6/10/2026. \$1,000 stipend
33. Molly Otte, Teacher at the Middle School, add Yearbook Advisor at the Middle School, effective 8/25/2025. \$2,218 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.

34. Stefany Perez Dorantes, Special Ed EA/PCA at Spring Creek, add Special Ed EA PCA ESY for up to 5.50 hours/day at Greenvale Park, effective 6/26/2025-7/18/2025.
  35. Lizbeth Ramirez, Special Ed EA/PCA at Greenvale Park, add Special Ed EA PCA ESY for up to 5.50 hours/day at Greenvale Park, effective 6/26/2025-7/18/2025.
  36. Angela Schock, Teacher at the Middle School, add Targeted Services Summer BLAST Teacher for up to 30 hours/week at the Middle School, effective 6/16/2025-8/10/2025. \$40/hr.
  37. Rachael Thompson, School Psychologist at the NCEC, add MTSS Building Facilitator for 25 hours/year at the NCEC, effective 8/25/2025-6/10/2026. \$1,000 stipend
  38. Robert Scott Thompson, Assistant Track and Field Coach at the Middle School, add Assistant Football Coach at the Middle School, effective 8/25/2025. \$3,122 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
  39. Heather Tousignant, Special Ed EA/PCA at the Middle School, add Special Ed EA PCA ESY for up to 5.50 hours/day at Greenvale Park, effective 6/26/2025-7/18/2025.
  40. Deb Wagner, Special Ed EA/PCA at Bridgewater, add .50 Head Volleyball Coach/.50 Assistant Volleyball Coach at the Middle School, effective 8/25/2025. \$3,299 stipend - Subject to change upon the settlement of the 25-27 NEA Agreement.
  41. Lori Warner, Occupational Therapist with the District, add ESY OT/AT for up to 5.75 hours/day with the District, effective 6/26/2025-7/18/2025.
  42. Beth Winter, Special Ed EA/PCA at Greenvale Park, add Special Ed EA PCA ESY for up to 5.50 hours/day at Greenvale Park, effective 6/26/2025-7/18/2025.
- iii. Leave of Absence
1. Mackenzie Ludwig, Early Childhood Special Education Teacher at the NCEC, FMLA Leave of Absence, beginning on or about 10/26/2025-2/27/2026.
  2. Laura Vind, Educational Assistant at the High School, FMLA Leave of Absence, beginning 5/21/2025-6/4/2025.
- iv. Retirements/Resignations/Terminations
1. Elaine Boda, Speech Language Pathologist at Greenvale Park, retirement effective at the end of the 2024-2025 school year.
  2. Ashley Douglas, Educational Assistant at Bridgewater, resignation effective 6/6/2025.
  3. Lexi Halvorson, Head Girls Lacrosse Coach, end of coaching contract effective 6/6/2025.
  4. Kristin Johnson, Special Education Teacher at Greenvale Park, resignation effective 6/6/2025.
  5. Karen Murphy, Custodian Engineer at the Middle School, termination effective 5/30/2025.
  6. Paul Stanaway, Fitness Center Supervisor at the Middle School, resignation effective 6/4/2025.
  7. Nancy Veverka, ABE Teacher with Community Education, resignation effective 5/29/2025.
  8. Johanna Villa, Assistant Dance Coach at the High School, resignation effective 5/30/2025.
  9. Lynn Ziegler, Educational Assistant at Bridgewater, termination effective 6/2/2025.
  10. Kay Goodrich, Special Ed EA ESY at the Middle School, declined position, but will stay on as a substitute EA for ESY, effective 6/6/2025.
  11. Heather Kuehl, Assistant Soccer Coach at the Middle School, resignation effective 6/7/2025.

7. Items for Individual Action

- a. Proposed 2024-25 Construction Budget. On a motion by Goerwitz, seconded by Nelson, the board approved the proposed 2024-25 construction budget. This budget was presented at the May 27, 2025 regular board meeting. The construction fund is a separate fund used to record all operations of a district's building construction funded by the sale of bonds. The total income sources for the 2024-25 school year were \$41,080,609, and project expenditures were \$1,750,000.
- b. Proposed 2025-26 Budgets - All Funds. On a motion by Butler, seconded by Epstein, the board approved the 2025-26 budgets. The individual funds were presented and reviewed in detail at school board meetings over the past few months. A summary of revenue and expenditure amounts are listed below.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General Fund	\$ 69,163,802	\$ 67,854,324
Child Nutrition	\$ 2,840,324	\$ 3,325,982
Community Education	\$ 4,123,775	\$ 4,392,456
Construction Fund	\$ 1,625,000	\$ 13,550,463
Debt Service	\$ 9,948,034	\$ 8,891,604
Internal Service	\$ 11,654,567	\$ 11,289,063

- c. Sale of District Property Contract Extension. On a motion by Quinnell, seconded by Gonzalez-George, the board approved a one-year extension for the purchase of district property parcel #17.11.3.75.021, located in Dundas.
- d. Benjamin Bus Contract One-Year Extension. On a motion by Quinnell, seconded by Epstein, the board approved a one-year contract extension with Benjamin Bus for the 2025-26 school year. The extension includes a 2% cost increase.

8. Items for Information

- a. Construction Update No. 11. Superintendent Hillmann provided an update on the NHS construction project.
- b. End of Year Enrollment Report. Dr. Hillmann reviewed the June 2025 end of year enrollment report.

9. Future Meetings

- a. Monday, July 14, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, August 11, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, August 25, 2025, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Quinnell, seconded by Gonzalez-George, the board approved to adjourn at 7:27 p.m.



## **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

Date of the bequest, donation, or gift:	Amount:	Who the bequest, donation, or gift is from:	What is the bequest, donation, or gift for?
6/6/2025	\$35.00	Northfield Pickleball Association	Off-set cost of Attack Like A Pro for one participant
5/30/2025	\$300.00	Goodhue County Soil & Water Conservation District	Environthon Sponsorship
5/20/2025	\$300.00	Rice Soil & Water Conservation District	Envirothon Sponsorship
5/28/2025	\$1,650.00	Minnesota FFA Foundation, Inc.	Scholarships for the National FFA Leadership Conference in Washington
6/10/2025	\$350.00	Benjamin Bus, Inc.	Little League Sponsorship
6/13/2025	\$1,436.77	Greenvale Park PTO	Track & Field Day, 5th Gr. Celebration
6/25/2026	\$250.00	Minneapolis Institute of Art	Bus reimbursement for our field trip
6/26/2025	500.00	Kathy Eckstam-Ames	Donations to the Civil Rights Trip
6/27/2025	457.99	N/A	Community Band Performance Donations
7/8/2025	\$7,000.00	Defeat of Jesse James Committee	Bleacher Donation
7/8/2025	\$2,000.00	Top Dawg Masonry	Activities Sign Sponsor



## 2025-2026 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE Membership Renewal Form

**This form must be completed once for each school in the district.**

**Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2025. Retain one copy for the school files.**

**RESOLVED**, that the Governing Board or Entity of \_\_\_\_\_ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

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

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

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

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

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

**The following is taken from the MSHSL Constitution:**

### **208.00 LOCAL CONTROL**

#### **208.01 Designated School Representatives**

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

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

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

#### **208.02 Designated Activity Representatives**

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

#### **208.03 Local Advisory Committee**

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

\_\_\_\_\_  
Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

\_\_\_\_\_  
(Designated School Board Member – please print)

\_\_\_\_\_  
(Designated School Representative – please print)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**208.02 ACTIVITY REPRESENTATIVES**

\_\_\_\_\_  
(Boys Sports – please print)

\_\_\_\_\_  
(Girls Sports – please print)

\_\_\_\_\_  
(Speech – please print)

\_\_\_\_\_  
(Music – please print)

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

\_\_\_\_\_  
(Board Member—please print)

\_\_\_\_\_  
(Student—please print)

\_\_\_\_\_  
(Parent—please print)

\_\_\_\_\_  
(Faculty Member—please print)

\_\_\_\_\_  
(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Print Name: \_\_\_\_\_  
(Superintendent or Head of School)

Signed: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Signed: \_\_\_\_\_  
(Superintendent or Head of School)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**AGREEMENT BETWEEN CITY OF NORTHFIELD AND  
INDEPENDENT SCHOOL DISTRICT NO. 659  
RELATING TO CITY OF NORTHFIELD/COMMUNITY EDUCATION  
RECREATION PROGRAM**

This Agreement is made as of the 17<sup>th</sup> day of June, 2025, by and between the City of Northfield, a Minnesota municipal corporation (City), and Independent School District No. 659, a Minnesota school district (School District).

WHEREAS, the School District is organized for the purpose of providing public school education and life-long learning opportunities, including community education and recreational programs, within its geographic boundaries; and

WHEREAS, the City also provides recreational opportunities within its geographic boundaries;

NOW, THEREFORE, the City and the School District agree as follows:

1. **PURPOSE AND INTENT.** The City and the School District desire to cooperate in the operation of a community education and recreation program (Program) according to the terms of this Agreement. The City shall pay the School District for the purpose of providing the Program. The Program shall include, but not be limited to, opportunities for leisure, recreation, enrichment and other activities that promote the health, safety and welfare of the community. The program shall support the learning and participation of adults and children in the community through access to community recreational programs and activities offered through the School District on behalf of the City. Facilities of the City and the School District will be made available for use in the Program and both parties will contribute to the funding of the Program, as provided herein.
2. **SERVICES PROVIDED BY COMMUNITY EDUCATION DEPARTMENT.** Except as otherwise specifically provided herein, the School District, through its Community Education Department, will provide all services related to the Program including, but not limited to, hiring and managing all staff related to the Program, and organizing, scheduling, managing and supervising all Program events. The Program shall include but not be limited to opportunities for leisure, recreation, enrichment, and other activities that promote health, safety and welfare in the community.
3. **PROGRAM AVAILABILITY.** The Program shall be open to all residents of the School District on a first come, first served basis without regard to race, religion, ethnicity, or gender.
4. **COMMUNITY EDUCATION ADVISORY COUNCIL; CITY REPRESENTATIVE.** The School District's Community Education Advisory Council (Advisory Council) shall advise and make recommendations to the School District on issues related to the Program and the Park and Recreation Advisory Board (PRAB) shall make recommendations to the City Council including, but not limited to, philosophy and mission, budgetary decisions,

programming, and fees and charges, and shall meet with representatives of the City Council and the School Board at least once annually to review the Program. The Advisory Council shall include, as one of its twelve to fifteen voting members, one voting member from the City's Park and Recreation Advisory Board (PRAB). This member will be recommended by the PRAB, appointed by the Mayor and approved by the City Council to serve a one-year term on the Advisory Council, provided that an appointee may serve successive terms. This member will report on the Program to the PRAB as necessary.

5. **LIAISON TO THE PARK AND RECREATION ADVISORY BOARD (PRAB).** The Recreation Coordinator or other representative of the School District shall attend most PRAB meetings along with the City's staff liaison to the PRAB. The Recreation Coordinator shall report on the recreation programs at least quarterly.
6. **AVAILABILITY OF DEPARTMENT DIRECTOR AND STAFF TO PRAB.** The School District's Community Education Department Director (Director) and Program staff shall be available to attend PRAB meetings as requested by the PRAB.
7. **PERSONNEL.** The School District shall hire, compensate, and manage all personnel as may be needed for purposes of the Program and all such personnel shall be School District employees and not City employees. Similarly, all volunteers who participate in the Program in any way shall be considered to be under the supervision and control of the School District and not under the supervision or control of the City.
8. **COMMUNITY EDUCATION BROCHURE.** The School District shall allow the City of Northfield to utilize up to one page of the Community Education Brochure for any city communications deemed necessary by the City Administrator or designate. For the page to be included, the City must meet each brochure's deadline for submission.
9. **FINANCES.**
  - a. **School District Responsibility.** Except as otherwise provided in this Agreement or as otherwise expressly agreed between the parties in writing from time to time, the School District, through its Community Education budget, Fund 04, or other appropriate funding source, shall fund and pay all expenses of the Program. The School District shall be entitled to receive and use all fees, donations, state and federal financial aid and other funds received for purposes of the Program.
  - b. **City Payment.** The City shall pay to the School District a designated sum for each fiscal year during which this Agreement is in effect, which fiscal year is from July 1 through June 30. For the fiscal year July 1, 2025 through June 30, 2026 the City shall pay to the School District the sum of \$151,121.00; July 1, 2026 through June 30, 2027, the City shall pay to the School District the sum of \$157,169.00; and July 1, 2027 through June 30, 2028, the City shall pay to the School District the sum of \$163,456.00. The City shall make its payments to the School District one-half on December 31 and one-half on June 30, each payment to apply to the preceding six-month period. Any modifications or renewals of this

contract shall be negotiated prior to the expiration of this contract.

- i. It is agreed that the City's payment for the cost of the Program for the fiscal years 2026-2028 is based on the personnel costs (salary and benefits) related to the Program, including 100% of the time of the School District's Recreation Coordinator, 82% of the time of a registration/facility scheduling secretary, 25% of the time of an administrative assistant, and 5% of the time of the Community Education Department Director.

It is further agreed that the following will be the School District's in-kind contribution to the Program:

- i. Costs related to web-based registration software and user fees, use fees and merchant fees generated by the 63.2% of registrations, which are related to recreation, and 63.2% of annual fees.
- ii. Copying costs of the Department, which are related to recreation.
- iii. Costs related to the recreation portion of the seasonal brochures mailed to all School District residents three times a year.\*\*

\*\*The value of the ability to promote recreation programs in schools (flyers, newsletters).

- iv. Free advertising space up to 0.50 pages in each Community Education Brochure for City of Northfield parks and recreation facilities or events (Ice Arena, Outdoor Pool, Doggy Dip, etc.)
- v. Professional Development  
Memberships to the Minnesota Recreation and Park Association (MRPA) and Southern Minnesota Recreation and Park Association (SMRPA)  
Conferences, workshops and equity trainings
- vi. School District facilities used for recreation programs

These percentages and the underlying costs attributable to the Program shall be reviewed by the parties from time to time, upon the request of either party, and the parties shall cooperate in adjusting the City's payment to the Program based on any changes in the costs and percentages reasonably attributable to the Program.

It is agreed that each party shall bear any separate costs associated with its own facilities which costs are not related to the Program or specifically mentioned herein.

- c. **Annual Budget.** An annual budget for the Program shall be prepared by the Director of the Department and shall be submitted to the City Council and the School Board for approval on or before June 15 of each year. Each proposed budget shall estimate all

revenue and expenditures for the upcoming fiscal year, shall set forth the recommended program of activities for the next fiscal year including administrative costs, and shall be in sufficient detail to allow proper review. The Director shall provide to the City Council and the School Board such financial statements, records and reports as may be requested by the City Council and/or the School Board from time to time.

- d. **User Fees, Advertising, and Sponsorship.** Any user fee, facility usage fee, advertising revenue and/or sponsorship donation collected shall be the revenue of the facilitating agency, unless prior arrangement have been made on user fees and revenue sharing.

#### 10. **FACILITIES AND EQUIPMENT.**

- a. **Facilities.** The City and the School District will make facilities available to the Program as needed, provided that the Department shall give the City seasonal schedules of events affecting City facilities, and notice of any changes in or additions to those schedules, at least 72 hours in advance of any change or addition, which changes or additions shall be subject to approval by the City's Public Works Director or his/her designee. Except for operations and management associated with the Program, each party shall provide general maintenance, including landscape maintenance, and repair, to its respective facilities. Each party shall provide final field and site preparation for Program events at its facilities, provided that the City has advance notice of events at its facilities. The Director shall notify the appropriate party of any facilities that need repair or maintenance, with a suggested time when repair or maintenance might be performed so as not to disrupt programmed activities.
- b. **Equipment.** The City shall provide for storage of portable recreation equipment used for Program activities at City facilities.

- 11. **INSURANCE.** Each party shall maintain general liability insurance in the minimum amount of one million five hundred thousand (\$1,500,000.00) dollars to cover claims related to the condition of its respective facilities and shall be responsible for any such claims. The acts and omissions of any and all volunteers involved in the Program shall be considered the responsibility of the School District.

#### 12. **INDEMNIFICATION.**

- a. The School District shall indemnify, protect, save, hold harmless and insure the City, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the School District or its agents, employees, contractors, subcontractors, or sub-consultants with respect to the School District's performance of its obligations under this Agreement. The School District shall defend the City against the foregoing, or litigation in connection with the foregoing, at the School District's expense, with counsel reasonably acceptable to the City. The City, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to



approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Article shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of the City. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.

- b. The City shall indemnify protect, save, hold harmless and insure the School District, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the City or its agents, employees, contractors, subcontractors or sub-consultants with respect to the City's performance of its obligations under this Agreement. The City shall defend the School District against the foregoing, or litigation in connection with the foregoing, at the City's expense, with counsel reasonably acceptable to the School District. The School District, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Article shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of the School District. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.
- c. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against the City or the School District.

**13. SUPERVISION OF PROGRAMS; DUTIES OF DIRECTOR.** The Director shall be responsible for operation and supervision of all components of the Program, and shall report periodically and upon request to the Superintendent of Schools and the City Administrator with regard to the status of the Program. The Director shall work cooperatively to implement the goals of the Program as recommended by the Advisory Council and approved by the City and the School District. The Director and other programming staff of the Department shall attend meetings of the City's Park and Recreation Advisory Board upon request.

**14. REVIEW; TERMINATION.** The City and the School District shall review this Agreement in three years. The Agreement shall remain in effect and shall govern the jointly sponsored community education and recreation program until June 30, 2025, unless earlier terminated by either party. Either party may terminate the Agreement at the end of any fiscal year of the School District or the end of any fiscal year of the City, provided that written notice of such intent to terminate has been served on the other party at least 6 months before the proposed date of termination.

**15. ACKNOWLEDGEMENT OF PARTNERSHIP FOR PROGRAM.** Recognition of the City's contributions to the Program shall be cited minimally in the following areas: Community Education program brochure, adult league schedules (both printed and online), and all advertising thanking sponsors of the Program.

**16. GENERAL TERMS.**

- a. **Voluntary and Knowing Action.** The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
- b. **Authorized Signatories.** The parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- c. **Notices.** The parties' representatives for notification for all purposes are:

**CITY:**

Ben Martig  
City Administrator  
City of Northfield  
801 Washington St.  
Northfield, MN 55057  
Phone: (507) 645-3006  
Email: ben.martig@northfieldmn.com

**SCHOOL DISTRICT:**

Erin Bailey  
Director of Community Education  
Northfield Community Education Center  
700 Lincoln Parkway  
Northfield, MN 55057  
Phone: (507) 664-3652  
Email: Ebailey@northfieldschools.org

- d. **Subcontracting.** The School District shall not enter into any subcontract for performance of any of the services of organizing, scheduling, managing and supervising all Program events by the administrative personnel listed in Paragraph 8(b) (i) without the prior written approval of the City. The School District shall be responsible for the performance of all subcontractors.
- e. **Assignment.** This Agreement may not be assigned by either party without the written consent of the other.
- f. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by authorized representative of the City and the School

District.

- g. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, the School District agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the School District and involve transactions relating to this Agreement.

The School District agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- h. **Compliance with Laws.** The School District shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs and staff for which the School District is responsible.
- i. **Governing Law.** This Agreement shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.
- j. **Data Practices.** The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*
- k. **No Waiver.** Any party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving party.
- l. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.
- m. **Entire Agreement.** These terms and conditions constitute the entire Agreement between the parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.
- n. **Headings and Captions.** Headings and captions contained in this Agreement are for

convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.

- o. **Survivability.** All covenants, indemnities, guarantees, releases, representations and warranties by any party or parties, and any undischarged obligations of the City and the School District arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.

*[Remainder of page left intentionally blank]*

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized officers pursuant to authority granted by the attached resolutions adopted by the City Council of Northfield and the School Board of Independent School District No. 659.

**INDEPENDENT SCHOOL DISTRICT NO. 659**

By: \_\_\_\_\_  
Title: Chair of the Board of Education  
Print Name: Claudia Gonzalez-George

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Title: Clerk  
Print Name: Amy Goerwitz

Date: \_\_\_\_\_

**CITY OF NORTHFIELD**

By: Erica Zweifel  
Title: Mayor  
Print Name: Erica Zweifel

Date: 6/17/25

By: Lynette Peterson  
Title: City Clerk  
Print Name: Lynette Peterson

Date: 6/17/25

## **Elementary, K-5**

**Daily Absence Notification:** Parents/Guardians must send an email or call the appropriate Student Absence Answering Service **each day** their student is absent. Lines are available 24 hours a day:

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

**Absence Verification:** If a phone call or email from a parent/guardian is not received by 9:00 a.m. and your student is absent, school personnel will make every effort to contact you to verify the absence. Absences in which the school does not receive communication from the parent/guardian will be marked as unexcused. It is the responsibility of the parent/guardian to provide the necessary documentation or communication within 5 calendar days of the absence. If not cleared within this timeframe, the absence will remain unexcused and will not be changed retroactively.

**Late Arrival:** Students arriving after the school day begins must check in at the front office to receive a late arrival slip before proceeding to class. Parents/Guardians should call or email the school to notify them of the late arrival. If no prior notification is provided, parents must sign the student in at the office.

**Leaving School Early:** If a student has to leave early or attend an appointment during the school day, the parent/guardian should send an email or call the front office or attendance line. When picking up your student early, please meet them in the office and sign them out when they leave, and sign them back in when/if they return.

## **Attendance Guidelines**

Every minute of a student's time at school is important. Students who are absent for even one day, or who arrive later than their classmates, miss valuable instruction time and can easily fall behind in school. They also miss important socialization time and fun with their peers. The Northfield School District recognizes the importance of regular attendance for student success. However, we also understand that circumstances such as illness or personal matters may occasionally require students to be absent. Chronic absence is defined as missing 10% (about 17 days) of school days for ANY reason (illness, vacation, appointments, etc.). Below are the attendance guidelines outlining how absences will be managed:

## 1. Tardiness:

Elementary schools track attendance across seven hours of the school day. Arriving late or leaving early can impact attendance for each hour. If a student misses more than 10 minutes of any hour—by arriving late or leaving early—they will be marked absent for that hour. The following guidelines apply:

- **Tardy:** Students who arrive up to 10 minutes late will be marked tardy for that hour.
- **Absent (Late Arrival):** Students who arrive more than 10 minutes late will be marked absent for the entire hour.
- **Early Departure (Present):** Students who leave with 10 minutes or less remaining will be marked present but left early.
- **Absent (Early Departure):** Students who leave more than 10 minutes before the end of an hour will be marked absent for the entire hour.

Please make every effort to arrive on time and stay through the full school day. If tardiness or leaving early becomes a recurring issue, families will be referred to an administrator for further support and follow-up.

## 2. Illness-Related Absences:

- After **8 total absences (illness and personal combined)**, a letter of concern regarding attendance will be sent to **each** household.
- **Up to 10 illness-related absences per school year will be considered excused.**
- After **10 illness-related absences**, further absences due to illness will require **medical documentation** from a healthcare provider to be considered excused. A letter will be sent to **each** household to notify them of this.
- Alternatively, if a medical office visit is not necessary or possible, students may be screened by the school nurse.
- If the student exceeds 10 illness-related absences and fails to provide proper medical documentation or be screened by the school nurse, the absences will be considered **unexcused** unless the school administration grants an exception.

### **Good Practice for Medical Documentation:**

- **It is recommended that parents/guardians obtain medical documentation each time their student misses school and visits the doctor due to illness or for an appointment, and provide this documentation to the school.** This practice ensures that the school has a record of the visit, which can help in excusing the absence if necessary, and also provides clarity in the event of a prolonged illness.
- Keeping a consistent record of medical visits ensures that the school has appropriate documentation on file, helping to prevent misunderstandings or issues with excused absences.

### **Illness while at school:**

- If a student becomes ill during the day, they should get a pass from a teacher to go to the nurse. The nurse will determine whether a call home is warranted. If the nurse sends a student home from school, that absence will be excused and not count toward the 10 absence threshold.

### **3. Appointments:**

- Non-emergency medical and dental appointments should be scheduled outside of school hours or on non-school days whenever possible.
- Students should come to school before and/or after appointments, as they generally do not need to miss the whole day.
- This helps minimize disruptions to students' learning and ensures they stay on track with their studies.
- **It is recommended that parents/guardians obtain medical documentation each time their student misses school for an appointment, and provide this documentation to the school.**

### **4. Personal Absences:**

- **Personal absences** will be considered excused. Activities that may fall under this category are vacations, family events, non-school sponsored sports or academic activities, etc.
- After **5 personal absences**, any additional absences will be considered **unexcused** unless approved by the school administration. Requests for excused absences beyond the limits identified must be **submitted via Google Form** and will be reviewed by the school administration on a case-by-case basis. A letter will be sent to **each** household to notify them of this.
- Absences due to funerals, religious observances, family emergencies, court/legal proceedings, college visits, or military involvement will **not** be counted towards the 5 absence threshold.
- Parents/guardians must notify the school office and classroom teacher of any pre-planned absences at least 5 days in advance. While we will do our best to provide assignments ahead of time, it can be challenging to predict the exact pacing of instruction during a student's absence. As a result, students may be required to make up additional work upon their return.

### **5. Unexcused Absences:**

An absence will be recorded as unexcused if one or more of the following applies:

- No communication has been received from a parent or guardian,
- Required medical documentation has not been submitted,
- Additional personal days were not requested using the designated Google Form,



- A student leaves school due to illness without first being evaluated by the school nurse,
- The absence does not fall under the categories of illness or personal days, or absences beyond the limits identified. Examples of unexcused absences or tardies include, but are not limited to:

- Missing the bus
- Sleeping in
- School refusal
- Skipping school or class periods
- Car trouble
- Babysitting/Helping out at home
- Work
- Student doesn't meet immunization requirements or exemptions are not on file
- Any other absence that does not meet the criteria for an excused absence

Minnesota Statute (120A.22) gives schools specific guidelines around what can and cannot be considered an excuse for missing school. Please be aware that the school administration holds the final say in whether an absence is excused. Parents/guardians notify the school of the reason for a student's absence. The school must determine whether the reason fits the school board approved criteria and meets the requirement of the law.

It is the responsibility of the parent/guardian to provide the necessary documentation or communication within 5 calendar days of the absence. If not cleared within this timeframe, the absence will remain unexcused and will not be changed retroactively.

## **6. Consequences for Unexcused Absences:**

- When a student has accumulated 7 unexcused absences during the school year, school officials may make an educational neglect referral to the county.

[Please see the Rice County School Attendance and Truancy Brochure for more information.](#)

## **7. Administrator Discretion:**

- In some cases, the school administrator may use discretion to excuse absences outside of the outlined categories.
- Requests for excused absences beyond the limits identified must be **submitted via Google Form** and will be reviewed by the school administration on a case-by-case basis.
- Documentation or supporting information may be required for administrator review.

## **8. Responsibilities of Parents and Guardians:**

- Parents/Guardians are responsible for ensuring that students attend school each day and arrive on time.
- Parents/Guardians are responsible for notifying the school of all absences, preferably before the absence occurs.
- For illness or medical-related absences, parents/guardians must provide appropriate medical documentation when required.
- Parents/Guardians must notify teachers of any pre-planned absences at least 5 days in advance.
- Parents/Guardians are responsible for submitting requests for excused absences beyond the limits identified via Google Form.
- It is important for parents/guardians to communicate with the school to avoid any confusion or misunderstanding regarding the status of their student's attendance.

## **Middle School, 6-8**

**Daily Absence Notification:** Parents/Guardians must send an email or call the Student Absence Answering Service **each day** their student is absent. The line is available 24 hours a day:

- **Middle School: 507.663.0655 or [msattendance@northfieldschools.org](mailto:msattendance@northfieldschools.org)**

**Absence Verification:** If a phone call or email from a parent/guardian is not received by 8:30 a.m. and your student is absent, school personnel will make every effort to contact you to verify the absence. Absences in which the school does not receive communication from the parent/guardian will be marked as unexcused. It is the responsibility of the parent/guardian to provide the necessary documentation or communication within 5 calendar days of the absence. If not cleared within this timeframe, the absence will remain unexcused and will not be changed retroactively.

**Late Arrival:** If a student has to leave early or attend an appointment during the school day, the parent/guardian should call, email, or send a note with the student, which must be submitted to school attendance personnel. The attendance personnel will send the student a message on Schoology, the student will show the message to their teacher, and they will be allowed to leave class at the designated time. Students must sign out before leaving the building and sign back in if/when they return.

**Leaving School Early:** If a student has to leave early or attend an appointment during the school day, the parent/guardian should call, email, or send a note with the student, which must be submitted to school attendance personnel. The attendance personnel will send the student a message on Schoology that allows them to leave class at the designated time. Students must sign out before leaving the building and sign back in if/when they return.

## **Attendance Guidelines**

Every minute of a student's time at school is important. Students who are absent for even one day, or who arrive later than their classmates, miss valuable instruction time and can easily fall behind in school. The Northfield School District recognizes the importance of regular attendance for student success. However, we also understand that circumstances such as illness or personal matters may occasionally require students to be absent. Chronic absence is defined as missing 10% (about 17 days) of school days for ANY reason (illness, vacation, appointments, etc.).

Both parents/guardians and students share the responsibility for ensuring regular school attendance. Below are the attendance guidelines outlining how absences will be managed. **Please review this policy with your student.**

## **1. Tardiness:**

The Middle School follows a 7-period day schedule. Attendance is recorded for each class period, and punctuality is essential. The following guidelines apply:

- **Tardy:** Students who arrive up to 10 minutes late will be marked tardy for that hour.
- **Absent (Late Arrival):** Students who arrive more than 10 minutes late will be marked absent for the entire hour.
- **Early Departure (Present):** Students who leave with 10 minutes or less remaining will be marked present but left early.
- **Absent (Early Departure):** Students who leave more than 10 minutes before the end of an hour will be marked absent for the entire hour.

Please make every effort to arrive on time and stay for the full duration of each class. Students may receive a lunch detention for a set of 3 tardies in any class. If tardiness becomes a recurring issue, students will be referred to an administrator for further support and follow-up.

## **2. Illness-Related Absences:**

- After **8 total absences (illness and personal combined)**, a letter of concern regarding attendance will be sent to **each** household.
- **Up to 10 illness-related absences per school year will be considered excused.**
- After **10 illness-related absences**, further absences due to illness will require **medical documentation** from a healthcare provider to be considered excused. A letter will be sent to **each** household to notify them of this.
- Alternatively, if a medical office visit is not necessary or possible, students may be screened by the school nurse.
- If the student exceeds 10 illness-related absences and fails to provide proper medical documentation or be screened by the school nurse, the absences will be considered **unexcused** unless the school administration grants an exception.

### **Good Practice for Medical Documentation:**

- **It is recommended that parents/guardians obtain medical documentation each time their student misses school and visits the doctor due to illness or for an appointment, and provide this documentation to the school.** This practice ensures that the school has a record of the visit, which can help in excusing the absence if necessary, and also provides clarity in the event of a prolonged illness.

- Keeping a consistent record of medical visits ensures that the school has appropriate documentation on file, helping to prevent misunderstandings or issues with excused absences.

### **Illness while at school:**

- If a student becomes ill during the day, they should get a pass from a teacher to go to the nurse. The nurse will determine whether a call home is warranted. If the nurse sends a student home from school, that absence will be excused and not count toward the 10 absence threshold. **If a student leaves school due to illness without first visiting the nurse, the absence will be unexcused.**

### **3. Appointments:**

- Non-emergency medical and dental appointments should be scheduled outside of school hours or on non-school days whenever possible.
- Students should come to school before and/or after appointments, as they generally do not need to miss the whole day.
- This helps minimize disruptions to students' learning and ensures they stay on track with their studies.
- **It is recommended that parents/guardians obtain medical documentation each time their student misses school for an appointment, and provide this documentation to the school.**

### **4. Personal Absences:**

- **Personal absences** will be considered excused. Activities that may fall under this category are vacations, family events, non-school sponsored sports or academic activities, etc.
- After **5 personal absences**, any additional absences will be considered **unexcused** unless approved by the school administration. Requests for excused absences beyond the limits identified must be **submitted via Google Form** and will be reviewed by the school administration on a case-by-case basis. A letter will be sent to **each** household to notify them of this.
- Absences due to funerals, religious observances, family emergencies, court/legal proceedings, college visits, or military involvement will **not** be counted towards the 5 absence threshold.
- Parents/guardians must notify the school office and classroom teachers of any pre-planned absences at least 5 days in advance. While we will do our best to provide assignments ahead of time, it can be challenging to predict the exact pacing of instruction during a student's absence. As a result, students may be required to make up additional work upon their return.

### **5. Unexcused Absences:**

An absence will be recorded as unexcused if one or more of the following applies:

- No communication has been received from a parent or guardian,
- Required medical documentation has not been submitted,
- Additional personal days were not requested using the designated Google Form,
- A student leaves school due to illness without first being evaluated by the school nurse,
- The absence does not fall under the categories of illness or personal days, or absences beyond the limits identified. Examples of unexcused absences or tardies include, but are not limited to:
  - Missing the bus
  - Sleeping in
  - School refusal
  - Skipping school or class periods
  - Car trouble
  - Babysitting/Helping out at home
  - Work
  - Student doesn't meet immunization requirements or exemptions are not on file
  - Any other absence that does not meet the criteria for an excused absence

Minnesota Statute (120A.22) gives schools specific guidelines around what can and cannot be considered an excuse for missing school. Please be aware that the school administration holds the final say in whether an absence is excused. Parents/guardians notify the school of the reason for a student's absence. The school must determine whether the reason fits the school board approved criteria and meets the requirement of the law.

It is the responsibility of the parent/guardian to provide the necessary documentation or communication within 5 calendar days of the absence. If not cleared within this timeframe, the absence will remain unexcused and will not be changed retroactively.

## **6. Consequences for Unexcused Absences:**

- When a student has accumulated 7 unexcused absences during the school year, school officials can file truancy with the county.

[Please see the Rice County School Attendance and Truancy Brochure for more information.](#)

## **7. Administrator Discretion:**

- In some cases, the school administrator may use discretion to excuse absences outside of the outlined categories.

- Requests for excused absences beyond the limits identified must be **submitted via Google Form** and will be reviewed by the school administration on a case-by-case basis.
- Documentation or supporting information may be required for administrator review.

#### **8. Responsibilities of Parents and Guardians:**

- Parents/Guardians are responsible for ensuring that students attend school each day and arrive on time.
- Parents/Guardians are responsible for notifying the school of all absences, preferably before the absence occurs.
- For illness or medical-related absences, parents/guardians must provide appropriate medical documentation when required.
- Parents/Guardians must notify teachers of any pre-planned absences at least 5 days in advance.
- Parents/Guardians are responsible for submitting requests for excused absences beyond the limits identified via Google Form.
- It is important for parents/guardians to communicate with the school to avoid any confusion or misunderstanding regarding the status of their student's attendance.

#### **9. Responsibilities of Students:**

- Students are responsible for attending school each day and arriving on time.
- Students are responsible for attending each class period, and arriving on time.
- Students should remind parents/guardians to notify the school of all absences.
- After accumulating three tardies in any class, students may be assigned a lunch detention. It is the student's responsibility to serve this detention and take steps to improve their punctuality moving forward.

## **High School, 9-12**

**Daily Absence Notification:** Parents/Guardians must complete the attendance Google Form, send an email, or call the Student Absence Answering Service **each day** their student is absent.

The line is available 24 hours a day:

- **High School: 507.663.0616, [hsattendance@northfieldschools.org](mailto:hsattendance@northfieldschools.org), or Google Form**

**Note:** Eighteen-year-old students, with parent or guardian approval and completion of the required paperwork, are permitted to manage their own attendance.

**Absence Verification:** Absences in which the school does not receive communication from the parent/guardian will be marked as unexcused. It is the responsibility of the parent/guardian/eighteen-year-old student to provide the necessary documentation or communication within 5 calendar days of the absence. If not cleared within this timeframe, the absence will remain unexcused and will not be changed retroactively.

**Late Arrival:** Students arriving after the school day begins must check in at the front office to obtain a late arrival slip before heading to class. Parents/Guardians should complete the attendance Google Form, send an email, or call regarding their late arrival. Late arrivals with no parent/guardian communication, will be marked as unexcused.

**Leaving School Early:** If a student has to leave early or attend an appointment during the school day, the parent/guardian should complete the attendance Google Form, send an email, or call the school. School attendance personnel will provide the student with a pass to leave class at the designated time. Students must sign out before leaving the building and sign back in if/when they return.

## **Attendance Guidelines**

Every minute of a student's time at school is important. Students who are absent for even one day, or who arrive later than their classmates, miss valuable instruction time and can easily fall behind in school. The Northfield School District recognizes the importance of regular attendance for student success. However, we also understand that circumstances such as illness or personal matters may occasionally require students to be absent. Chronic absence is defined as missing 10% (about 17 days) of school days for ANY reason (illness, vacation, appointments, etc.).

Both parents/guardians and students share the responsibility for ensuring regular school attendance. Below are the attendance guidelines outlining how absences will be managed.

**Please review this policy with your student.**



## 1. Tardiness:

The High School follows a 7-period day schedule. Attendance is recorded for each class period, and punctuality is essential. The following guidelines apply:

- **Tardy:** Students who arrive up to 10 minutes late will be marked tardy for that hour.
- **Absent (Late Arrival):** Students who arrive more than 10 minutes late will be marked absent for the entire hour.
- **Early Departure (Present):** Students who leave with 10 minutes or less remaining will be marked present but left early.
- **Absent (Early Departure):** Students who leave more than 10 minutes before the end of an hour will be marked absent for the entire hour.

Please make every effort to arrive on time and stay for the full duration of each class. After 3 or more tardies, detention or other consequences may be assigned and served during FLEX time. If tardiness becomes a recurring issue, students will be referred to an administrator for further support and follow-up.

## 2. Illness-Related Absences:

- After **8 total absences (illness and personal combined)**, a letter of concern regarding attendance will be sent to **each** household.
- **Up to 10 illness-related absences per school year will be considered excused.**
- After **10 illness-related absences**, further absences due to illness will require **medical documentation** from a healthcare provider to be considered excused. A letter will be sent to **each** household to notify them of this.
- Alternatively, if a medical office visit is not necessary or possible, students may be screened by the school nurse.
- If the student exceeds 10 illness-related absences and fails to provide proper medical documentation or be screened by the school nurse, the absences will be considered **unexcused** unless the school administration grants an exception.

### **Good Practice for Medical Documentation:**

- **It is recommended that parents/guardians obtain medical documentation each time their student misses school and visits the doctor due to illness or for an appointment, and provide this documentation to the school.** This practice ensures that the school has a record of the visit, which can help in excusing the absence if necessary, and also provides clarity in the event of a prolonged illness.
- Keeping a consistent record of medical visits ensures that the school has appropriate documentation on file, helping to prevent misunderstandings or issues with excused absences.

### **Illness while at school:**

- If a student becomes ill during the day, they should get a pass from a teacher to go to the nurse. The nurse will determine whether a call home is warranted. If the nurse sends a student home from school, that absence will be excused and not count toward the 10 absence threshold. **If a student leaves school due to illness without first visiting the nurse, the absence will be unexcused.**

### 3. Appointments:

- Non-emergency medical and dental appointments, along with college visits, should be scheduled outside of school hours or on non-school days whenever possible.
- Students should come to school before and/or after appointments, as they generally do not need to miss the whole day.
- This helps minimize disruptions to students' learning and ensures they stay on track with their studies.
- **It is recommended that parents/guardians obtain medical documentation each time their student misses school for an appointment, and provide this documentation to the school.**

### 4. Personal Absences:

- **Personal absences** will be considered excused. Activities that may fall under this category are vacations, family events, non-school sponsored sports or academic activities, etc.
- After **5 personal absences**, any additional absences will be considered **unexcused** unless approved by the school administration. Requests for excused absences beyond the limits identified must be **submitted via Google Form** and will be reviewed by the school administration on a case-by-case basis. A letter will be sent to **each** household to notify them of this.
- Absences due to funerals, religious observances, family emergencies, court/legal proceedings, college visits, or military involvement will **not** be counted towards the 5 absence threshold.
- Parents/guardians must notify the school office of any pre-planned absences at least 5 days in advance. Students at the High School level must also notify classroom teachers. While we will do our best to provide assignments ahead of time, it can be challenging to predict the exact pacing of instruction during a student's absence. As a result, students may be required to make up additional work upon their return.

### 5. Unexcused Absences:

An absence will be recorded as unexcused if one or more of the following applies:

- No communication has been received from a parent or guardian,
- Required medical documentation has not been submitted,
- Additional personal days were not requested using the designated Google Form,
- A student leaves school due to illness without first being evaluated by the school nurse,

- The absence does not fall under the categories of illness or personal days, or absences beyond the limits identified. Examples of unexcused absences or tardies include, but are not limited to:
  - Missing the bus
  - Sleeping in
  - School refusal
  - Skipping school or class periods
  - Car trouble
  - Babysitting/Helping out at home
  - Work
  - Student doesn't meet immunization requirements or exemptions are not on file
  - Any other absence that does not meet the criteria for an excused absence

Minnesota Statute (120A.22) gives schools specific guidelines around what can and cannot be considered an excuse for missing school. Please be aware that the school administration holds the final say in whether an absence is excused. Parents/guardians notify the school of the reason for a student's absence. The school must determine whether the reason fits the school board approved criteria and meets the requirement of the law.

It is the responsibility of the parent/guardian/eighteen-year-old student to provide the necessary documentation or communication within 5 calendar days of the absence. If not cleared within this timeframe, the absence will remain unexcused and will not be changed retroactively.

## 6. Consequences for Unexcused Absences:

- When a student has accumulated 7 unexcused absences during the school year, school officials can file truancy with the county.
- When a student has accumulated 9 or more unexcused absences in a class period during a semester, the student and parents/guardians will be informed that an appeal for credit is required to be eligible to remain in good standing in the course(s) in question.

[Please see the Rice County School Attendance and Truancy Brochure for more information.](#)

## 7. Administrator Discretion:

- In some cases, the school administrator may use discretion to excuse absences outside of the outlined categories.
- Requests for excused absences beyond the limits identified must be **submitted via Google Form** and will be reviewed by the school administration on a case-by-case basis.
- Documentation or supporting information may be required for administrator review.

## **8. Responsibilities of Parents and Guardians:**

- Parents/Guardians are responsible for ensuring that students attend school each day and arrive on time.
- Parents/Guardians are responsible for notifying the school of all absences, preferably before the absence occurs.
- For illness or medical-related absences, parents/guardians must provide appropriate medical documentation when required.
- Parents/Guardians are responsible for submitting requests for excused absences beyond the limits identified via Google Form.
- It is important for parents/guardians to communicate with the school to avoid any confusion or misunderstanding regarding the status of their student's attendance.

## **9. Responsibilities of Students:**

- Students are responsible for attending school each day and arriving on time.
- Students are responsible for attending each class period, and arriving on time.
- Students should remind parents/guardians to notify the school of all absences.
- Students should monitor their attendance and tardy status in each class regularly.
- Students are responsible for notifying their teachers of any pre-planned absences at least 5 days in advance.
- After accumulating 3 tardies in any class, students may be assigned a FLEX time detention. It is the student's responsibility to serve this detention and take steps to improve their punctuality moving forward.
- After accumulating 9 unexcused absences in a class period during a semester, an appeal for credit will be required to be eligible to remain in good standing in the course(s) in question. It is the student's responsibility to complete this appeal.



— Celebrating 150 years —

# **STUDENT CITIZENSHIP HANDBOOK**

## **2025 - 2026**

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

### STUDENT APPAREL (DRESS AND APPEARANCE)

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

### EQUAL OPPORTUNITY

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

### FAIR TREATMENT

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

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

## FREE SPEECH

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
<p>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.</p> <p><a href="#">(Policy 514 Bullying Prohibition; Policy 413 Harassment and Violence; Policy 526 Hazing Prohibition, Policy 522 Title IX Sex Nondiscrimination)</a></p>	<p>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:</p> <p>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> <a href="#">this form</a>.</p>

## 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="#">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 district <a href="#">Policies 413</a> and/or <a href="#">522</a> .  <u>While not required, individuals can make complaints using this <a href="#">form</a>.</u>

## 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 areas 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.	Students have the responsibility to inform school personnel when a discussion of personal matters is to be

School personnel are mandated by law to report child or sexual abuse to the proper authorities. Matters 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

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

## STUDENT SAFETY

Rights/Opportunities	Responsibilities
Students have the right to a safe, inviting school environment, free of 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
<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 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>	Consequences will include but are not limited to one or more of the following options:	<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>
	<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>5-10 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>
	<p><i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i></p>		
<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>
<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>	1-3 day suspension	3-5 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 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
<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> </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>		
<b>4-5</b>	<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>
<b>6-8</b>	<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>
<b>9-12</b>	<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
<b>K-5</b>	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
<b>K-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>

*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>
<b>Incidents involving the unauthorized photography or recording</b>			
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. We also recognize concerns about their use in schools. 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, during passing times, during flex hour, and, for students who are in good standing, during study hall. The ALC and high school classroom have cell phone/electronic device procedures that 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>
<b>Incidents involving the unauthorized photography or recording</b>			
<b>Grades</b>	<b>First Occurrence</b>	<b>Second Occurrence</b>	<b>Third Occurrence</b>
<b>9- 12</b>	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:~~

<b>Grades</b>	<b>First Occurrence</b>	<b>Second Occurrence</b>	<b>Third Occurrence or More</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>



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>• <u>The</u> Assistant Principal will initiate a parent/guardian/caregiver-student-counselor conference</li> <li>• The student will receive one day of <u>In-School Suspension (ISS)</u> <del>ISS</del></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>• <u>The</u> Assistant Principal will initiate a parent/guardian/caregiver-student-counselor conference</li> <li>• The student will receive one day of <u>In-School Suspension (ISS)</u> <del>ISS</del></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
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	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	Same/next day dismissal

	<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>• 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
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<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>	Same/next day dismissal
<b>9-12</b>	<p>Consequences will include but are not limited to one or more of the</p>	<p>Consequences will include but are not limited to one or more of the</p>	1-3 day suspension

	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>	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>	
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### 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>	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>• 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>	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> </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> </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>			
<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> <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>		
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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>	<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 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> <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
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<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>	<ul style="list-style-type: none"> <li>• <u>1 day</u> 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.

<b>Grades</b>	<b>First Occurrence</b>	<b>Second Occurrence</b>	<b>Third Occurrence</b>
<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</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>	<ul style="list-style-type: none"> <li>• 1 day suspension</li> </ul>	<ul style="list-style-type: none"> <li>• 2 day suspension</li> <li>• Restitution</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>• 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>
<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>• 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><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 or 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)

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

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> </ul>	Same/ <del>N</del> ext <del>D</del> ay <del>D</del> ismissal	<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>Removal from class</li> <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>		
6-8	<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>		
9-12	<ul style="list-style-type: none"> <li>1-3 day suspension</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Police referral</li> </ul>	<ul style="list-style-type: none"> <li>5-10 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</li> </ul>
	<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
K-12	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
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	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

<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>	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>			
<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> </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>	
<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>	1-3 day suspension	3-5 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>	1-3 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
<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> </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>			
<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	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Police referral</li> <li>Possible recommendation for expulsion</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>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>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
<b>K-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 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)

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

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> </ul>	1-3 day suspension	3-5 day suspension

	<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>		
<b>6-8</b>	<ul style="list-style-type: none"> <li>• 10 day suspension</li> <li>• Possible 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>• 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
<b>K-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 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
<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> </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 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</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.

Grades	First Occurrence	Second 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> </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>● 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> <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>● 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
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</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>• 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>	<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>
<b>9-12</b>	<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> </ul>	<ul style="list-style-type: none"> <li>• Parent/guardian/caregiver meeting</li> </ul>

		<ul style="list-style-type: none"> <li>Up to 5 days off the bus</li> </ul>	<ul style="list-style-type: none"> <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>

## 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
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</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	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>		
<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>

## TRUANCY

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

## UNAUTHORIZED AREAS

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
<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> <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> </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>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>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.

6-8	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.
9-12	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
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>• 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>			
4-5	<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>
6-8	<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>
9-12	<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>	<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>	<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> </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>

	<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>		
<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>• 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>

## 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
<b>9-12</b>	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
<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> </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> </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 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>
<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>3-10 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>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.

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## 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)

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



June 5, 2025

### ***Statement of Work - Audit Services***

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated June 6, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and ISD #659 Northfield ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended June 30, 2025.

Luke Greden is responsible for the performance of the audit engagement.

### **Scope of audit services**

We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, which collectively comprise the basic financial statements of ISD #659 Northfield, and the related notes to the financial statements as of and for the year ended June 30, 2025.

The

Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

### **Nonaudit services**

We will also provide the following nonaudit services:

- Preparation of data collection form
- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of schedule of expenditures of federal awards.
- Preparation of adjusting entries, if necessary



## **Audit objectives**

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

## **Audit objectives**

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or compliance are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of the introductory section and that your annual report will be issued by the date of our reports on your financial statements. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to

describe it in our report.

### **Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Revenue recognition

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because

the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our

procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

### **Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of

misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Responsibilities and limitations related to nonaudit services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

### **Use of financial statements**

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to



this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

### **Engagement administration and other matters**

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Minnesota Department of Education, Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the the Minnesota Department of Education,

Minnesota Office of the State Auditor. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at [www.CLAconnect.com/Aboutus/](http://www.CLAconnect.com/Aboutus/).

#### **Fees**

Audit of financial statements	\$21,500.00
GASB 101 – Compensated Absences - not to exceed	\$4,000.00
Federal single audit - fee per program audited	\$4,200.00

We will also bill for expenses (including travel, report production, word processing, postage, internal and administrative charges, etc.) plus a technology and client support fee of five percent (5%) of all professional fees billed. Our invoices, including applicable state and local taxes, will be rendered as work progresses and are payable on presentation.

<b>Bill to be mailed on</b>	<b>Amount to be billed</b>
July 2025	7,000
September 2025	7,000
October 2025 - this or future invoice will include GASB 101 fee, fee for single audit program(s) tested, and any expenses incurred	7,500

#### **Unexpected circumstances**

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

#### **Changes in accounting and audit standards**

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the

activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

**Agreement**

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

**CliftonLarsonAllen LLP**

**Response:**

This letter correctly sets forth the understanding of ISD #659 Northfield.

CLA

CLA

*Luke Greden*

Luke Greden, Principal

**SIGNED** 6/5/2025, 1:55:53 PM CDT

Client

ORG: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

ISD #659 Northfield

*Claudia Gonzalez-George*

Claudia Gonzalez-George, Board Chair

**SIGNED** 6/6/2025, 10:47:50 AM CDT

## Education Identity & Access Management Board Resolution

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

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

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

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

Organization Name: **Northfield Public School District**

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

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

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

Board Member Signature:

Name: **Claudia Gonzalez-George**  
Date: **July 14, 2025**

# Board Approval Request: 2025–2028 MacBook Air M4 Lease

Northfield Public Schools has followed a consistent four-year lease cycle for staff MacBook Air laptops. The current fleet, leased from 2021 to 2025, consists of 13” MacBook Air M1 models. These devices have served staff well, but they are now nearing the end of their useful life, exhibiting shorter battery life and an increasing rate of hardware issues.

The existing lease expires on June 30, 2025. We are requesting the board’s approval to enter into a new four-year lease agreement with Apple Financial Services for 425 MacBook Air M4 laptops with 15” screens, including AppleCare+ for Schools.

AppleCare+ extended warranty and technical support plan offers us coverage beyond the standard limited warranty. It provides repair or replacement for accidental damage, battery issues, and offers priority access to Apple’s support.

This lease will replace all current MacBook Air M1 devices and a small number of older units still in use.

Consistent with our past practices—most recently with the student iPad refresh two years ago—we plan to sell the outgoing MacBook Air M1 units through a public Request for Proposal (RFP) process. The proceeds from this sale will be applied toward the first-year payment of the new lease.

Funding for the new lease has already been approved in the 2025–26 capital budget. Apple Financial Services requires a Board resolution to authorize and approve the execution of the lease-purchase agreement formally. For your reference, the equipment list and payment schedule for the new lease are provided below. Supporting documents will be attached to this narrative.

## Equipment List to Schedule No. 20000033268

### Under Lease Purchase Agreement Dated June 5, 2025

No.	Product Description	Quantity
1	15-inch MacBook Air: Apple M4 chip with 10-core CPU and 10-core GPU, 16GB, 512GB SSD – Silver Part Number MW1V3LL/A	425
2	4-Year AppleCare+ for Schools 15-inch MacBook Air (M3/M4) (no service fees) Part Number SGXD2LL/A	425

The above Equipment includes all attachments and accessories attached thereto and made a part thereof.

## Payment Schedule

Payment No.	Payment Date	Payment Amount	Interest	Principal	Purchase Price after scheduled payments	Outstanding Balance
	07/25/2025					\$649,400.00
1	07/25/2025	\$162,350.00	\$0.00	\$162,350.00	\$487,050.00	\$487,050.00
2	07/25/2026	\$162,350.00	\$0.00	\$162,350.00	\$324,700.00	\$324,700.00
3	07/25/2027	\$162,350.00	\$0.00	\$162,350.00	\$162,350.00	\$162,350.00
4	07/25/2028	\$162,350.00	\$0.00	\$162,350.00	\$00.00	\$00.00
<b>Totals</b>		\$649,400.00	\$0.00	\$649,400.00	<b>Rate 0.0000%</b>	

Lessee acknowledges that the discounted purchase price for the Lease is **\$601,995.68** and that such amount is the Issue Price for the Lease for federal income tax purposes. The difference between the principal amount of this Lease and the Issue Price is Original Issue Discount ("OID") for federal income tax purposes. The Yield for this Lease for federal income tax purposes is 5.30% per annum. Such Issue Price and Yield will be stated in the Form 8038-G or 8038-GC, as applicable.

Upon delivery of the new MacBook Air M4 fleet, the technology team will begin scheduling staff device replacements. Our goal is to complete the rollout by the end of the summer or within the first four weeks of the 2025–26 school year, depending on the shipment's arrival. We will adjust our deployment schedule accordingly to ensure a smooth transition.

# 2025 Teacher Laptop Lease Refresh

Nate Knutson, Director of Technology Services | July 14, 2025



# Strategic Plan

## VISION

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

## Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN

### VISION

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

### BENCHMARKS

<b>1</b> All children are ready for <b>kindergarten</b> .	<b>2</b> All students are connected to the <b>community</b> .	<b>3</b> All students are at grade level in <b>reading and mathematics</b> by the end of third and sixth grades.
<b>4</b> All students exhibit physical, social and emotional <b>well-being</b> .	<b>5</b> All students have a <b>connection</b> with a caring adult beyond their parents as they transition to middle school.	<b>6</b> All students have interests, goals and a <b>vision</b> for the future by the end of eighth grade.
<b>7</b> All students <b>graduate</b> from high school with a plan to reach their full potential.	<b>8</b> All <b>employees</b> report satisfaction in the workplace.	<b>9</b> All <b>parents</b> report satisfaction with their children's educational experience.
<b>10</b> The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure <b>financial stability</b> .	<b>11</b> <b>Community education</b> provides relevant and accessible learning opportunities for all residents.	<small>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."</small>



### STRATEGIC COMMITMENTS



#### People

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



#### Learner Outcomes

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



#### Equity

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



#### Communication

We communicate effectively and transparently with all stakeholders.



#### Stewardship

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



#### Partnerships

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

# Background —Current fleet of MacBook Airs

## 13-inch MacBook Air M1

- 400 MacBook Air M1 laptops were leased in 2021
- These devices were used by teachers, administrators, office staff, board members, and others.
- Screen size was 13 inches, 16GB memory, and 512GB SSD storage
- Cost was \$1,269 per laptop
- These devices will be sold to offset the new lease cost. The board will be asked to approve the sale of these devices in the fall of 2025

# Recommended device: MacBook Air M4 -15"

## The MacBook Air M4 is recommended for the following reasons:

- Compatibility: The MacBook Air M4 remains compatible with our current classroom technology, such as screen mirroring to Apple TVs throughout the district.
- Staff familiarity: Most teachers have used the Mac OS platform for over 12 years.
- Product Quality: Battery life is incredible compared to our PC laptops and we have had very few hardware failures. Most issues have been caused by accidental damage. However, the age of our current fleet is showing.
- Price: \$1,279 per laptop with a 15-inch display. This is \$10 more than our previous lease with a 13-inch display. Memory and storage will remain the same.
- Apple Care+ for Schools: Coverage for accidental damage replacement. Not something we had with the previous lease.



# Lease detail

## How many devices are needed?

- **Considerations**

- Staffing
- Ready to go laptops in case of breakage and repair

- **Units**

- 425 MacBook Air M4 15 inch

- Lease costs are funded through the **operating capital budget**. The FY2025-26 operating capital budget was approved at the February 24th, 2025, board meeting, and included the annual MacBook Air lease cost.

# Lease detail (continued)

## Annual lease:

- Year 1 cost: \$162,350
- Year 2 cost: \$162,350
- Year 3 cost: \$162,350
- Year 4 cost: \$162,350
- Interest: \$47,404.32 (Over the four years at 5.3%)
- The total cost of the lease is **\$649,400**

## Delivery and deployment:

- Our goal is to complete the rollout by the end of the summer or within the first four weeks of the 2025–26 school year, depending on the shipment's arrival. We will adjust our deployment schedule accordingly to ensure a smooth transition.

# Questions?

# Your Apple Financial Services Solution—Checklist

Northfield Public Schools Independent School District No. 659

June 5, 2025

Please email the completed items below to [AFS@FinanceServicing.com](mailto:AFS@FinanceServicing.com)



## Sign

Documents needed  
to place your order.



## Ship

Apple will place  
your order and  
deliver your items.

Item	Instructions
Lease Purchase Agreement	Required to Ship, Enclosed for Signature
Payment Schedule	Required to Ship, Enclosed for Signature
Equipment List	Required to Ship, Enclosed for Review
Delivery Details & Essential Use	Required to Ship, Enclosed for Signature
Incumbency Certificate	Required to Ship, Enclosed for Signature
Bank Qualified Designation	Required to Ship, Enclosed for Signature
Board Resolution	Required to Ship, Sample included



## Confirm

Upon delivery,  
complete and return  
these documents.



## Begin Term

Your AFS solution  
officially starts.

**After equipment is delivered, please mail original signed documents including the final items below to:**

Apple Financial Services  
ATTN: AFS Contracts  
2285 Franklin Road  
Bloomfield Hills, MI 48302

Item	Instructions
Sales Tax Exemption Certificate	Email to <a href="mailto:AFS@FinanceServicing.com">AFS@FinanceServicing.com</a> , if Applicable
Insurance Coverage	Required to Close, Email to <a href="mailto:AFS@FinanceServicing.com">AFS@FinanceServicing.com</a>
Form 8038G	Required to Close, Email to <a href="mailto:AFS@FinanceServicing.com">AFS@FinanceServicing.com</a>
Guaranteed Buyback Option Addendum	Required to Close, Email to <a href="mailto:AFS@FinanceServicing.com">AFS@FinanceServicing.com</a>
Acceptance	Required to Close, Email to <a href="mailto:AFS@FinanceServicing.com">AFS@FinanceServicing.com</a>
Invoice	Remit Payment as Specified

# Lease Purchase Agreement

This Lease Purchase Agreement dated as of June 5, 2025 (this “Agreement”) is entered into by and between Apple Inc. (“Lessor”) and Northfield Public Schools Independent School District No. 659 (“Lessee”).

**1. Agreement; Schedules.** Subject to the terms of this Agreement, Lessee agrees to Lease, purchase and acquire from Lessor certain Equipment and/or software (the “Equipment”) as may be described in any Payment Schedule in the form of Exhibit A (each, a “Schedule”) which may be executed by the parties from time to time. Nothing in this Agreement shall be construed to impose any obligation upon, or otherwise commit, Lessor to enter into any proposed Schedule, it being understood that whether Lessor enters into any proposed Schedule shall be a decision solely within Lessor’s discretion. Lessee understands that Lessor requires certain documentation and information necessary to enter into any Schedule, and Lessee agrees to provide Lessor with any documentation or information Lessor may request in connection with Lessor’s review of any proposed Schedule. Such documentation may include but shall not be limited to: (a) a description of the proposed Equipment, including the cost and its contemplated use and location, (b) information related to the vendor(s) manufacturing, licensing (subject to the terms of the Vendor’s applicable end user license agreement(s)), delivering, installing or maintaining the proposed Equipment for Lessee (the entity selling the Equipment, the “Vendor”), (c) documentation or information concerning the financial condition of Lessee, and (d) other information related to the Schedule and Lessee. The terms and conditions of this Agreement (including all exhibits and any amendments hereto) are incorporated by reference into each Schedule and each Schedule, once executed by Lessor and Lessee, shall constitute a separate and independent lease and installment purchase of the Equipment identified therein, hereinafter referred to as a “Lease.”

**2. Invoice Payment or Reimbursement.** With respect to any Lease, and subject to the provisions of Section 3 if applicable, Lessor shall have no obligation whatsoever to make any payment to a Vendor or reimburse Lessee for any payment made to a Vendor for the Equipment that is the subject of such Lease until three (3) business days after Lessor’s receipt of the following in form and substance satisfactory to Lessor in its sole discretion: (a) a Schedule executed by a duly authorized representative of Lessee; (b) a fully executed partial or final acceptance certificate, if applicable (“Acceptance Certificate”); (c) a resolution or evidence of other official action taken by Lessee’s governing body authorizing Lessee to enter into such Lease, the acquisition of the Equipment subject thereto; (d) evidence of insurance with respect to the Equipment subject to such Lease in accordance with the provisions of Section 15 of this Agreement; (e) a Vendor invoice for the Equipment subject to such Lease and, if such invoice has been paid by Lessee, evidence of payment thereof and, if applicable, evidence of official intent to reimburse such payment as required by the Treasury Regulations; (f) a completed and executed Form 8038-G or 8038-GC; (g) an Incumbency Certificate; (h) a Bank Qualification Designation; (i) Lease Payment Instructions; (j) Insurance Coverage Requirements; (k) an opinion of Lessee’s counsel; and (l) such other documents, items, or information reasonably required by Lessor. Lessor shall provide each such document to Lessee in a form and substance satisfactory to Lessor.

**3. Escrow Agreement.** Upon agreement by both Lessee and Lessor as to any Lease, the parties shall enter into an escrow agreement (an “Escrow Agreement”) with an escrow agent selected by Lessee, such selection subject to Lessor’s approval, establishing an account from which the cost of the Equipment subject to such Lease is to be paid (the “Escrow Account”). Upon execution and delivery of an Escrow Agreement by the parties thereto and satisfaction of any conditions precedent set forth in Section 2 of this Agreement or in such Escrow Agreement, Lessor shall deposit or cause to be deposited into the Escrow Account under the related Escrow Agreement funds for the payment of the costs of acquiring the Equipment under such Lease. Lessee acknowledges and agrees that no disbursements shall be made from an Escrow Account except for portions of the Equipment that are operationally complete and functionally independent and that may be fully utilized by Lessee without regard to whether the balance of the Equipment is delivered and accepted.

**4. Delivery and Acceptance of Equipment.** Lessee shall order the Equipment related to a Lease, cause the Equipment to be delivered and installed at the location specified in such Lease, and pay any and all delivery and installation costs and applicable sales and other taxes in connection therewith. When the Equipment identified in any Lease has been delivered and installed, Lessee shall immediately inspect the Equipment and evidence its acceptance by executing and delivering to Lessor the Acceptance Certificate. If Lessee fails to satisfy any condition precedent for Lessor entering into a Lease, Lessee cancels or terminates a Lease prior to delivery of the Equipment or if Lessee fails or refuses to sign the Acceptance Certificate no later than five (5) business days after the Equipment



has been delivered, Lessor will have the option of treating such Lease as cancelled by Lessee and the assignment in the preceding sentence will automatically terminate.

**5. Lease Payments.** With respect to each Lease, Lessee agrees to pay Lessor in accordance with the payment schedule ("Lease Payments") set forth in each Lease, exclusively from legally available funds, consisting of principal and interest components in the amounts and on such dates as provided in such Schedule. If there is a payment reduction or changes in the Equipment, configuration, cost, or the calculation of taxes that are made after you agree to this Lease but prior to Commencement, you authorize us without your written consent to adjust Equipment descriptions and/or to reduce Payments when applicable. Lessee shall pay Lessor a charge on any Lease Payment not paid on the date such payment is due at the rate of 12% per annum or the highest lawful rate, whichever is less, from such due date until paid. The "Commencement Date" for each Lease is the date when interest commences to accrue under such Lease, which date shall be the earlier of (a) the date Lessee partially or fully accepts the Equipment pursuant to Section 4, or (b) the date of Lessor's deposit into an Escrow Account of sufficient monies to purchase the Equipment. Lessor will advise Lessee as to the address to which Lease Payments shall be sent. Each Lease Payment is due whether or not Lessee receives an invoice therefor. Restrictive endorsements on checks sent by Lessee will not reduce Lessee's obligations to Lessor. Unless a proper exemption certificate is provided, applicable sales and use taxes may be paid by Lessee from funds advanced to Lessee by Lessor for such purpose in connection with the execution and delivery of the related Lease or if not paid by funds advanced by Lessor, shall be paid directly by Lessee. Lessor and Lessee understand and intend that the obligation of Lessee to pay Lease Payments under a Lease shall constitute a current expense of Lessee and shall not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness or debt by Lessee, nor shall anything contained in this Agreement or in any Lease constitute a pledge of the general tax revenues, funds or monies of Lessee.

**6. Non-appropriation of Funds.** Lessee is obligated to pay Lease Payments under each Lease for each fiscal period as may lawfully be made from funds budgeted and appropriated for that purpose for such fiscal period. Lessee currently intends to remit and reasonably believes that funds in an amount sufficient to remit all Lease Payments and other payments under each Lease can and will lawfully be appropriated and made available to permit Lessee's continued utilization of the Equipment under such Lease and the performance of its essential function during the scheduled "Lease Term" as reflected in each Lease. Lessee currently intends to do all things lawfully within its power to obtain and maintain funds from which the Lease Payments under each Lease may be made, including making provision for such payments to the extent necessary in each budget or appropriation request adopted in accordance with applicable provisions of law. Notwithstanding the foregoing, Lessor acknowledges that the decision whether or not to budget and appropriate funds or to extend the term of a Lease for any period beyond the original or any additional fiscal period is within the discretion of the governing body of Lessee. In the event that Lessee's governing body fails or is unwilling to budget, appropriate or otherwise make available funds for the payment of Lease Payments and other payments, if any, under a Lease following the then current fiscal period (an "Event of Non-appropriation"), Lessee shall have the right to terminate such Lease on the last day of the fiscal period for which sufficient appropriations were made without penalty or expense, except as to the portion of any Lease Payment for which funds shall have been appropriated and budgeted, in which event Lessee shall return the Equipment subject to such Lease in accordance with Section 19 of this Agreement. Lessee agrees to deliver notice to Lessor of such Event of Non-appropriation with respect to a Lease and termination at least thirty (30) days prior to the end of the then current fiscal period, but failure to give such notice shall not extend the term of the affected Lease beyond such then current fiscal period.

**7. Unconditional Obligation.** UPON THE COMMENCEMENT DATE OF A LEASE PURSUANT TO SECTION 5 OF THIS AGREEMENT, AND EXCEPT AS PROVIDED IN SECTION 6, "NON-APPROPRIATION OF FUNDS," THE OBLIGATIONS OF LESSEE TO MAKE LEASE PAYMENTS AND TO PERFORM AND OBSERVE THE OTHER COVENANTS AND AGREEMENTS CONTAINED IN EACH LEASE SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF OR DEFENSE, FOR ANY REASON INCLUDING, WITHOUT LIMITATION, ANY FAILURE OF ANY EQUIPMENT TO BE DELIVERED OR INSTALLED, ANY DISPUTES WITH LESSOR, ANY VENDOR OF ANY EQUIPMENT OR ANY OTHER PERSON, DEFECTS, MALFUNCTIONS OR BREAKDOWNS IN THE EQUIPMENT, ANY ACCIDENT, CONDEMNATION, DAMAGE, DESTRUCTION, OR UNFORESEEN CIRCUMSTANCE, OR ANY TEMPORARY OR PERMANENT LOSS OF ITS USE.

**8. Disclaimer of Warranties.** The sole warranty for the Equipment is the applicable product warranty (defined below). LESSOR MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, WHATSOEVER, INCLUDING WITHOUT LIMITATION, AS TO THE EQUIPMENT'S MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY, DESIGN,

CONDITION, DURABILITY, OPERATION, QUALITY OF MATERIALS OR WORKMANSHIP, NON-INFRINGEMENT, OR COMPLIANCE WITH SPECIFICATIONS OR APPLICABLE LAW, OR THAT THE OPERATION OR USE OF THE EQUIPMENT WILL BE UNINTERRUPTED, SECURE OR FREE OF ERRORS, DEFECTS, VIRUSES, MALFUNCTIONS, AND LESSEE, AS OF THE DATE OF LESSEE'S ACCEPTANCE AS SET FORTH IN SECTION 4, ACCEPTS SUCH EQUIPMENT AS IS AND WITH ALL FAULTS. Lessee acknowledges that Lessee has selected the Equipment based upon Lessee's own judgment. Lessee acknowledges that the Equipment was manufactured and/or assembled, or in the case of software was developed and licensed, by the applicable Vendor and that any warranty rights with respect to such Equipment shall be provided by the applicable Vendor (the "Product Warranty"). Lessee agrees to settle any dispute it may have regarding performance of the Equipment directly with the applicable Vendor and not to make any claim against the Lease Payments due Lessor or any Assignee (as hereinafter defined). Lessee agrees to continue to pay Lessor, or such Assignee (as applicable), all Lease Payments and other payments without abatement or set off for any dispute with a Vendor regarding the Equipment. Nothing in any Lease shall relieve Apple Inc. of its obligations under the product warranty offered by Apple Inc. for applicable Apple-branded Equipment. Lessee acknowledges and agrees that the product warranty is a separate agreement between Lessee and the applicable Vendor and that such product warranty is not a part of any Lease.

**9. Title and security interest.** Unless otherwise required by the laws of the state where Lessee is located, during each Lease term, title to the Equipment shall be vested in Lessee, subject to the rights of Lessor under such Lease. In the event Lessor terminates a Lease pursuant to Section 17 of this Agreement or an Event of Non-Appropriation occurs under a Lease, title to the related Equipment shall immediately vest in Lessor free and clear of any rights, title or interests of Lessee. Lessee, at its expense, shall protect and defend Lessee's title to the Equipment and Lessor's rights and interests therein and keep the Equipment free and clear from any and all claims, liens, encumbrances, and legal processes of Lessee's creditors and other persons. To secure the payment and performance of all of Lessee's obligations under each Lease, Lessee hereby grants to Lessor a first priority purchase money security interest in the Equipment subject to each such Lease, anything attached or added to the Equipment by Lessee at any time, Lessee's rights under each agreement for the licensing of software to the extent that a security interest therein may be granted without violating the terms of such agreement, and on all proceeds, including proceeds from any insurance claims for loss or damage, from such Equipment. Lessee authorizes Lessor to file a financing statement perfecting Lessor's security interest under the laws of Lessee's state. Lessee agrees to promptly execute such additional documents, in a form satisfactory to Lessor, which Lessor deems necessary or appropriate to establish and maintain its security interest in the Equipment. The Equipment is and will remain personal property and will not be deemed to be affixed to or a part of the real estate on which it may be situated. If applicable, as further security therefor, Lessee hereby grants to Lessor a first priority security interest in the cash and negotiable instruments from time to time comprising each Escrow Account and all proceeds (cash and non-cash) thereof, and agrees with respect thereto that Lessor shall have all the rights and remedies of a secured party under the applicable Uniform Commercial Code.

**10. Use, Maintenance and Repair.** Upon installation, no item of Equipment will be moved from the location specified for it in the related Lease (the "Equipment Location") without Lessor's prior consent, which consent will not be unreasonably withheld, except that any items of Equipment that are intended by design to be a mobile piece of technology (i.e., laptop computers) may be moved within the continental U.S. without consent. Lessor shall have the right at all reasonable times during regular business hours, subject to compliance with Lessee's customary security procedures, to enter into and upon the property of Lessee for the purpose of inspecting the Equipment. In order to facilitate the use of the Equipment by students and/or Lessee's employees ("Authorized Users") while on premises other than those belonging to Lessee, Lessee acknowledges and agrees that: (a) Lessee shall use due care to ensure that the Equipment is not (i) used in violation of any applicable law, in a manner contrary to that contemplated by the related Lease, or for private business purposes, or (ii) used by anyone other than Authorized Users; and (b) Lessee (and not Authorized Users) shall be solely responsible for (i) maintaining insurance in accordance with the terms of the related Lease, (ii) payment of any applicable sales, property, and other taxes on the Equipment, and (iii) return of the Equipment under a Lease to Lessor upon the occurrence of an Event of Default or Event of Non-Appropriation thereunder. Lessee agrees that it will use the Equipment under each Lease in the manner for which it was intended, as required by all applicable manuals and instructions and as required to keep the Equipment eligible for any manufacturer's certification and/or standard, full service maintenance contract. Lessee agrees that it will, at Lessee's own cost and expense, maintain, preserve, and keep the Equipment under each Lease in good repair, condition, and working order, ordinary wear and tear excepted. All replacement parts and repairs shall be governed by the terms of the related Lease. Lessee will not make any permanent alterations to the Equipment that will result in a decrease in the market value of the Equipment.

**11. Liens; Taxes.** Lessee will not sell, transfer, assign, pledge, sub-lease, or part with possession of the Equipment, or file or permit a lien to be filed against the Equipment, except as otherwise expressly provided under this Agreement and the related Lease. The parties to this Agreement intend that the Equipment will be used for governmental or proprietary purposes of Lessee and that the Equipment will be exempt from all property taxes. Lessee shall timely pay all assessments, license and filing fees, taxes (including sales, use, excise, personal property, ad valorem, stamp, documentary, and other taxes) and all other governmental charges, fees, fines, or penalties whatsoever, whether payable by Lessor or Lessee, now or hereafter imposed by any governmental body or agency on or relating to the Equipment or the Lease Payments or the use, registration, rental, shipment, transportation, delivery, ownership, or operation of the Equipment and on or relating to this Agreement or any Lease; provided, however, that the foregoing shall not include any federal, state, or local income or franchise taxes of Lessor.

**12. Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, LESSOR SHALL NOT BE LIABLE FOR ANY DIRECT DAMAGES OF LESSEE RESULTING FROM, ARISING OUT OF, OR IN CONNECTION WITH THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, REGARDLESS OF THE THEORY OF LIABILITY. Further, notwithstanding anything to the contrary, with respect to each Lease, Lessee agrees that (a) Lessor shall have no liability, cost, or expense with respect to transportation, installation, selection, purchase, Lease, ownership, possession, modification, maintenance, condition, operation, use, return, or disposition of the Equipment subject thereto, and (b) Lessor shall have no responsibility in connection with the selection of the Equipment subject thereto, the ordering of such Equipment, its suitability for the use intended by Lessee, Lessee's compliance or non-compliance with competitive pricing and/or bidding requirements, the acceptance by the Vendor of the order submitted, if applicable, or any delay or failure by the Vendor or its sales representative to deliver, install, or maintain the Equipment for Lessee's use. IN NO EVENT SHALL LESSOR BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES IN CONNECTION WITH OR ARISING OUT OF ANY LEASE OR THE EXISTENCE, FURNISHING, FUNCTIONING, OR LESSEE'S USE OF ANY ITEM OF EQUIPMENT PROVIDED FOR IN ANY LEASE, WHETHER IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, REGARDLESS OF THE THEORY OF LIABILITY AND REGARDLESS OF WHETHER LESSOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. The parties agree that the provisions in this Agreement fairly allocate the risks between the parties without which they would not have entered into this Agreement.

**13. Identification.** Lessor shall be entitled to insert missing or correct information on the related Lease, including, without limitation, Lessee's official name, serial numbers, and any other information describing the Equipment under such Lease; provided that Lessor forwards copies of such changes to Lessee.

**14. Loss or Damage.** Lessee shall be responsible for any loss, theft of, and/or damage to the Equipment or any portion thereof from any cause whatsoever, regardless of the extent or lack of insurance coverage, from the time the Equipment is delivered to Lessee pursuant to the related Lease until the end of the Lease term thereunder or until the Equipment is returned to Lessor pursuant to Section 19 of this Agreement, whichever is later. If any item of the Equipment is lost, stolen, or damaged, Lessee shall immediately provide written notice of such loss to Lessor and shall, within fifteen (15) days after such loss, at Lessee's option, either: (a) repair the damaged Equipment so that it is in good condition and working order, eligible for any manufacturer's certification; (b) replace the damaged Equipment at Lessee's sole cost and expense with Equipment having substantially similar manufacturer's specifications and of equal or greater value to the damaged Equipment immediately prior to such Equipment being damaged, such replacement Equipment to be subject to Lessor's approval, whereupon such replacement Equipment shall be substituted in the applicable Lease and the other related documents by appropriate endorsement or amendment; or (c) pursuant to Section 18(b), purchase Lessor's interest in the damaged Equipment on a pro rata basis (notwithstanding the limitation in Section 18(b) only to prepaying in whole) and continue the related Lease for the non-damaged Equipment for the balance of the applicable Lease term. In such event, Lessor will provide Lessee with a revised amortization of Lease Payments for the non-damaged Equipment. Lessor will forward to Lessee any insurance proceeds which Lessor receives for damaged Equipment for Lessee's use in the repair or replacement of the damaged Equipment, unless there has been an Event of Default or an Event of Non-Appropriation by Lessee, in which event Lessor will apply any insurance proceeds received to reduce Lessee's obligations under Section 17 of this Agreement.

**15. Insurance.** In the event that Lessee is not self-insured (as hereafter provided), Lessee shall, at its expense, keep the Equipment subject to each Lease fully insured against loss, fire, theft, damage, or destruction from any cause whatsoever in an amount not less than the greater of (a) the total Lease Payments for the Lease term under such Lease or (b) the full replacement cost of the Equipment without consideration for depreciation. Upon Lessor's request, Lessee shall also provide such additional insurance against injury, loss,

or damage to persons or property arising out of the use or operation of the Equipment as is customarily maintained by owners of property similar to the Equipment. With Lessor's prior written consent, Lessee may self-insure against such risks. The policy shall state that Lessor shall be notified of any proposed cancellation at least 30 days prior to the date set for cancellation. All such insurance shall be in form, issued by such insurance companies and be in such amounts as shall be satisfactory to Lessor, and shall provide that losses, if any, shall be payable to Lessor as "loss payee," and all such liability insurance shall include Lessor as an "additional insured." Upon Lessor's request, Lessee shall provide Lessor with a certificate or other evidence of insurance acceptable to Lessor evidencing the insurance coverage required under such Lease. In the event Lessee fails to provide such evidence within 10 days after Lessor's request, or upon Lessor's receipt of a notice of policy cancellation, Lessor may (but shall not be obligated to) obtain insurance covering Lessor's interest in the Equipment at Lessee's sole expense. Lessee will pay all insurance premiums and related charges.

**16. Default.** Lessee will be in default under a Lease upon the occurrence of any of the following (each, an "Event of Default"): (a) Lessee fails to pay any Lease Payment or other payment due in full under such Lease; (b) Lessee fails to perform or observe any other promise or obligation in any Lease or any Escrow Agreement and does not correct the default within 30 days after written notice of default by Lessor; (c) any representation, warranty, or statement made by Lessee in this Agreement or any Lease shall prove to have been false or misleading in any material respect when made; (d) Lessee fails to obtain and maintain insurance as required by Section 15, or any insurance carrier cancels any insurance on the Equipment; (e) the Equipment or any portion thereof is misused, used in a manner not authorized by the applicable end user license agreement (if any) accompanying such Equipment, or used in violation of the terms of the related Lease; (f) the Equipment or any part thereof is lost, destroyed, or damaged beyond repair and remains uncured in accordance with Section 14; (g) the Lessee becomes insolvent, has made an assignment for the benefit of creditors, a petition is filed by or against Lessee under any bankruptcy or insolvency laws; or (h) an Event of Default occurs under any other Lease or prior financing with Lessor or assigns or their respective affiliates, but any such Assignee may only exercise remedies with respect to other Leases for which it is the Assignee.

**17. Remedies.** Upon the occurrence of an Event of Default under a Lease, Lessor may, in its sole discretion, do any or all of the following (without penalty, liability, or obligation on Lessor's part and without limiting any other rights or remedies available to Lessor): (a) provide written notice to Lessee of such Event of Default; (b) as liquidated damages for loss of a bargain, and not as a penalty, declare due and payable any and all amounts which may then be due and payable under the Lease, plus all Lease Payments remaining through the end of the then current fiscal period; (c) with or without terminating the Lease Term under such Lease, (i) enter the premises where the Equipment is located and retake possession of such Equipment or require Lessee at Lessee's expense to promptly return any or all of such Equipment to the possession of Lessor in accordance with the requirements in Section 19, and (ii) at Lessee's expense, sell or Lease such Equipment or, for the account of Lessee, sublease such Equipment, continuing to hold Lessee liable for the difference between the Lease Payment payable by Lessee pursuant to the terms of such Lease to the end of the current fiscal period and the net proceeds of any such sale, Lease, or sublease. Lessor may require Lessee to remove all proprietary data from the Equipment, and Lessee holds Lessor and its assigns harmless if Lessee fails to do so. Lessee will not make any claims against Lessor or the Equipment for trespass, damage, or any other reason. The exercise of any of such remedies by Lessor under a Lease shall not relieve Lessee of any other liabilities under any other Lease. Without limiting the foregoing, Lessor may take whatever action, either at law or in equity, may appear necessary or desirable to enforce its rights under any Lease, or as a secured party in any or all of the Equipment. No remedy of Lessor is intended to be exclusive and every such remedy, now or hereafter existing, at law or in equity, shall be cumulative and shall be in addition to every other remedy given under a Lease. In the event that Lessor sells or otherwise liquidates the Equipment following an Event of Default or an Event of Non-appropriation as herein provided and realizes net proceeds (after payment of costs) in excess of total Lease Payments under the related Lease that would have been paid during the related scheduled Lease Term plus any other amounts then due under the related Lease or Leases, Lessor shall immediately pay the amount of any such excess to Lessee.

**18. Purchase Option.** At the option of Lessee, and provided that no Event of Default or Event of Non-appropriation has occurred and/or is continuing under any Lease, Lessor's interest in all, but not less than all, of the Equipment subject to a Lease will be transferred, conveyed, and assigned to Lessee, free and clear of any right or interest of Lessor, and such Lease shall terminate: (a) upon payment in full of all Lease Payments under such Lease and all other amounts then due thereunder or (b) on any Lease Payment due date under such Lease, provided that Lessee shall have delivered written notice at least 30 days prior to such date of Lessee's intention to purchase the Equipment subject to such Lease pursuant to this provision, by paying to Lessor, in addition to the Lease Payment due on such date, an amount equal to the purchase price (the "Purchase Price") shown for such Lease Payment due date in

the payment Schedule included in such Lease. Lessee hereby acknowledges that the Purchase Price under a Lease includes a prepayment premium.

**19. Return of Equipment.** In the case of an Event of Default under a Lease or an Event of Non-appropriation by Lessee with respect to a Lease in accordance with Section 6, Lessee will, at Lessee's sole cost and expense, immediately return the Equipment subject to such Lease (including all copies of any software free of any proprietary data), manuals, and accessories to any location and aboard any carrier Lessor may designate in the continental United States. The Equipment must be properly packed for shipment in accordance with the manufacturer's recommendations or specifications, freight prepaid and insured, and maintained in accordance with the terms of the related Lease. All Equipment must be free of markings. Lessee will pay Lessor for any missing or defective parts or accessories. Lessee will continue to pay Lease Payments until the Equipment is accepted by Lessor, which acceptance shall be deemed to occur fifteen (15) days after delivery unless Lessor rejects the Equipment for good cause within such fifteen (15) day period. Notwithstanding anything in this Section 19 to the contrary, any amounts to be paid by Lessee as provided in this Section 19 shall be payable solely from funds legally available for the purpose.

**20. Lessee's Representations and Warranties.** Lessee hereby represents, covenants, and warrants for the benefit of Lessor that as of the date hereof and as of the commencement date for each Lease, and throughout each Lease Term: (a) Lessee is a state or political subdivision thereof within the meaning of Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"); (b) Lessee is duly organized and existing under the Constitution and laws of the state in which Lessee is located; (c) Lessee is authorized to enter into and carry out its obligations under this Agreement and each Lease and every other document required to be delivered in connection with this Agreement and a Lease; (d) this Agreement and each Lease have been duly authorized, executed, and delivered by Lessee in accordance with all applicable laws, codes, ordinances, regulations, and policies; (e) any person signing the Agreement and each Lease has the authority to do so, is acting with the full express authorization of Lessee's governing body, and holds the office indicated below his or her signature, which is genuine; (f) the Equipment is essential to the immediate performance of a governmental or proprietary function by Lessee within the scope of Lessee's authority and shall be used during the Lease Term only by Lessee and only to perform such function; (g) Lessee intends to use the Equipment for the entire Lease Term and shall take such action, in accordance with Section 6, to include in its annual budget request, for submission to Lessee's governing body, any funds required to fulfill Lessee's obligations for each succeeding fiscal period during the applicable Lease Term; (h) Lessee has complied fully with all applicable laws, codes, ordinances, regulations, and policies, governing open meetings, competitive pricing and/or public bidding and appropriations required in connection with each Lease, the selection and acquisition of the Equipment related thereto and the selection of Vendor thereof; (i) all payments due and to become due during Lessee's current fiscal period under such Lease are within the fiscal budget of such fiscal period, and are or will be included within an unrestricted and unencumbered appropriation currently available for the Lease/purchase of the Equipment under such Lease; (j) Lessee shall not do or cause to be done any act which shall cause, or by omission of any act allow, the interest portion of any Lease Payment to become includible in Lessor's gross income for federal income taxation purposes under the Code; (k) Lessee shall comply with the information reporting requirements of Section 149(e) of the Code with respect to each Lease (such compliance shall include, but not be limited to, the execution of Form 8038-G or 8038-GC information reporting returns as appropriate); (l) Lessee will furnish Lessor (a) annual financial statements of Lessee within thirty (30) days after such annual financial statements are released by Lessee and (b) at the request of Lessor from time to time, such other financial information about Lessee as may be then publicly available; (m) Lessee has not for at least its most recent ten fiscal periods failed to appropriate or otherwise make available funds sufficient to pay rental or other payments coming due under any Lease purchase, installment sale or other similar agreement; (n) there is no litigation, pending or threatened that would materially adversely affect the transactions contemplated by this Agreement, any Lease or the financial condition of Lessee; and (o) any and all Equipment that Lessee Leases, purchases, and/or acquires pursuant to this Agreement and any Lease hereunder is for Lessee's internal purposes only and Lessee is not and will not Lease, purchase or acquire the Equipment for resale.

**21. Assignment.** Lessor may, upon notice to Lessee but without Lessee's consent, sell, assign, or transfer from time to time Lessor's rights, title, and interest under this Agreement and/or any Lease or Leases or interest therein, including the right to receive Lease Payments under a Lease and Lessor's security interest in the Equipment under a Lease and any related Escrow Agreement to one or more Assignees or sub-Assignees (each, an "Assignee"). Lessee agrees that, upon such assignment, the Assignee will have the same rights and benefits of Lessor under the terms of the related Lease. Lessee agrees that the rights of Assignee will not be subject to any claims, defenses, or set-offs that Lessee may have against any Vendor. Upon notice to Lessee of such assignment, Lessee agrees to respond to any requests about the related Lease and, if directed by Lessor, to pay Assignee all Lease Payments and other amounts

due under such Lease. Lessee hereby appoints Lessor as its agent to maintain a record of all assignments of each Lease in a form sufficient to comply with the registration requirements of Section 149(a) of the Code and the regulations prescribed thereunder from time to time, and Lessor agrees to maintain such registration record.

**22. Additional Payments.** Lessor may, but is not obligated to, take on Lessee's behalf any action which Lessee fails to take as required by any Lease, and Lessee shall pay any expenses incurred by Lessor in taking such action, which will be in addition to the Lease Payments as set forth in such Lease.

**23. Release and Indemnification.** To the extent permitted by applicable state law and subject to Section 6, Lessee shall indemnify, release, protect, hold harmless, save, and defend Lessor from and against any and all liability, obligation, loss, claim, tax, and damage whatsoever, regardless of the cause thereof, and all costs and expenses in connection therewith (including, without limitation, attorneys' fees) arising out of or resulting from (a) entering into any Lease; (b) the ownership of any item of Equipment; (c) the ordering, acquisition, use, installation, deployment, testing, operation, condition, purchase, delivery, rejection, storage, or return of any item of Equipment; (d) any damage to property or personal injury or death of any person in connection with the operation, use, installation, deployment, testing, condition, possession, storage, or return of any item of Equipment, or in connection with or resulting from Lessee's acts, omissions, negligence, misconduct, or breach of any provision of any Lease; and/or (e) the breach of any covenant or any material representation of Lessee contained in any Lease. The indemnification obligations set forth herein shall continue in full force and effect notwithstanding the payment in full of all obligations under any Lease or the termination of the Lease Term under any Lease for any reason.

**24. Miscellaneous.** Each Lease, together with this Agreement, contains the entire agreement of the parties regarding the subject matter hereof which is limited to Lease financing. Time is of the essence in each Lease. If a court of competent jurisdiction finds any provision of any Lease to be unenforceable, the remaining terms of such Lease shall remain in full force and effect. Each Lease may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument; provided, however, that only counterpart one of each Lease (including the terms and conditions of this Agreement incorporated therein by reference) shall constitute the original for such Lease for purposes of the sale or transfer of such Lease as chattel paper. References herein to "Lessor" shall be deemed to include each of its Assignees from and after the effective date of each assignment; references herein to "Lessor" shall not refer to Apple Inc. in its capacity as a Vendor or in any capacity other than as a Lessor hereunder. The captions or headings in this Agreement and in each Lease are for convenience only and in no way define, limit, or describe the scope or intent of any provisions. This Agreement and each Lease will be governed by the laws of the state where Lessee is located without regard to the conflict of law principles thereof. Lessor and Lessee both intend to comply with all applicable laws. If it is determined that Lessee's payments under the Lease result in an interest payment higher than allowed by applicable law, then any excess interest collected will be applied to the repayment of principal, and interest will be charged at the highest rate allowed by law.

**25. Notices.** All written notices under any Lease must be sent by certified mail or recognized overnight delivery service, postage prepaid, to the addresses as stated on each Lease, or by facsimile transmission, with written confirmation of receipt.

**26. Electronic Signatures.** Notwithstanding anything to the contrary in any Lease, Lessee and Lessor both intend that this Agreement and any Schedule, acceptance certificate, Escrow Agreement, or any other related document or certificate (each a "Document") containing the electronic signature of both parties using the procedure or method for electronic signatures that Lessor provided to Lessee ("Electronic Signature") shall constitute the sole original authenticated Document for all purposes (including without limitation the perfection of security interests and admissibility of evidence). Lessee and Lessor acknowledge that any such electronic signatures will be applied by the duly authorized representative of the respective party with the intent to sign, authenticate, and accept the documents on behalf of such party. If Lessee uses a different signature method, the Document shall constitute the sole original when manually countersigned by Lessor or attached to Lessor's original signature counterpart.

**IMPORTANT:** READ BEFORE SIGNING. THE TERMS OF THIS Agreement AND EACH LEASE SHOULD BE READ CAREFULLY BECAUSE ONLY THOSE TERMS IN WRITING ARE ENFORCEABLE. TERMS OR ORAL PROMISES WHICH ARE NOT CONTAINED IN THIS Agreement OR A LEASE MAY NOT BE LEGALLY ENFORCED. THE TERMS OF THIS Agreement OR A LEASE MAY ONLY BE CHANGED BY ANOTHER WRITTEN AGREEMENT BETWEEN THE PARTIES. EXCEPT FOR AN EVENT OF NON-APPROPRIATION, NO LEASE IS CANCELABLE BY LESSEE.

Lessor:	Apple Inc.	Lessee	Northfield Public Schools Independent School District No. 659 201 Orchard Street South Northfield, MN 55057
By:		By:	
Name:		Name:	
Title:		Title:	
		Fed Tax ID #:	

# Payment Schedule

## Schedule No. 20000033268 dated June 5, 2025 to Lease Purchase Agreement Dated June 5, 2025

This Payment Schedule 20000033268 ("Schedule") is entered into pursuant to that Lease Purchase Agreement dated June 5, 2025 ("Agreement"), and is effective as of June 5, 2025. All of the terms and conditions of the Agreement, including Lessee's representations and warranties, are incorporated herein by reference. Unless otherwise indicated, all capitalized terms used but not otherwise defined herein shall have the same meaning as set forth in the Agreement.

To the extent that less than all of the Equipment subject to this Schedule has been installed and accepted by Lessee on or prior to the date hereof, Lessee hereby acknowledges that a portion of the Equipment has not been delivered, installed and accepted by Lessee for purposes of this Lease. In consideration of the foregoing, Lessee hereby acknowledges and agrees that its obligation to make Payments as set forth in this Schedule is absolute and unconditional as of the date hereof and on each date and in the amounts as set forth in the Payment Schedule, subject to the terms and conditions of the Agreement.

**Lessee expressly represents that at least ninety-five percent (95%) of the financing cost set forth in this Schedule is being used to acquire Equipment that will be capitalizable for federal income tax purposes.**

## Equipment Information

Computer Hardware—See Equipment Exhibit

## Payment Schedule

Payment No.	Payment Date	Payment Amount	Interest	Principal	Purchase Price after scheduled payments	Outstanding Balance
	07/25/2025					\$649,400.00
1	07/25/2025	\$162,350.00	\$0.00	\$162,350.00	\$487,050.00	\$487,050.00
2	07/25/2026	\$162,350.00	\$0.00	\$162,350.00	\$324,700.00	\$324,700.00
3	07/25/2027	\$162,350.00	\$0.00	\$162,350.00	\$162,350.00	\$162,350.00
4	07/25/2028	\$162,350.00	\$0.00	\$162,350.00	\$00.00	\$00.00
<b>Totals</b>		\$649,400.00	\$0.00	\$649,400.00	<b>Rate 0.0000%</b>	

Lessee acknowledges that the discounted purchase price for the Lease is **\$601,995.68** and that such amount is the Issue Price for the Lease for federal income tax purposes. The difference between the principal amount of this Lease and the Issue Price is Original Issue Discount ("OID") for federal income tax purposes. The Yield for this Lease for federal income tax purposes is 5.30% per annum. Such Issue Price and Yield will be stated in the Form 8038-G or 8038-GC, as applicable.

**IMPORTANT: Read before signing.** The terms of the Agreement should be read carefully because only those terms in writing are enforceable. Terms or oral promises which are not contained in this written agreement may not be legally enforced. The terms of the Agreement or Lease may only be changed by another written agreement between Lessor and Lessee. Lessee agrees to comply with the terms and conditions of the Agreement and this Lease.

Lease Term: 48 Months (and also includes the period, if any, from the Equipment's Acceptance Date to the Commencement Date.)

Commencement Date: **July 25, 2025**

Lessor:	<b>Apple Inc.</b>	Lessee:	<b>Northfield Public Schools Independent School District No. 659</b>
Signature:	_____	Signature:	_____
Name/Title:	_____	Name/Title:	_____
Date:	_____	Date:	_____



# Equipment List to Schedule No. 20000033268

Under Lease Purchase Agreement Dated June 5, 2025

No.	Product Description	Quantity
1	15-inch MacBook Air: Apple M4 chip with 10-core CPU and 10-core GPU, 16GB, 512GB SSD – Silver Part Number MW1V3LL/A	425
2	4-Year AppleCare+ for Schools 15-inch MacBook Air (M3/M4) (no service fees) Part Number SGXD2LL/A	425

The above Equipment includes all attachments and accessories attached thereto and made a part thereof.

# Delivery Details & Essential Use

Pursuant to the Lease Purchase Agreement dated **June 5, 2025**, Schedule No. **20000033268**, between Apple Inc. (the “Lessor”) and **Northfield Public Schools Independent School District No. 659** (the “Lessee”), Lessee hereby acknowledges the obligations to make payments promptly when due in accordance with the Lease.

## Product Delivery Address

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

## Invoice Address (leave blank if same)

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Earliest delivery date (or ASAP): \_\_\_\_\_

Do you accept partial shipments? No ☐ Yes ☐

Include purchase order # on invoice? No ☐ Yes ☐ PO #: \_\_\_\_\_

## Primary Delivery Contact

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Secondary Delivery Contact

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Other Contacts (please complete if different than above)

### Digital Delivery Contact

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Billing Contact

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Essential Use Confirmation

Source of funds (e.g. General/Technology Fund/Capital Project): \_\_\_\_\_

Has your institution had a non-appropriation or default in the past 10 years? No ☐ Yes ☐

Has the district's governing board approved the transaction? Yes ☐ No ☐ Not Required ☐

# Incumbency Certificate

## Payment Schedule No. 20000033268 to Lease Purchase Agreement Dated June 5, 2025

Being a knowledgeable and authorized agent of the Lessee, I hereby certify to Lessor that the person(s) who executed the Lease Purchase Agreement and this Schedule are legally authorized to do so on behalf of the Lessee and that the signatures that appear on the Lease Purchase Agreement and Schedule are genuine.

Lessee: **Northfield Public Schools Independent School District No. 659**

Signature: \* \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**\*IMPORTANT NOTE: THE INCUMBENCY IS TO BE EXECUTED BY A PERSON OTHER THAN THE SIGNER OF THIS SCHEDULE AND RELATED DOCUMENTS. THIS MAY BE A BOARD CLERK/SECRETARY, BOARD MEMBER OR SUPERINTENDENT.**

# Bank Qualified Designation

## Payment Schedule No. 20000033268 to Lease Purchase Agreement Dated June 5, 2025

Lessee hereby represents and certifies the following (please check one):

**Bank Qualified** [if Bank Qualified, also check the box on Line 39 of IRS Form 8038-G]

☐

Check this box if this Lease is designated as a “small issuer exception” under section 265(b)(3)(B)(i)(III). [Lessee reasonably anticipates that the total amount of tax-exempt obligations (including this Lease) to be issued by or on behalf of Lessee (or allocated to Lessee) during the calendar year 2025 will not exceed \$10,000,000.]

**Non-Bank Qualified** [if Non-Bank Qualified, do not check the box on Line 39 of IRS Form 8038-G]

☐

Check this box if Lessee has not designated this Lease as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Code.

Note: If the Lessee has established specific written procedures to monitor compliance with federal tax restrictions for the term of the lease, please provide a copy. It is Lessees responsibility to ensure accuracy of 8038-G documentation as well as adhere to any internal Written Tax Compliance Policies.

Lessee: **Northfield Public Schools Independent School District No. 659**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Guaranteed Buyback Option Addendum

**Schedule No. 20000033268 dated June 5, 2025 to Lease Agreement Dated June 5, 2025**

Guaranteed Buyback Option ("Option"). Subject to the following conditions, and payment in full of all Payments owed under the Lease, Lessee shall have the right to exercise the Option for all, some, or none of the Equipment. Lessee must provide written notice in writing to Lessor of its election to exercise this Option at least 30 days prior to the end of the Lease Term. Once such election is made, it cannot be unilaterally revoked by Lessee. Lessee must return the Equipment in accordance with the "Return Conditions", as set forth below and pursuant to the Lease, no later than 30 days after the end of the Lease Term. Upon Lessee's exercise of the Option, and issuance of payment of the Resale Price "Value" as noted in the grid below, title to such Equipment shall vest in Lessor or its designee free and clear of all liens, claims, and encumbrances, and Lessee shall agree to provide any document to such effect reasonably request by Lessor or its designee. If any of the conditions specified herein are not met, Lessee shall forego the right to exercise the Option and relieve Lessor or its designee from the obligation to receive and pay for such Equipment.

Buyback Conditions. No later than 30 days after the end of the Lease Term, Lessee will return Equipment (including any applicable Mac chargers and power adapters). Lessee agrees to perform data erasure, disable Find My or its equivalent feature and remove devices from Apple Business Manager, Apple School Manager, or the applicable Apple device enrollment program. In no event shall Lessor or its designee be liable for any consequential, incidental, special, or indirect damages arising from the activities herein. Lessor, or its designee, at no expense to Lessee will provide appropriate packages and return shipping labels, and perform an additional data erasure in compliance with National Institute of Standards and Technology SP 800-88 or equivalent norm. Lessee acknowledges that it is required to maintain the Equipment in good repair, condition, and working order "Good Working Condition" pursuant to the Lease. For the avoidance of doubt, and for the purposes of the Guaranteed Buyback Option, the Equipment must: (i) not contain any counterfeit and/ or non-genuine parts; (ii) not been reported as lost or stolen; (iii) not, and have not been, altered, modified or reverse engineered or repaired by a provider other than an Apple Authorized Service Provider; (iv) be fully functional, might contain light/medium surface scratches, have a battery with 80% or more maximum capacity, and is not locked through Apple Business Manager/Apple School Manager or Find-My or equivalent feature and (v) be returned with its Mac charging block and cable each in working condition, as assessed by Lessor or its designee.

Upon receipt, Lessor or its designee will inspect the Equipment and notify Lessee if the Equipment was returned in Good Working Condition. In the event that all or some of the Equipment was not returned in Good Working Condition, Lessor or its designee will deduct the cost to repair the Equipment and/or replace any applicable Mac chargers and power adapters from the aggregate Value paid for the Equipment. If Equipment cannot be repaired to Good Working Condition, or if the cost to do so is greater than the economic or environmental benefit (as assessed by Lessor or its designee), Lessor or its designee will recycle the Equipment at no cost to Lessee and the Lessee will receive no Value for the applicable Equipment. Upon receipt of the Equipment, Lessor will not be obligated to return the Equipment back to the Lessee. Within 60 days of inspection of the Equipment, Lessor or its designee shall pay the Value, less any deductions, to the Lessee as agreed between Lessor and Lessee. Lessor shall not be liable to Lessee for any breach of obligations by the Lessor's designee.

Description	Part Number	Quantity	Value	Subtotal
15-inch MacBook Air	MW1V3LL/A	425	\$300.00	USD127,500.00

Commencement Date: **July 25, 2025**

Lease Term Date: **July 24, 2029**

<p>Lessor: <b>Apple Inc.</b></p> <p>Signature: _____</p> <p>Name/Title: _____</p> <p>Date: _____</p>	<p>Lessee: <b>Northfield Public Schools Independent School District No. 659</b></p> <p>Signature: _____</p> <p>Name/Title: _____</p> <p>Date: _____</p>
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# Insurance Coverage Requirements

Northfield Public Schools Independent School District No. 659

Please provide the requested information to finalize your agreement.

*Note: This is not required for shipping your solution.*

1. Insurance Agency Contact Information

- a. Agency Name
- b. Agency Phone

2. Property Damage and Loss Coverage

- A) "All Risk" Physical Damage and Loss Insurance
- B) Include: Policy Number, Effective Date, and Expiration Date
- C) Apple Inc. and its Assigns named "Loss Payee."
- D) Endorsement giving 30 days written notice of any changes or cancellation.

Limits: The full replacement value of the equipment.

3. The Certificate Holder should be named as follows:

Apple Inc. and its Assigns  
2285 Franklin Road  
Bloomfield Hills, MI 48302

**For Self-Insurance:**

Self-insurance is only permitted with Lessor's prior written consent. If Lessee intends to self-insure for the policies described above, Lessee should contact Lessor immediately to discuss its self-insurance program. If Lessor consents to Lessee's self-insurance program, Lessee agrees to provide a letter on Lessee's letterhead, addressed to Apple Inc. and its Assigns, and signed by an authorized official of the Lessee. The letter must refer to the Payment Schedule under the Lease Purchase Agreement, briefly describe the program, and include information regarding the statute authorizing this form of insurance (with a copy of the statute attached to the letter).

# Acceptance Certificate

**Schedule No. 20000033268, dated June 5, 2025, (the "Schedule") to Lease Purchase Agreement, dated as June 5, 2025, between Apple Inc., as Lessor, and Northfield Public Schools Independent School District No. 659, as Lessee.**

Payee (designated below) requests Apple Inc. to pay the sum set forth below in payment of a portion or all of the cost of the acquisition described below. The amount shown below is due and payable under the invoice of the Payee attached hereto with respect to the cost of the acquisition of the equipment and has not formed the basis of any prior request for payment. The equipment described below is part or all of the "Equipment" listed in the Schedule to the Lease Purchase Agreement referenced above. Receipt of this Acceptance Certificate allows Apple Inc. to commence the Lease and promptly pay Vendor(s) on behalf of Lessee. This acceptance certificate does not affect Lessee's rights under the purchase order or product warranty.

**Payee Name: Apple Inc.**

**Description: 15-inch MacBook Air: Apple M4 chip with 10-core CPU and 10-core GPU, 16GB, 512GB SSD, Silver – Quantity 425, 4-Year AppleCare+ for Schools 15-inch MacBook Air (M3/M4) (no service fees) – Quantity 425**

**Invoice No.: TBD**

**Dollar (\$) Amount: \$649,400.00**

Lessee hereby certifies and represents to and agrees with Lessor as follows:

- (1) The Equipment described above has been delivered to Lessee or its service provider, which may include a third party integrator, and is accepted by Lessee on the date hereof.
- (2) Lessee has verified, or caused its service provider to verify, the contents of the Equipment delivered and acknowledges that it accepts the Equipment described above for the purpose of commencing the Lease.
- (3) Upon partial acceptance, any undistributed funds shall be set aside in an internal escrow account for the benefit of Lessee until the remaining Equipment has been accepted.
- (4) Lessee is currently maintaining the insurance coverage required by Section 15 of the Lease.
- (5) No event or condition that constitutes, or with notice or lapse of time or both would constitute, an Event of Default or Event of Non-appropriation (each as defined in the Lease) under any Lease exists at the date hereof.

## Final Acceptance Certificate

(All equipment has been accepted)

**Lessee: Northfield Public Schools Independent School District No. 659**

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Partial Acceptance Certificate

(Only a portion of equipment has been accepted)

**Lessee: Northfield Public Schools Independent School District No. 659**

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send payment to:  
Apple Inc.  
L-3708  
Columbus, OH 43260-3708**



## Invoice

Customer Name: Northfield Public Schools Independent School District No. 659

Invoice Date: June 5, 2025

### Payment Details

Description	Due Date	Amount Due
Payment Schedule No. 20000033268	<b>July 25, 2025</b>	<b>\$162,350.00</b>
Lease Purchase Agreement Dated June 5, 2025		

### Remit To

Apple Financial Services  
L-3708  
Columbus, OH 43260-3708  
AFS@FinanceServicing.com

To ensure proper credit, please submit this invoice with your payment to avoid delays.

### Equipment Location

Northfield Public Schools Independent School District No. 659  
201 Orchard Street South  
Northfield, MN 55057

If your billing or equipment location has changed, please make changes below.

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_



# Sample Board Resolution

**Resolution No. [#] of Northfield Public Schools Independent School District No. 659 authorizing and approving the execution and delivery of a Lease Purchase Agreement; and approving the execution and delivery of Payment Schedule No. 20000033268 to the Lease Purchase Agreement dated as of June 5, 2025.**

WHEREAS, the Northfield Public Schools Independent School District No. 659 (the “[Entity Type]”), is authorized by the laws of the [STATE] (the “State”) to enter into a Lease Purchase Agreement to acquire personal property equipment and other property for governmental or proprietary purposes.

WHEREAS, the [Entity Type] has an immediate need to acquire and finance certain computer equipment, software, maintenance, and support services as applicable, which are more fully described on Exhibit A hereto (the “Equipment”); and

WHEREAS, in order to finance the costs of acquiring the Equipment, the [Entity Type] desires to execute and deliver the Lease Purchase Agreement with Apple Inc. (the “Agreement”) and Payment Schedule No. 20000033268 thereto, which together constitute the “Lease”; and

WHEREAS, all conditions precedent required by the Constitution and laws of the State, and requirements of the [Entity Type], have been fulfilled to make this Resolution and the Agreement and Lease a valid and binding obligation of the [Entity Type].

NOW, THEREFORE, THE [GOVERNING BODY] RESOLVES AS FOLLOWS:

**Section 1.** The [Entity Type] authorizes and approves the execution and delivery of the Agreement;

**Section 2.** The [Entity Type] authorizes and approves the execution and delivery of Schedule No. 20000033268 to the Agreement in an amount not to exceed \$\_\_\_\_\_ for the purpose of financing the costs of the acquisition and installation of the Project;

**Section 3.** The persons of the [Entity Type] listed below (each an “Authorized Officer”) are each acting alone authorized on behalf of the [Entity Type], to execute any contracts or agreements and certificates and other documents necessary or appropriate in connection with the Lease

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Section 4.** The Authorized Officers are each acting alone authorized on behalf of the [Entity Type], to take such actions and execute, and deliver any instruments, agreements and certificates that may be necessary to complete the authorized transactions.

**Section 5.** The appropriate officials and employees of the [Entity Type] are authorized and directed to take all such actions as may be necessary and appropriate to carry out and perform the [Entity Type]’s obligations and agreements pursuant thereto.

**Section 6.** All actions of the officers, agents and employees of the [Entity Type] that conform with the purposes and intents of this resolution are authorized, approved, ratified and confirmed.

PASSED AND ADOPTED BY THE [GOVERNING BODY] ON [DATE OF RESOLUTION].

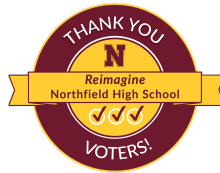
Attest: \_\_\_\_\_                      Signatory: \_\_\_\_\_  
[Title]



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## Reimagine Northfield High School Bond Referendum Projects | Construction Update No. 12 | July 14, 2025

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### User Groups

- Wold will meet with some user groups for a third time this summer.

### City of Northfield collaboration

- The traffic study is in progress, with a draft report expected in late July.
- The site plan review discussion is underway.
- The next meeting with the City of Northfield will be held in mid-August.

### Recent meetings and discussions

- Internal security review took place on June 23 and the next step is to have local first responders provide feedback about the security measures.
- Building standards review took place and another meeting will be scheduled for additional discussion.
- Technology pre-design has begun.
- Preliminary code meeting was held with the Minnesota Department of Labor and Industry.
- A project overview was held with new Northfield High School principal Chris Dibble and representatives from Wold.

### Other updates

- The geotechnical report is in progress.
- The Xcel Enhanced EDA program preliminary options are in development.
- The geothermal Darcy System test well onsite work is underway.
- The first materials and renderings meeting is being scheduled.
- Schematic design is underway.
- Knutson and Rockwise (a third party vendor contracted by Wold) will conduct independent initial schematic design budget reviews.

**Fundraiser Report | 2024-25 School Year | July 14, 2025**

Val Mertesdorf, Director of Finance

As required in Policy 713 Student Activity Accounting, I am providing a report of student activity account fundraisers from 7/1/24 - 6/30/25.

Activity	Type of fundraiser	Purpose	Results
National Honor Society	Volunteer hours incentive	Support induction ceremony reception costs and certificates	\$265
Girls Tennis	Bagging groceries at Cub	Purchase team t-shirts	\$488
Boys Tennis	Bagging groceries at Cub	Help offset the cost of team equipment, hydration options and snacks	\$1,288.57
Girls Basketball	Bagging groceries at Cub	Raise general funds to supplement operating budget	\$1,901.64
Gymnastics	VFW Omelet breakfast ticket sales	Raise funds for equipment and leotards needed in a year or two	\$754.45
Girls Golf	Picked up trash at DJJD	Purchase team hats and polo shirts	\$900
BPA	Gertens Plant Sale	Raise money to offset costs for students to attend national conference	\$1,135.95
BPA	Bagging groceries at Cub	Raise money to offset costs for students to attend national conference	\$728
FFA	Pumpkin Sale	Raise funds for national convention career exploration	\$350
Girls Tennis	Bagging groceries at Cub	Raise money for senior banners	\$546
FFA	Root Beer Floats	Raise funds to support growing FFA program	\$92
FFA	DJJD Pork Booth	Raise funds to support growing FFA program	\$714
FFA	Fruit Sale	Raise funds for national convention career exploration	\$9,715.88