Policy 102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The policy of the district is to provide equal educational opportunity for all students. The district does not discriminate on the basis of one or more of the following: race, color, creed, religion, national origin, sex, sexual orientation, including gender identity and expression, age, disability, marital status, parental status, or status with regard to public assistance. The district also makes reasonable accommodations for students with disabilities.

B. The district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. Refer to Policy 413 Harassment and Violence for information about the types of conduct that constitute violation of the district's policy on harassment and violence and the district's procedures for addressing such complaints.

C. The district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. Refer to Policy 521 Student Disability Nondiscrimination for information about protections that may apply pursuant to Section 504 and the district's corresponding procedures for addressing disability discrimination complaints.

D. The district prohibits sexual harassment and discrimination of any individual on the basis of sex in its education programs or activities. Refer to Policy 522 Title IX Sex Nondiscrimination for information about the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination.

E. The district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of

the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

F. This policy applies to all areas of education, including academics coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

G. The district will adopt and publish a grievance procedure providing for resolution of student, parent, and employee complaints of discrimination covered under this policy.

H. Every district employee shall be responsible for complying with this policy.

I. Any student, parent, or guardian having a question regarding this policy should discuss it with the building principal/administrator or the District Title IX Coordinator/Human Rights Officer.

Policy 102 Equal Educational Opportunity
Adopted: 12.13.2004; Updated: 07.12.2021, 10.11.2021; Substantive Update: 07.10.2023, 08.12.2024

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

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment 102-2 and Violence Policy)
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

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

Procedures for Policy 102 - Equal Educational Opportunity

I. Benefits

A. Educational practices covered under Policy 102 Equal Educational Opportunity include, but are not limited to access to:

1. Course offerings
2. Curricular materials
3. Counseling practices
4. Extracurricular activities
5. Athletics
6. Use of school facilities

B. Employment practices covered under Policy 102 Equal Educational Opportunity include, but are not limited to:

1. Employment criteria
2. Advertising
3. Pre-employment inquiries
4. Job classification and structure
5. Hiring and termination

II. Equal Opportunity Grievance

A. Definitions:

1. Grievance: A complaint about an alleged violation, misinterpretation, or inequitable application of state or federal laws and regulations or District policy and procedures designed to provide equality in the educational program and employment practice.

2. Grievant: A parent/guardian, student, or District employee who believes that in the past twenty days there is or has been a violation, misinterpretation, or inequitable application of state or federal laws and regulations or District policy and procedures designed to provide equality in the educational program and employment practices.

3. Days: All weekdays, excluding holidays and weekends.

4. Discriminatory act: An act reflecting a bias against a person on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital or parental status, or status with regard to public assistance or disability.

B. Use:

1. This grievance procedure is established for use by parents/guardians, students, and District employees as a systematic means of resolving disputes about alleged discriminatory acts.

2. This procedure may be used by any person who has a complaint against the District or any individual within the District for alleged discriminatory

acts in violation of state or federal statutes or District policy prohibiting discrimination.

3. Nothing provided herein will abridge or in any way limit the right of any individual to seek enforcement of state or federal laws by immediate appeal to any state or federal agency. Any complaints filed by outside agencies must, under the law, be filed against the District.

C. Reporting Procedure:

1. Victims of alleged discrimination and third persons with knowledge or belief of conduct constituting discrimination are encouraged to report to District officials as designated herein.

   a. Building level:
   The Principal is the responsible authority for receiving reports of discrimination at the building level. The Principal, upon receiving any such report, must forward the report in confidence to the District Human Rights Officer within three days. The Principal is to perform no screening or investigation. Failure of the Principal to forward any report of alleged discrimination will result in discipline consistent with the terms of any applicable collective bargaining agreement.

   b. District level:
   The District will designate a District Human Rights Officer as the responsible authority for receiving reports of discrimination directly from any individual, employee, or victim of discrimination and also from the Principal as outlined above. The name, mailing address, and phone number of the District Human Rights Officer will be posted in each building.

D. Investigation and Recommendations:

Upon receiving any report alleging discrimination, the District Human Rights Officer will conduct an investigation and make a written recommendation to the Superintendent within thirty days. In determining whether the alleged conduct constitutes discrimination, the District Human Rights Officer will look at the facts of the allegation, as well as relevant case law, state and federal laws and regulations, and the School Board's policy on prohibiting discrimination.

E. Retaliation:

Consistent with the terms of any applicable collective bargaining agreement and any applicable statutes, the District will discipline any individual who retaliates against any person who reports alleged discrimination, or who testifies, assists, or participates in any manner in any investigation, proceedings, or hearing relating to the report alleging discrimination. A retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

F. District Action:

1. Upon receipt of a recommendation from the District Human Rights Officer that probable cause exists to credit the allegations of discrimination, the Superintendent may take action based on the report and recommendation of the District Human Rights officer, or the Superintendent may conduct further investigation into the charges.

2. Further investigation by the Superintendent must be completed within thirty days of receipt of the recommendation from the District Human Rights Officer.

3. Pending further investigation, the Superintendent may take any action necessary to protect the alleged victim, other employees, or students consistent with requirements of applicable collective bargaining agreements and statutes, if any.

4. Consistent with requirements of applicable collective bargaining agreements and statutes, if any, the Superintendent may take such action as he or she deems necessary and appropriate, including termination, to end discrimination found to exist.

Policy 103 CONCERNS OR COMPLAINT RESOLUTION

I. PURPOSE

The Northfield School District takes seriously all concerns or complaints by students, employees, parents, district residents, and property or business owners. If a specific complaint procedure is provided within any other policy of the district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that will be used. This policy aligns with the district's commitment to partnerships, communication, and people.

II. GENERAL STATEMENT OF POLICY

An effective organization relies on direct communication between stakeholders. The superintendent or their designee will establish procedures to accompany this policy that will guide stakeholders on how to bring their concerns or complaints to resolution. These procedures shall be consistent with the applicable provisions of Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), other district policy, or law.

Other policies that contain a complaint procedure include, but are not limited to:

Policy 102: Educational and Employment Opportunity
Policy 413: Harassment and Violence
Policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Policy 415: Mandated Reporting of Maltreatment of Vulnerable Adults
Policy 514: Bullying Prohibition
Policy 521: Student Disability Nondiscrimination
Policy 522: Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Policy 526: Hazing Prohibition
Activities & Athletics Co-Curricular Handbook

Policy 103 Concerns or Complaint Resolution
Adopted: 02.08.2021; Non-Substantive Update: 04.19.2022; 01.13.2025

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Procedures for Policy 103: CONCERNS OR COMPLAINT RESOLUTION

I. GENERAL STATEMENT

The purpose of this document is to identify the chain of responsibility to support the concern/complaint resolution process. The district provides a sample concern/complaint procedure template to help employees, students, parents, district residents, and property or business owners document steps in the process if necessary. This process should be documented using the appropriate process summary document.

II. RESOLUTION PROCESS

A. ***Discuss the issue directly with the person of concern***. Most issues or problems can be solved by a conversation between those involved in it. Individuals should first discuss the issue directly with the person of concern. Parent concerns about student-to-student issues should begin with the teacher. If you believe the situation has escalated to a bullying issue, follow the procedures in Policy 514.

B. ***Discuss the issue with the supervisor/building principal.*** If the issue is not able to be solved between the individuals involved in the problem, contact your supervisor/building principal by phone, electronic mail, or by appointment. Share the specific concern/complaint and details about the attempt to solve the problem directly with the person of concern in Step A.

Step C for Employees	Step C for Students, Parents, District Residents, and Property or Business Owners
If the issue is not resolved in Step B, it can be brought to the attention of the Director of Human Resources. As often as possible, the initial stage will include an attempt to bring the issue to the satisfactory resolution of both parties. If the issue includes an allegation of wrongdoing, the complaint will be reviewed, clarified, and investigated. In this case, the Director of Human Resources will take any action (or no action) deemed appropriate based on the results of the investigation. The complainant most likely will not be able to know the outcome of the investigation or any action taken due to the limitations of the Minnesota Government Data Practices Act.	***If the issue is not resolved in Step B, it can be brought to the district administrator responsible for the area included in the concern or complaint.*** If the student, parent, district resident, and property or business owner is unsure of the appropriate district administrator, go to Step D. The superintendent's office may redirect the issue to the appropriate department.

D. ***Bring the issue to the Superintendent***. If the issue is not resolved satisfactorily in Step C, the concern or complaint can be brought to the Superintendent.

E. ***Bring the issue to the Chair of the Board of Education***. If the issue is not resolved in Step D, the concern or complaint can be brought to the Chair of the Board of Education.

Procedures for Policy 103 Concerns or Complaint Resolution
Adopted: 02.08.2021; Updated: 01.13.2025

NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Northfield PUBLIC SCHOOLS

Concerns or Complaint Resolution Process Summary Document

Complainant's Name: _____ **Date:** _____

Step A: Discuss the issue directly with the person of concern.	**Date:**
	Summary:
Step B: Discuss the issue with the supervisor/building principal.	**Date:**
	Summary:
Step C: Employees should bring the issue to the Director of Human Resources. Students, parents, district residents, and property or business owners should bring the issue to the district administrator responsible for the area of concern. If unsure who the appropriate administrator is, contact the Superintendent's Office for direction.	**Date:**
	Summary:
Step D: Bring the issue to the Superintendent.	**Date:**
	Summary:
Step E: Bring the issue to the Chair of the Board of Education.	**Date:**
	Summary:

Policy 104 NORTHFIELD SCHOOL DISTRICT VISION, STRATEGIC COMMITMENTS AND BENCHMARKS

I. PURPOSE

The purpose of this policy is to establish a clear vision for which the Northfield School District exists, the commitments intended to fulfill that vision, and the benchmarks that can assist in measuring progress toward it.

II. GENERAL STATEMENT OF POLICY

The school board believes that a vision statement should be adopted. The vision statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. THE VISION STATEMENT OF INDEPENDENT SCHOOL DISTRICT NO. 659

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

IV. THE STRATEGIC COMMITMENTS OF INDEPENDENT SCHOOL DISTRICT NO. 659

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.

V. BENCHMARKS

The Northfield School District aspires to meet the benchmarks below.

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

VI. REVIEW

The board will review the district's vision and strategic commitments annually and conduct a formal strategic planning process at least every five years, especially when members of the board change.

Policy 104 Northfield School District Vision, Strategic Commitments, and District Benchmarks.

Adopted: 12.13.2004; Updated: 09.26.2022; Substantive Update: 09.26.2024

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

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)

Cross References: None

Policy 203 OPERATION OF THE SCHOOL BOARD OF EDUCATION - BYLAWS

I. NAME

The name of this body is the Independent School District 659 Board of Education. "School board" or "board" means the governing body of Northfield Public Schools.

II. LEGAL BASIS

The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district. The basis for the establishment and operation of the school board lies in the State of Minnesota Constitution, Minnesota Statutes, court interpretations of these laws, and the powers implied under them.

III. RESPONSIBILITIES OF THE SCHOOL BOARD

The board will create policy, delegate responsibility for, and/or take action to:

A. Hire the superintendent, delegate operational responsibilities, and evaluate them as outlined in Policy 302.
B. Review the district vision statement and strategic plan at least every five years.
C. Review progress as presented in the superintendent's annual "state of the district" presentation and the state-required Comprehensive Achievement and Civic Readiness report presentation.
D. Provide for the evaluation and improvement of instructional programs and the services that support them.
E. Establish a learning environment for education by providing necessary buildings and equipment, materials, and staffing to support the instructional process and to provide for the comfort, health, and safety of students, staff, and visitors when they are in attendance at school or engaged in school-sponsored activities.
F. Provide for the recruitment, assignment, supervision, evaluation, professional growth, compensation, and termination of all permanent, temporary, and part-time employees.
G. Designate district staff to enroll students for instruction. Excuse, exclude, suspend, or expel students from instruction for sufficient cause in accordance with Minnesota Statutes and current board policy.
H. Provide transportation for students to and from school, in accordance with Minnesota Statutes and other applicable laws.
I. Set standards for student conduct and clear guidelines for employee responses in the case of unacceptable student behavior. Inform students and their parents/guardians/caregivers of their rights and their responsibilities.
J. Maintain and preserve essential student and other governmental records according to federal law and Minnesota Statutes.
K. Establish graduation requirements and provide reports to students and parents on educational progress.
L. Disseminate district information to residents of the district in accordance with Minnesota Statutes.
M. Pursuant to law, provide for levying of taxes as necessary for the operation of schools, and for the payment of indebtedness and all proper expenses of the

district. These levies are to be certified to the county auditor by the date established by statute unless otherwise provided for by special directive.

N. Approve the budget for all funds of the district before July 1 of each year.
O. Authorize an annual financial audit.
P. Approve a school calendar for each academic year.
Q. Finance the district through the receipt of state and federal aid, the adoption of local tax levies, the sale of bonds, the borrowing of money, and the receipt of gifts, grants, fees, and other revenues.
R. Designate depositories for school funds.
S. Maintain a financial accounting and reporting system.
T. Approve payment of all bills and disbursements.
U. Coordinate services of the district with those of other governmental agencies and districts.
V. Provide for the use of school facilities by the general public.
W. Participate in local, state, regional, and national board organizations, as deemed appropriate by the board.
X. Perform such other duties and carry out such other responsibilities as may be authorized or required by law.
Y. Advocate for the district within the community and state.

The board freely subscribes to tenets of the School Board Member Code of Ethics of the Minnesota School Boards Association and will strive to uphold those principles in carrying out its responsibilities.

IV. MEMBERSHIP

A. The board will consist of seven elected members and the superintendent as a non-voting ex-officio member.
B. Newly elected members will be sworn in at the organizational meeting in January following the election.
C. The term of office for members will be four years and until a successor qualifies.
D. The board will fill a vacancy in accordance with Minnesota statutes with guidance from the Minnesota School Boards Association.
E. The board may remove for proper cause any member or officer of the board and fill the vacancy in accordance with Minnesota statutes.

V. COMPENSATION

Members of the board will receive compensation as fixed by the board at the annual organizational meeting.

VI. OFFICERS

A. At the first meeting in January, the board will select a chairperson, vice-chairperson, clerk, and treasurer for a term of one year. If elected, board members may serve multiple consecutive terms.

B. Duties:
    1. The chairperson will:
        a. Preside at all meetings of the board when present.

b. Countersign all orders for claims approved by the board.
c. Sign contracts or agreements approved by the board when the signature of the chairperson is required. If a deadline must be met and the chairperson is unavailable, the vice-chairperson is authorized to sign the document as acting chairperson.
d. Represent the district in all appropriate actions consistent with board directives and policies.
e. Appoint all special committees and standing committees, serve as an ex-officio member on all such committees, and attend committee meetings at their discretion. Such appointments will be made at the organizational meeting in January but no later than the second meeting in January.
f. Appoint a parliamentarian.
g. Confer with the superintendent, as may be necessary and desirable regarding school matters, including the preparation of regular and special meeting agendas as needed.
h. Lead evaluation of the superintendent.
i. Perform such other duties as required by law, and perform all duties usually incumbent on such an officer.
j. Provide leadership in carrying out the powers and duties of the board and act as spokesperson for the board unless this responsibility has been delegated to others. The chair shall have completed MSBA Phase I, II, III, and IV training prior to serving as chair to ensure governance norms and protocols. If the board determines there is not a member who qualifies, this policy may be waived upon majority vote, and the appointed chair will commit to completing phases within one year.

2. The vice-chairperson will:
   a. Perform the duties of the chairperson if they are unable to preside or as directed by the chair to do so. Should both the chairperson and vice-chairperson be unable to preside, the remaining members will select a member to serve in that capacity until such time that the chairperson or vice-chairperson can return to their duties. The vice-chair is encouraged to complete MSBA Phase III and IV training during their term as vice-chairperson.
   b. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.

3. The clerk, either directly or through the administrative staff of the district, will:
   a. Keep a record of all meetings of the board.
   b. In a timely manner, file with the board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
   c. Make and transmit reports pursuant to the Uniform Financial Accounting and Reporting System for Minnesota Schools as required by state law.
   d. Sign all orders from the treasurer for claims approved by the board.

e. With the chairperson, sign contracts or agreements approved by the board, when the signature of the clerk is required. If a deadline must be met and the clerk is unavailable, the treasurer is authorized to sign the document as acting clerk.
f. Perform such duties as required by state election laws relative to district elections.
g. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
h. The clerk is encouraged to complete MSBA Phase III training during their term as clerk.

4. The treasurer, either directly or through the administrative staff of the district, will:
a. Keep detailed records of all orders processed by the board, according to law.
b. Have custody of all monies belonging to the district. Upon receipt of district funds, the treasurer will cause such funds to be promptly deposited in the legal depositories designated and approved by the board.
c. Sign all orders for claims approved by the board.
d. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
e. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse and process the orders in accordance with Minnesota statutes section 123B.12.
f. The treasurer is encouraged to complete MSBA Phase III training during their term as treasurer.

VII. MEETINGS OF THE BOARD

"Meeting" means a gathering of at least a quorum of school board members or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

A. Open Meetings

1. Except as otherwise expressly provided by statute, all meetings of the board, including executive sessions, shall be open to the public.
2. Meeting times, dates, and locations or any changes thereof will be posted at the district office, on the district website, and given to the official newspaper of the district.

B. Types of Meetings

1. Organizational meeting

a. The board will meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the board.

b. The agenda will include the following topics:
   1. Administration of the oath of office to all members.
   2. Election of officers.
   3. Compensation for board members.
   4. Approval of a mileage reimbursement rate for the use of private automobiles on district business.
   5. Designation of an official newspaper.
   6. Designation of official depositories for district funds.
   7. Designation of official depositories for district investments.
   8. Authorization of procedures for the investment of excess funds in accordance with Minnesota Statutes.
   9. Authorization of payments for goods and services in advance of board approval.
   10. Authorization of use of facsimile signatures and surety bonds pursuant to Minnesota Statutes.
   11. Approval of board membership in local, state, and national organizations.
   12. Other items deemed appropriate by members for the proper organization of the board.

   To align with fiscal and planning calendars, certain of these topics may be included in the agenda of a meeting held the prior July.

c. Adjournment:
   The meeting will be adjourned following the organization of the board. Other business may be introduced at regular or special meetings following the organizational meeting.

2. Regular meeting

a. Regular meetings of the board will be held at 6:00 p.m. on the second and fourth Mondays of each month in the District Office Boardroom. Meetings of the board shall be adjourned at or before 9:00 p.m. whenever possible. Meetings may be extended later than 9:00 p.m. by a majority vote of the board. The board may change the time, date, or location of regular meetings by majority action, and must notify the official newspaper accordingly.

b. Order of business: Business topics at regular meetings will normally be treated in the following order:
   1. Call to order
   2. Approval of the agenda
   3. Public comment
   4. Announcements and recognitions
   5. Items for discussion and reports
   6. Committee reports

7. Consent agenda
8. Items for individual action
9. Items for information
10. Future meetings
11. Adjournment

Items that usually do not require discussion or explanation prior to board action, are non-controversial and/or routine items of business, or are items that have already been discussed and/or explained and do not require further discussion or explanation will be included as part of the consent agenda and passed as one motion. At the request of any board member, an item will be removed from the consent agenda for separate discussion and action.

3. Special meeting

a. Special meetings of the board may be called by the chairperson, clerk or by any four members of the board who file such a request with the clerk.
b. Unless specifically provided to the contrary, special meetings will be held in the District Office Boardroom. The clerk or designee will notify members of special meetings in writing by mail or electronic transmission received at least three days prior to the date set for the meeting.
c. Closed meetings will be held as allowed by law.
d. Work sessions may be called by the chairperson as needed.
e. The Minnesota Department of Education has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.

4. Emergency meeting

a. An emergency meeting may be called by the chairperson, clerk or any four members of the board or their designee, when, and only when, the immediate action of the board is required. While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Minnesota Department of Education would limit such meetings to responding to natural disasters, health epidemics, or a crisis caused by an event such as an accident or terrorist attack.
b. All such meetings will, if possible, be held in the District Office Boardroom.
c. No business may be transacted at an emergency meeting except as noted in the request for the meeting.

5. Recessed or Continued meeting

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

6. **Closed meeting**
Meetings shall be closed only when expressly authorized by law. The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

7. **Meeting during Pandemics or Chapter 12 Emergency**
In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statute 13D.021.

8. **Meeting by Interactive Technology**
A meeting may be conducted by interactive technology, internet conference calling or other similar electronic means in compliance with Minnesota Statute 13D.02.

C. Quorum
A majority of the voting members of the board constitute a quorum. Generally, any action taken in the absence of a quorum is null and void, The only legal actions the board may take in the absence of a quorum are to fix the time at which to adjourn, adjourn, recess, or take measures to obtain a quorum.

D. Agenda Preparation and Dissemination

1. The superintendent will prepare the agenda for all meetings of the board and they will consult with the board chairperson, other board members as needed, and members of the administrative staff when appropriate.
2. Items of business may be suggested by any board member, staff member, student, business or property owner, resident, or parent/guardian/caregiver of the district. Items suggested may be included at the discretion of the superintendent and the chairperson of the board. Individuals may address the board under the rules of the public comment as listed on the board agenda.
3. The agenda will be distributed to board members on the Thursday before each board meeting. Supporting materials will normally be distributed to board members with the agenda on the Thursday before each board meeting but may be distributed as late as Friday in special circumstances as agreed upon by the superintendent and the board chair.
4. The agenda will also be made available to the press, representatives of the community, staff, and student organizations, and to others upon request.
5. Late items will be distributed to board members via the table file.
6. The board may not, unless required by urgent circumstances, revise current or adopt new board policies unless such action has been scheduled.

E. Voting
Each elected member of the board will have one vote. A roll call vote will be taken when required by law or when requested by one or more board members.

F. Minutes
The vote of each member, including abstentions, shall be recorded in the minutes.

If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present. The district will maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with Minnesota Statutes.

G. Rule of Order and Parliamentary Authority
Rules of order for board meetings shall be as follows:

1. Minnesota statutes where specified.
2. Specific rules of order as provided by the school board consistent with Minnesota statutes.
3. Robert's Rules of Order Newly Revised will govern the parliamentary procedure of the board in its deliberations.
4. A motion will be adopted or carried if it receives the affirmative votes of a majority of those voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rule of Order require larger numbers of affirmative votes.
5. The chair shall decide the order in which board members will be recognized to address an issue. A member shall only speak to an issue after the member is recognized by the chair.

VIII. SCHOOL BOARD COMMITTEES AND REPRESENTATIVES

A. School board standing or special committees may be created by the board when it is determined that a committee process facilitates the mission of the board.
B. The board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the board and the district.
C. A board committee or subcommittee will be formed by board resolution which shall outline the duties and purpose of the committee or subcommittee.
D. A committee or subcommittee is advisory in nature and has only such authority as specified by the board.
E. The board will receive reports or recommendations from a committee or subcommittee for consideration. The board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
F. The board also may establish such ad hoc committees for specific purposes as it deems appropriate.
G. The board reserves the right to limit, create, or abolish any standing or ad hoc committee as it deems appropriate.
H. A committee of the board shall not appoint a subcommittee of that committee without the approval of the board.

IX. APPOINTMENT OF COMMITTEES

A. The board hereby appoints the following standing committees:
1. Meet and confer
2. Negotiations
3. Policy

B. The board will establish, by resolution, for each standing or ad hoc committee the number of members, the term, and the charge or mission of each such committee.

X. PROCEDURES FOR SCHOOL BOARD ADVISORY COMMITTEES

A. Advisory committees will be representative of the community in relation to the tasks delegated to them. Based on the recommendation of the superintendent, the board may approve the members of a committee and/or the method of their selection.

B. Advisory committees will serve in an advisory capacity only, proposing recommendations based on analysis of a problem, and will exist only as long as necessary for the study and the report to the board on particular projects assigned to them. The board will give careful consideration to all recommendations from advisory committees, although final action and responsibility will remain with the board. The board may dissolve advisory committees as needed.

C. The superintendent or their designee will be an ex-officio member of all advisory committees.

D. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.

XI. AMENDMENTS TO BYLAWS

A quorum of the board may temporarily suspend these bylaws at any regular or special board meeting by a unanimous vote of the board members present.

XII. APPLICATION OF LAWS

These bylaws or any portion thereof will be superseded by subsequent changes in the applicable laws.

Policy 203 Operation of the School Board - Bylaws
Adopted: 12.13.2004; Updated: 05.13.2013, 07.01.2019, 12.02.2019, 12.13.2021; Non-Substantive Update: 02.08.2022; Updated: 08.22.2022, 04.10.2023, 01.08.2024, 09.12.2024, 01.12.2026

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

Legal References: Minn. Stat. § 13D (Open Meeting Law)
Minn. Stat. § 13D.01, Subs. 4-6 (Meetings Must be Open to the Public; Exceptions)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)

Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied*. (Minn. 1993)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

M.S., Sec. 127.26, et. seq.
M.S. 123.76, et seq.
M.S. 13.01, et. seq.
M.S. 123.35, Subd. 4; M.S. 275.07
M.S. 121.908, Subd. 3a.
M.S. 124.05
M.S. 125.12
M.S. 127.26, et. seq.
M.S. 123.33, Subd. 1
M.S. 123.33, Subd. 2,3,4
M.S. 123.33, Subd. 8
M.S. 123.34, Subd. 1
M.S. 123.34, Subd. 2
M.S. 123.34, Subd. 8
M.S. 121.908
M.S. 124.19
M.S. 123.34, Subd. 3,4,5,7
M.S. 471.705
M.S. 118.005, 118.01, 124.05
M.S. 123.335 and 471.38
M.S. 47.41, M.S. 47.42
M.S. 123.33, Subd. 5
M.S. 123.38, Subd 11
M.S. 123.33, Sub. 6

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.1 (School Board Procedures; Rules of Order)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 208 (Development Adoption and Implementation of Policies)
MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 201 (Conflict of Interest - School Board Members)
MSBA/MASA Model Policy 211 (Criminal or CIvil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 213 (School Board Committees)
MSBA/MASA Model POlicy 214 (School Board Member Out-of-State Travel)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA Law Bulletin "C" (Minnesota's Open Meeting Law)

Policy 206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

A. The Northfield School District Board of Education recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the board recognizes and values the importance of conducting orderly and efficient proceedings with the opportunity for the expression of all participants' respective views.

B. The purpose of this policy is to provide procedures to assure open and orderly public discussion and protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the board is to encourage public comments on subjects related to the management of the district at board meetings. The board may adopt reasonable time, place, and manner restrictions on public expression in order to allow comments by all interested parties.

B. The board shall protect the legal rights to privacy and due process of district employees and students.

III. DEFINITIONS

A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.

B. Personnel data on current and former employees that is "public" is determined by Policy 406.

C. Personnel data on current and former applicants for employment that is "public" is determined by Policy 406.

D. "Educational data" means data maintained by the district which relates to a student.

E. "Student" means an individual currently or formerly enrolled or registered in the district, or applicant for enrollment, or an individual who receives shared time services.

F. Data about applicants for appointments to a public body, including a board, collected by the district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and

honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee will use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

G. "District stakeholders" are residents, business and property owners, parents/guardians/caregivers, students and employees of the district. It also includes a student and/or parent/guardian/caregiver who attends Northfield Public Schools through an open enrollment or non-resident agreement.

IV. RIGHTS TO PRIVACY

A. District employees have a legal right to privacy related to matters that may come before the board, including, but not limited to, the following right to:

1. A private hearing for teachers, pursuant to Minnesota Statute 122A.40, Subdivision 14 (Teachers Discharge Hearing).
2. Privacy of personnel data as provided by Minnesota Statute 13.43 (Personnel Data).
3. Consideration by the board of certain data treated as not public as provided in Minnesota Statute 13D.05 (Not Public Data).
4. A private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minnesota Statute 122A.33, Subdivision 3.

B. District students have a legal right to privacy related to matters that may come before the board, including, but not limited to, the following right to:

1. A private hearing, Minnesota Statute 121A.47, Subdivision 5 (Student Dismissal Hearing).
2. Privacy of educational data, Minnesota Statute 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA).
3. Privacy of complaints as provided by child abuse reporting and discrimination laws, Minnesota Statute Ch. 260E (Reporting of Maltreatment of Minors) and Minnesota Statute Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The board will strive to give all district stakeholders an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minnesota Statute 13.43, Subdivision 2 (Public Data).

The board reserves the right to suspend an individual's opportunity to participate in the public comment section of the board meeting for up to one calendar year if an individual does not follow the procedures, protocols, and requirements set forth in the policy.

VI. PROCEDURES

A. Complaints
All complaints should follow the procedures outlined in Policy 103.

B. Public Comment
The board shall normally provide up to 30 minutes of time when stakeholders may address the board on any topic, subject to the parameters of this policy. Each stakeholder will have up to three (3) minutes to address the board.

The board chair shall promptly rule out of order any discussion by any person, including board members, that would violate the provisions of state or federal law, this policy, or the statutory rights of privacy of an individual.

Personal attacks by anyone addressing the board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the board.

Depending upon the number of persons in attendance seeking to be heard, the board reserves the right to impose such other limitations and requirements as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

The board will only allow public comment at its regular meetings unless explicitly noted in another meeting agenda.

C. No Board Action at Same Meeting
Except as determined by the board to be necessary or in an emergency, the board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

A. The district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minnesota Statute 13.08, Subdivision 1)

B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minnesota Statute 13.09)

C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minnesota Statute 13.09)

Policy 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations

Adopted: 07.01.2019; Statutory Update: 02.08.2022; Updated: 05.22.2023, 10.23.2023

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

Policy 207 PUBLIC HEARINGS

I. PURPOSE

The Northfield School District Board of Education is committed to people, communications, and partnerships, and recognizes the importance of obtaining public input on matters properly before the board during a public hearing. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

To effectively gather public feedback on relevant issues, the board has established the following policy.

III. PROCEDURES

A. ***Public Hearings***

Public hearings are required by law concerning certain issues, including but not limited to, school closings, education district establishment, and agreements for secondary education. Additionally, other public hearings may be held by the board on district matters at the board's discretion.

B. ***Notice of Public Hearings***

Public notice for a public hearing, as mandated by law, must be given as outlined in the enabling legislation. For other hearings held in conjunction with a regular meeting, the notice should follow the requirements for a regular meeting. Similarly, for hearings held with a special meeting, the notice should adhere to the requirements for a special meeting, or as otherwise decided by the board.

C. ***Public Participation***

The board maintains the right to require that those in attendance at a public hearing indicate their desire to address the board and complete and file with the clerk of the board an appropriate request prior to the commencement of the hearing if the board uses this procedure. Those who wish to address the board must be: residents of the district, owners of businesses or property physically located in the district, parents/guardians, students, or an employee of the district. Any request to address the board after the commencement of the hearing will be granted only at the board's discretion.

1. ***Format of Request***. The board chair will outline the procedure and process for addressing the board at the beginning of the public hearing. Each speaker will be required to share their first and last name, validate that they are a district stakeholder as outlined in Section IIIC, and, when applicable, the group they represent. The board may require a brief statement of the subject to be covered or the issue to be addressed prior to allowing the speaker to address the board.

2. ***Time Limitation***. The board retains the discretion to limit the time for each presentation.

3. ***Groups***. The board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. If the board requires designation of a representative or spokesperson, no other person in the group will be recognized to address the board, except as the board otherwise determines.

4. ***Privilege to Speak***. A board member should direct remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board, or the proceedings may be directed to leave.

5. ***Personal Attacks***. Personal attacks by anyone addressing the board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the board.

6. ***Limitations on Participation***. Depending upon the number of persons in attendance seeking to be heard, the board reserves the right to establish other limitations and restrictions as necessary to provide an orderly, efficient, and fair opportunity to be heard.

Policy 207 Public Hearings
Adopted: 12.11.2023; Statutory Update: 10.28.2024

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

Legal References: Minn. Stat. § 123A.15 (Establishing Education Districts)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Policy 208 DEVELOPMENT, ADOPTION AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the Northfield School District Board of Education and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

A. The board has jurisdiction to legislate policy with the force and effect of law for the school district. District policy provides the board's general direction for the district while delegating implementation to the administration.

B. The district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.

C. Policies may be proposed by a board member, employee, student, or resident of the district. Proposed policies or ideas shall be submitted to the superintendent for consideration.

IV. ADOPTION AND REVIEW OF POLICY

A. The board shall give notice of proposed policy changes or the adoption of new policies by placing the item on the agenda of two school board meetings.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board. The policy will be effective on the latter of the date of passage or the date stated in the motion.

C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The board shall have discretion to determine what constitutes an emergency situation.

D. If a policy is modified because of a legal change over which the board has no control, the modified policy may be approved at one meeting at the discretion of the board in the consent agenda.

E. If the policy is modified with a minor change that does not affect the substance of the policy, the board's policy committee can make these changes without approval of the board. The policy will include notation as "reviewed" and include the date.

F. The district retains policies in accordance with the School District General Records Retention Schedule.

V. IMPLEMENTATION AND ACCESS TO POLICY

A. The superintendent shall be responsible for implementing board policies, other than the policies that cover how the board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation.

B. Each board member shall have online access to district policies. Policies are available online and printed copies are available by request from the superintendent's office for reference purposes to other interested persons.

C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping policies current.

D. The board shall review policies at least once every five years. The superintendent shall be responsible for developing a system of periodic review. In addition, the board shall review the following policies annually: 506 Student Discipline, 722 Public Data Requests, and 806 Crisis Management Policy.

E. When no board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the district. Under such circumstances, the superintendent shall advise the board of the need for a policy and present a recommended policy to the policy committee for consideration. Upon approval by the policy committee the recommended policy will go to the board for approval.

Policy 208 Development, Adoption & Implementation of Policies
Adopted: 01.24.2005; Updated: 07.01.2019; 02.08.2022; Substantive Update: 10.24.2022; Updated: 10.23.2023

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

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

Procedures for Policy 208: Development, Adoption and Implementation of Policies

I. Policy Adoption
   A. Except for policy actions to be taken on matters of unusual urgency, the adoption of school board policies will follow this sequence, which will take place minimally at two regular or special meetings of the school board:
      1. Announcement and distribution of proposed new or revised policies as an item for discussion and report.
      2. Opportunity offered to concerned groups or individuals to react to policy proposals.
      3. Discussion and final action by the board on policy proposals will be scheduled at least two weeks from the meeting at which policy proposals are presented for information.
      4. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the board has no control, the modified policy may be approved at one meeting at the discretion of the board.

II. Policy Instructions
      1. Prior to enactment, all policy proposals will be titled and coded as appropriate to subject matter and in conformance with the codification system used by the district.
      2. Insofar as possible, each policy statement will be limited to one subject.
      3. Policies and amendments to policies will be effective immediately upon adoption, unless a specific effective date is stated.

III. Policy Dissemination
   A. The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the board and the district procedures needed to put them into effect.
   B. Policies will be accessible to all employees of the school system, to members of the board, and to all persons in the district.

IV. Policy Review
   A. In an effort to keep its written policies current so that they may be used consistently as a basis for board action and administrative decision, the board will review its policies on a continuing basis.
   B. The board will evaluate how the policies have been implemented by district staff. It will rely on district staff, students, and community to provide evidence of the effect of the policies which it has adopted.
   C. The superintendent is given the responsibility of calling the board's attention to all policies that are out of date or for other reasons appear to need revision.

Procedures 208 Development, Adoption & Implementation of Policies
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Adopted: 01.24.2005; Updated: 12.2014; Reviewed: 07.01.2019; Updated: 10.23.2023

Policy 209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the Northfield School District Board of Education members in understanding the role of individual school board members and the contribution that each must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD I WILL:

1. Listen to the opinions and views of others including other board members, residents, business and property owners, parents/guardians/caregivers, students and employees of the Northfield School District.
2. Recognize the integrity of my predecessors and associates and the merit of their work.
3. Attend board and assigned committee meetings, and come prepared for discussion of the agenda items.
4. Be motivated by a desire to provide the best possible education for the students of the district.
5. Inform myself about the proper duties and functions of a board member as outlined in Policy 203.
6. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
7. Support the decision of the board even if my position concerning the issue was different.
8. Inform myself about the proper duties and functions of a board member through Minnesota School Boards Association state-required training and other state recommended organizations.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy, not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the board as a whole, is to see that the schools are properly managed, not to manage them myself.
5. Work with and through the superintendent, not over or around the superintendent.
6. Delegate the implementation of board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the board in legal session, not with the individual members of the board except as authorized by law.
3. Make no disparaging remarks, in or out of board meetings, about other members of the board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in board meetings after all sides of debatable questions have been presented.
6. Recognize that committees are appointed to serve only in an advisory capacity to the board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. Appraise and plan for both the present and future educational needs of the district and community.
2. Advocate to obtain adequate financial support for the district's programs.
3. Insist that business transactions of the district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the community and district stakeholders.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF I WILL:

1. Hold the superintendent responsible for the administration of the district.
2. Give the superintendent authority commensurate with their responsibility.
3. Expect the superintendent to keep the board adequately informed.
4. Assure that the district will be administered by the best professional personnel available.
5. Commit to be prepared and informed for meetings.
6. Consider the recommendation of the superintendent in hiring all employees.
7. Participate in board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
8. Offer the superintendent counsel and advice.
9. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the board.
10. Respond to complaints by using the chain of responsibility as outlined in Policy 103.
11. Present personal criticisms of employees to the superintendent.
12. Provide support for the superintendent and the district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER I WILL:

1. Comply with all federal, state, and local laws relating to my work as a board member.
2. Comply with all district policies as adopted by the board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other federal and state agencies with jurisdiction over school districts.
4. Recognize that district business may be legally transacted only in an open meeting of the board.
5. Avoid conflicts of interest and refrain from using my board position for personal gain.
6. Take no private action that will compromise the board or administration.
7. Guard the confidentiality of information that is protected under applicable law.
8. Use district-issued email for all board business to limit security and data privacy issues.

Policy 209 Code of Ethics
Adopted: 2004; Updated: 07.01.2019; Substantive Update: 10.24.2022; Updated: 04.24.2023, 10.23.2023

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

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: None

Policy 210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in Northfield School District business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

B. In the following circumstances, however, the board may as an exception, by unanimous vote, contract for goods or services with a board member of the district:

1. In the designation of a bank or savings association, in which a board member is interested, as an authorized depository for district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any board member having said interest shall disclose that interest and the interest shall be entered upon the board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once.

2. The designation of an official newspaper, or publication of official matters therein, in which the board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication.

3. A contract with a cooperative association of which the board member is a shareholder or stockholder but not an officer or manager.

4. A contract for which competitive bids are not required by law. A contract

made under this exception will be void unless the following procedures are observed:

a. The board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.

c. Before a claim is paid, the interested board member shall file with the clerk of the board an affidavit stating:

(1) The name of the board member and the office held.
(2) An itemization of the goods or services furnished.
(3) The contract price.
(4) The reasonable value.
(5) The interest of the board member in the contract.
(6) To the best of the board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

5. A school member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

C. In the following circumstances, the board may as an exception, by majority vote at a meeting at which all board members are present, contract for services with a board member of the district. A board member may be newly employed or may continue to be employed by the district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that board member under that contract or employment relationship, will not exceed $20,000 in that fiscal year. If the board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all board members are present, that employment is immediately terminated and that board member has no further rights to employment while serving as a board member in the district.

D. The board may contract with a class of district employees, such as teachers or custodians, when the spouse of a board member is a member of the class of employees contracting with the board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the board to invoke this exception, it must have a majority of disinterested board members vote to approve the contract, direct the board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

A. The board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full board.

B. The board may not employ any teacher related by blood or marriage to a board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A board member with a personal financial interest in a sale, lease, or contract with the district which was entered before the board member took office and presents an actual or potential conflict of interest, shall immediately notify the board of such interest. It shall thereafter be the responsibility of the board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the board. Any board member who has an actual or potential conflict shall notify the board of such conflict immediately. The board member shall thereafter cooperate with the board as necessary for the board to make its determination.

Policy 210 Conflict of Interest - School Board Members
Adopted: 01.24.2005; Updated: 11.2015; Reviewed: 07.01.2019; Non-Substantive Update: 04.19.2022;
Substantive Update: 10.24.2022; Reviewed: 09.28.2023

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

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

Policy 210.1 CHARTER SCHOOL BOARD MEMBERS AND AUTHORIZER CONFLICT OF INTEREST

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest for charter school board members, Northfield School District, and to engage in charter school business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

The policy of the charter school board is to conform with statutory conflict of interest laws and act in a manner that will avoid any conflict of interest or the appearance thereof. As an authorizer, Northfield Public Schools does not run charter schools. The district functions to carry out monitoring and oversight, to assure compliance with the law, and support the establishment and success of innovative and successful public charter schools. Therefore, Northfield Public Schools shall not enter into the following types of contracts with schools it authorizes: financial management, administration, accounting or auditing services, or lease of space.

III. CONFLICTING BUSINESS RELATIONSHIPS

A. An individual is prohibited from serving as a member of the board of directors of a charter school if the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities. An individual is prohibited from serving as a board member if an immediate family member is an employee of the school. A violation of this prohibition renders a contract voidable at the option of the Minnesota Commissioner of Education or the charter school board of directors. A member of a charter school board of directors who violates this prohibition is individually liable to the charter school for any damage caused by the violation. An individual may serve as a member of the board of directors if no conflict of interest under this paragraph exists.

B. No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when:

(1) The board member, employee, officer, or agent.
(2) The immediate family of the board member, employee, officer, or agent.
(3) The partner of the board member, employee, officer, or agent.
(4) An organization that employees, or is about to employ, any individual in clauses one to three, has a financial or other interest in the entity with which the charter school is contracting. A violation of this provision renders the contract void. Before the district would offer any other services to schools, such as training, the board will first obtain clarification to confirm that provision of such services is allowed to charter school authorizers.

C. Any employee, agent, or board member of the authorizer of a charter school who participates in the initial review, approval, ongoing oversight, evaluation, or the charter renewal or nonrenewal process or decision is ineligible to serve on the board of directors of a school chartered by that authorizer.

D. The charter school board member conflict of interest provisions do not apply to compensation paid to a teacher employed as a teacher by the charter school or a teacher who provides instructional services to the charter school through a cooperative formed under Minn. Stat. Ch. 308A when the teacher also serves on the charter school board of directors.

E. A charter school board member, employee, or officer is a local official with regard to the receipt of gifts. A board member, employee, or officer must not receive compensation from a group health insurance provider**.**

IV. RESPONSIBILITIES

Northfield Public Schools' responsibilities as an authorizer require that it provide comprehensive oversight of its chartered schools. Northfield Public Schools is a legally authorized agency to help ensure public accountability for the schools that Northfield Public Schools authorizes. Northfield Public Schools will operate in a monitoring relationship providing feedback on compliance, sharing observations, asking questions, facilitating sharing of effective practices and evaluating school performance based on the Northfield Public Schools charter school contract and law to help ensure the success of the schools that Northfield Public Schools authorizes.

The sole purpose of Northfield Public Schools, as an authorizer, is to authorize public charter schools in accordance with all Minnesota Statutes that govern the duties and responsibilities of charter school authorizers. Contracts with authorized schools will provide that the schools have the full extent of autonomy allowed to Minnesota charter schools under the law, and that except as otherwise provided by the authorizer contract or applicable law, the authorizer has no authority, control, power, administrative or financial responsibility over the school.

Policy 210.1 Charter School Board Members and Authorizer Conflict of Interest
Approved: 10.10.2016; Revised: 07.01.2019; Reviewed: 04.26.2023

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

Legal References:
Minn. Stat. § 10A.071, Subd. 1 (Certain Gifts by Lobbyists and Principals Prohibited)
Minn. Stat. § 124E.07 (Board of Directors)
Minn. Stat. § 124E.14 (Charter Schools; Conflicts of Interest)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Policy 211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance about Northfield School District's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee or student.

II. GENERAL STATEMENT OF POLICY

A. The district recognizes that, when civil or criminal action is pending against a board member, district employee, or student, the district may be requested or required to take action.

B. In responding to such requests and/or requirements, the district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.

C. The district acknowledges its statutory obligations with respect to providing assistance to board members and teachers who are sued in connection with performance of district duties. Collective bargaining agreements and district policies may also apply.

III. CIVIL ACTIONS

A. Pursuant to Minnesota Statutes Section 466.07, subd. 1, the district shall defend and indemnify any board member or district employee for damages in school-related litigation, including punitive damages, claimed or levied against the board member or employee, provided that the board member or employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.

B. Pursuant to Minnesota Statutes Section 123B.25(b), with respect to teachers employed by the district, upon written request of the teacher involved, the district must provide legal counsel for any teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the district. The district will choose legal counsel after consultation with the teacher.

C. **Data Practices**
Educational data and personnel data maintained by the district may be sought as evidence in a civil proceeding. The district will release the data only pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and to the Family Educational Rights and Privacy Act, 20 United States Code 1232g, and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, the employee will inform the building administrator

or designated supervisor, who shall immediately inform the superintendent or designee. No board member or employee may release data without written authorization and consultation in advance from the district official who is designated as the responsible authority for the collection, use, and dissemination of data.

D. **Service of Subpoenas**
District officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. **Leave to Testify**
Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. **Employees**

1. The district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.

2. If the district receives information relating to activities of a criminal nature by an employee, the district will investigate and take appropriate disciplinary action, which may include discharge, subject to district policies, statutes and provisions of applicable collective bargaining agreements.

3. Pursuant to Minnesota Statutes Section 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a district employee, the board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the district. The decision whether to reimburse shall be made at the board's discretion. A board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. **Students**
The district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. To promote that interest, the district will take appropriate action regarding students convicted of crimes that relate to the environment.

C. **Criminal Investigations**

1. The policy of the district is to cooperate with law enforcement officials. The district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless extenuating circumstances exist, the matter being investigated is school-related, or as otherwise provided by law.

2. If questioning at school is unavoidable, law enforcement officers may interview students on campus about issues outside of the school's jurisdiction only when parents/guardians have granted permission. The interview will take place in a closed room away from the view of students and adults. An administrator may be in attendance except as otherwise required by law (Minnesota Statutes Section 260E.22), or as otherwise determined in consultation with the parent/guardian.

D. **Data Practices**

The district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act) and 20 United States Code Section 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The district recognizes that when a civil or criminal action has commenced or is pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, board members or district employees shall make or release statements in that situation only in consultation with legal counsel.

Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee or Student

Adopted: 01.24.2005; Updated: 2006, 07.01.2019, 05.22.2023; Statutory Update: 02.08.2022; Non Substantive Update: 05.11.2026

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40 - 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel; Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
Op. Atty. Gen. 169 (Minn, Mar. 7, 1963)
Op. Atty. Gen. 169 (Minn, Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308 (1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)

Policy 212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the Northfield School District Board of Education to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

A. New school board members are required to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA) within 180 days after taking their oath of office. Board members shall receive training in school finance and management developed in consultation with MSBA.

Re-elected school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by MSBA to continue their professional development.

B. The board chair shall have completed MSBA Phase I, II, III, and IV training prior to serving as chair to ensure governance norms and protocols. If the board determines there is not a member who qualifies, this policy may be waived upon majority vote, and the appointed chair will commit to completing phases within one year. This aligns with district policy 203.

All board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.

C. Board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.

D. The board will reimburse the necessary expenses of all board members who attend meetings and conventions pertaining to school activities and the objectives of the board, within the approved policy and budget allocations of the district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Policy 212 School Board Member Development
Adopted: 01.24.2005; Reviewed: 07.01.2019; Updated: 05.22.2023

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

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Policy 214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by Northfield School District Board of Education members in fulfillment of their role as school board members.

II. GENERAL STATEMENT OF POLICY

Board members have an obligation to become informed on the proper duties and functions of a board member, to become familiar with issues that may affect the district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and district policies that relate to their functions as school board members. Occasionally, it may be appropriate for board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the board finds it proper for board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as board members. Travel to all out-of-state meetings for which the member intends to seek reimbursement from the district must be preapproved by the board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary district-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official district form and are to be submitted to the superintendent's office. Itemized receipts for all expenses must be attached to the reimbursement form.

B. Automobile travel shall be reimbursed at the mileage rate set by the board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

C. Amounts to be reimbursed shall be within the board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent or their designee shall develop a schedule of reimbursement rates for district business expenses, including those expenses requiring advance approval and

specific rates of reimbursement. They shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Policy 214 Out-of- State Travel By School Board Members

Adopted: 12.12.2005; Revised: 07.2010; Reviewed: 07.01.2019; Updated: 05.22.2023

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

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Policy 301 SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the Northfield School District administration and its relationship with the Board of Education.

II. GENERAL STATEMENT OF POLICY

A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the district administration to develop an environment that recognizes the dignity of each student and each employee, and the right of each student to equitably access educational programs and services.

B. The board expects all activities related to the district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the mission, vision, and policies of the board.

C. The board shall seek specific recommendations, background information and professional advice from the district administration, and will hold the administration accountable for sound management of the schools.

D. The board holds the superintendent ultimately responsible for administration of the district and annual evaluation of each principal, and the board recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.

E. The board and school administration shall work together to share information and decisions that best serve the needs of district students within financial and facility constraints that may exist.

Policy 301 School District Administration
Adopted: 01.24.2005; Revised: 04.2012, 12.09.2019; Non-Substantive Update: 02.2022, 01.25.2024

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

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

Cross References: None

Policy 302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent of the Northfield School District and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The Board of Education shall employ a superintendent who shall serve as an ex officio, non-voting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

A. The superintendent is responsible for the management of the schools, the administration of all district policies, and is directly accountable to the board.

B. The superintendent shall annually evaluate each principal.

C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.

D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the board.

Policy 302 Superintendent
Adopted: 01.24.2005; Revised: 04.2012; Reviewed: 12.09.2019; Non-Substantive Update: 02.2022, 01.25.2024

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

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion and Retention
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Days)

MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)

Policy 303 SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent at Northfield Public Schools is vested in the Board of Education.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the district.

III. QUALIFICATIONS

A. The board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.

B. The board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

A. A process for recruitment, screening, and interviewing of candidates shall be developed by the board.

B. The board may contract for assistance in the search for a superintendent.

C. The board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the board shall observe all requirements of state and federal law and school board policy.

Policy 303 Superintendent Selection
Adopted: 01.24.2005; Reviewed: 12.09.2019; Non-Substantive Update: 02.2022; Reviewed: 01.25.2024

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

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: None

Policy 304 SUPERINTENDENT CONTRACT, DUTIES AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the Superintendent of Northfield Public Schools, a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.

B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the Board of Education in consultation with the superintendent. The board shall use this instrument to at least annually evaluate the performance of the superintendent.

C. The board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

Policy 304 Superintendent Contract, Duties and Evaluation
Adopted: 01.24.2005; Reviewed: 12.09.2019; Non-Substantive Update: 02.2022, 01.25.2024

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

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: None

Policy 305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for the implementation of school district policy in the Northfield School District.

II. GENERAL STATEMENT OF POLICY

A. It shall be the responsibility of the superintendent or their designee to implement Board of Education policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of board policies. These procedures, guidelines, and directives shall be consistent with district policies.

B. The Student Citizenship Handbook shall be subject to annual review and approval by the board.

C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with board policy and shall be approved by the board.

Policy 305 Policy Implementation
Adopted: 01.24.2005; Reviewed: 12.09.2019, Non-Substantive Update: 02.2022, 01.25.2024

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

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption and Implementation of Policies)

Policy 306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy at Northfield Public Schools is to establish the requirement of the Board of Education that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

A. "Administrator" refers to the superintendent, principals, assistant principals, and positions listed in the non-union administrators personnel policies and practices agreement. The administrator is responsible for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct.

B. The standards of professional conduct are as follows:

1. A school administrator must provide professional educational services in a nondiscriminatory manner.
2. A school administrator must take reasonable action to protect students and staff from conditions harmful to health and safety.
3. A school administrator must take reasonable action to provide an atmosphere conducive to learning.
4. A school administrator must not use professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
5. A school administrator must disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws and school district policies.
6. A school administrator must not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications or to the qualifications of other staff or personnel.
7. A school administrator must not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
8. A school administrator must not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
9. A school administrator must only accept a contract for a position when licensed for the position or when a school district is issued a variance by the board.
10. A school administrator, in filling positions requiring licensure, must employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been issued a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
11. A school administrator must not engage in conduct involving dishonesty,

fraud, or misrepresentation in the performance of professional duties.

Policy 306 Administrator Code of Ethics
Adopted: 02.14.2005; Reviewed: 12.09.2019, 01.25.2024; Substantive Update: 01.12.2026

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

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Cross References: None

Policy 401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide an equal employment opportunity for all Northfield School District applicants for employment and for all district employees. This policy aims to align with the district's strategic commitments to people.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunities for all applicants and employees. The district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, gender identity or expression, marital status, status with regard to public assistance, disability, age, family care leave status or veteran status. The district also makes reasonable accommodations for disabled employees.

B. The district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the district's internal procedures for addressing complaints of harassment, please refer to the district's policy on harassment and violence.

C. This policy applies to all areas of employment including job application procedures, hiring, advancement, discharge, compensation, job training and other terms, conditions and privileges of employment.

D. Every district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy or reporting a violation of this policy should contact the Director of Human Resources.

Policy 401 Equal Employment Opportunity
Adopted: 02.14.2005; Updated: 08.10.2020; Non-Substantive Update: 04.19.2022, 01.13.2025, 05.11.2026

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

Legal References:
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 et. seq. (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 et. seq. (Employment and Training of Veterans)
38 U.S.C. § 4301 et seq. (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e et seq. (Equal Employment Opportunities; Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Equal Opportunity for Individuals with Disabilities)

Cross References:
MSBA/MASA Policy 402 (Disability Nondiscrimination)
MSBA/MASA Policy 405 (Veteran's Preference)
MSBA/MASA Policy 413 (Harassment and Violence)

Policy 402 DISABILITY NONDISCRIMINATION

I. PURPOSE

In alignment with the district's vision to prepare every student for lifelong success and its strategic commitment to people, the purpose of this policy is to provide a fair employment setting for all persons in the Northfield School District and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

A. The district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training and other terms, conditions and privileges of employment.

B. The district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

C. The district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless the accommodation would impose undue hardship on the operation of the business of the school district.

D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Director of Special Services. This individual is the district's appointed ADA/Section 504 coordinator.

E. Failure to engage in the process to determine if a reasonable accommodation exists that would allow people with disabilities as defined in Minnesota Statutes, section 363A.03, subdivision 12, to participate fully in employment may be an unfair discriminatory practice under the Minnesota Human Rights Act.

Adopted: 02.14.2005; Updated: 08.10.2020, 09.28.2026; Non-Substantive Update: 04.19.2022, 01.13.2025

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

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 et. seq. (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination of the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References: MSBA/MASA Policy 413 (Harassment and Violence)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

Policy 403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The professional performance of school district employees is essential for the district to achieve its vision, strategic commitments, and benchmarks. The purpose of this policy is to achieve effective operation of the Northfield School District's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. For those who belong to a union, representation will be offered. While the district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. Policies of the school district.
2. Directives and/or job requirements imposed by administration and/or the employee's supervisor.
3. Federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent

with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. Unprofessional conduct.
2. Failure to observe rules, regulations, policies and standards of the district and/or directives and orders of supervisors and any other act of an insubordinate nature.
3. Continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline.
4. Personal and/or immoral misconduct.
5. Use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance.
6. Deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community.
7. Activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position.
8. Failure to follow the canons of professional and personal ethics.
9. Falsification of credentials and experience.
10. Unauthorized destruction of district property.
11. Other good and sufficient grounds relating to any other act constituting inappropriate conduct.
12. Neglect of duty.
13. Violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

A. The forms of discipline that may be imposed by the district include, but are not limited to:

1. Oral warning.
2. Written warning or reprimand.
3. Probation.
4. Disciplinary suspension, demotion or leave of absence with pay.
5. Disciplinary suspension, demotion or leave of absence without pay.
6. Dismissal/termination or discharge from employment.

B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

A. When any form of discipline is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
2. Provide directives to the employee to correct the conduct or performance.
3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
5. Specify the expected level of performance or modification of conduct to be required from the employee.

B. The district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

Policy 403 Discipline, Suspension, and Dismissal of School District Employees
Adopted: 02.14.2005; Updated: 04.13.2020; Non-Substantive Update: 04.15.2022, 01.13.2025

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

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 122A.58 (Coaches; Termination of Duties)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: None

Policy 404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in Northfield Public Schools in order to prepare every student for lifelong success and its commitments to people and equity. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the district or such other background checks as provided by this policy. The district may also elect to do background checks of volunteers, independent contractors and student employees in the district over the age of 18.

II. GENERAL STATEMENT OF POLICY

A. The district shall require that applicants for district positions who receive an offer of employment and all individuals, except student workers/volunteers under the age of eighteen (18), who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment shall be conditioned upon a determination by the district that an applicant's criminal history does not preclude the applicant from employment with, or provision of services to, the district.

B. The district specifically reserves any and all rights it may have to conduct background checks regarding current employees, or service providers without the consent of such individuals.

C. Adherence to this policy by the district shall in no way limit the district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors and student employees.

III. PROCEDURES

A. An individual will not commence employment or provide services until the district receives the results of the criminal history background check. Background checks will be performed by a district approved vendor and shall include data from the Minnesota Bureau of Criminal Apprehension ("BCA"). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the district, except for a student worker/volunteer under the age of eighteen (18), the

individual must complete the online application process. Completion of this process provides permission to conduct a criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to complete the process or pay the fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

C. The district may use the results of a criminal background check conducted at the request of another school hiring authority if:

1. The results of the criminal background check are on file with the other school hiring authority or otherwise accessible.
2. The other school hiring authority conducted a criminal background check within the previous 12 months and the standards of the other school hiring authority match those of the district.
3. The individual executes a written consent form giving the district access to the results of the check.
4. There is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.

D. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching service to the district, the district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state, or if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the district. Such applicants must provide an executed criminal history consent form.

E. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.

F. Copies of this policy shall be available in the district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching service upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.

G. The individual will be informed of the results of the criminal background check(s) to the extent required by law.

H. If the criminal history background check precludes employment with the district, the individual will be so advised.

I. The district shall apply these procedures to volunteers, independent contractors or student employees.

J. At the beginning of each school year or when a student enrolls, the district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the district's discretion in requiring a background check. The district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

K. Volunteer background checks are conducted annually.

Policy 404 Employment Background Checks
Adopted: 02.14.2005; Updated: 12.14.2020; Non-Substantive Update: 09.30.2022, 01.13.2025

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

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Checks)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

Policy 404 BACKGROUND SCREENING STANDARDS

An individual will be disqualified and prohibited from serving as an employee or volunteer for the Northfield Public Schools if that individual has been found guilty or entered a plea of guilty or nolo contendere (no contest), regardless of the adjudication for any of the following disqualifying offenses.

Sex Offenses

All sex offenses regardless of the amount of time since the offense. Examples include, but are not limited to:

- Child molestation
- Rape
- Sexual assault
- Sexual battery
- Sodomy
- Prostitution
- Solicitation
- Indecent exposure

Felonies

All felony violence regardless of the amount of time since the offense. Examples include, but are not limited to:

- Murder
- Manslaughter
- Aggravated assault
- Kidnapping
- Robbery
- Aggravated burglary

All felony offenses other than violence or sex within the past 10 years. Examples include, but are not limited to:

- Drug offenses
- Theft
- Embezzlement
- Fraud
- Child endangerment

Misdemeanors

All misdemeanor violence offenses within the past seven (7) years or multiple offenses in the past 10 years. Examples include, but are not limited to:

- Driving under the influence
- Simple drug possession
- Disorderly conduct
- Public intoxication
- Possession of drug paraphernalia

Any other misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that employee or volunteer. Examples include, but are not limited to:

- Contributing to the delinquency of a minor
- Providing alcohol to a minor
- Theft, if a person is handling money

The charges listed are examples and specific titles of statutes may change state-to-state.

Policy 405 VETERAN'S PREFERENCE

I. PURPOSE

This policy aims to align with the district's strategic commitments to people. Northfield School District complies with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

A. The district's policy is to comply with the VPA regarding veteran's preference rights and the mandated preference points to veterans and spouses of deceased veterans or disabled veterans.

B. The district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.

C. Veteran preference points will be applied pursuant to applicable law as follows:

1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that:
    a. The veteran obtained a passing rating on the examination without the addition of the credit points.
    b. The veteran is applying for a first promotion after securing public employment.
4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for the purposes of this policy will be pursuant to the VPA.

E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.

F. The district's policy is to use a 100-point hiring system to enable allocation of veteran preference points. The school district may or may not use a 100-point

hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.

G. If the district does not select a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the district's personnel officer.

[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. Stat. § 43A.16.]

H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.

1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.

I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Policy 405 Veterans Preference
Adopted: 02.28.2005; Updated: 05.13.2013, 04.13.2020, 01.13.2025; Non Substantive Update: 05.11.2026

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

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 et. seq. (Veteran's Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Policy 401 (Equal Employment Opportunity)

Policy 406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

Personnel data must be carefully managed to ensure the support of the people employed by the school district and to ensure stewardship of the time needed for that management. The purpose of this policy is to provide guidance to Northfield School District employees about the data the district collects and maintains regarding its employees, volunteers, independent contractors, and applicants ("personnel").

II. GENERAL STATEMENT OF POLICY

A. All data about individuals collected, created, received, maintained, or disseminated by the district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the district.

B. All other data about individuals is private or confidential.

III. DEFINITIONS

A. "Public" means that the data is available to anyone who requests it.

B. "Private" means the data is not public and is accessible only to the following:

- The subject of the data, as limited by any applicable state or federal law.
- Individuals within the district whose work assignments reasonably require access.
- Entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data.
- Entities or individuals given access by the express written direction of the data subject.

C. "Confidential" means the data are not public and are not accessible to the subject.

D. "Parking space leasing data" means the following government data on an applicant for, or lessee of, a parking space: residence address, home or cell phone number, beginning and ending work hours, place of employment, location of parking space and work telephone number.

E. "Personnel data" means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the district. Personnel data also include data submitted to the school district by an employee as part of an organized self-evaluation effort by the district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve district operations.

F. "Finalist" means an individual who is selected to be interviewed by the school board for a

position.

G. "Protected health information" means individually identifiable health information as defined in 45 Code of Federal Regulations ("C.F.R.") Section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. Protected health information excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a district in its role as employer and records regarding a person who has been deceased for more than fifty (50) years.

H. "Public officials" means business managers, human resource directors, athletic directors whose duties include at least 50% of their time spent in administration, personnel, supervision, and evaluation; chief financial officers, directors, and individuals defined as superintendents and principals under Minnesota Rules, part 3512.0100.

IV. PUBLIC PERSONNEL DATA

A. The following information about current and former employees, volunteers and independent contractors of the district, is public:

- Name.
- Employee identification number, which may not be the employee's Social Security number.
- Actual gross salary.
- Salary range.
- Terms and conditions of employment relationships.
- Contract fees.
- Actual gross pension.
- The value and nature of employer-paid fringe benefits.
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary.
- Job title.
- Bargaining unit.
- Job description.
- Education and training background.
- Previous work experience.
- Date of first and last employment.
- The existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action.
- The final disposition of any disciplinary action, as defined in Minnesota Statutes, Section 13.43, Subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the district.
- The complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except

that the agreement must include specific reasons for the agreement if it involves the payment of more than $10,000 of public money such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data.

- Work location.
- Work telephone number.
- Badge number.
- Work-related continuing education.
- Honors and awards received.
- Payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information about current and former applicants for employment by the district is public:

- Veteran status.
- Relevant test scores.
- Rank on eligible list.
- Job history.
- Education and training.
- Work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.

D. Applicants for appointment to a public body:

1. Data about applicants collected by the district through an employment application are private data on individuals except that the following are public:

    a. Name.
    b. City of residence, except when the appointment has a residency requirement that requires the entire address to be public.
    c. Education and training.
    d. Employment history.
    e. Volunteer work.
    f. Awards and honors.
    g. Prior government service.
    h. Any data required to be provided or that are voluntarily provided in an application for appointment to a multi-member agency pursuant to Minnesota Statutes 15.0597.
    i. Veteran status.

2. Once an individual is appointed to a public body, the following additional data are public:

   a. Residential address.
   b. Either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee.
   c. First and last dates of service in the position.
   d. The existence and status of any complaints or charges against an appointee.
   e. Upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes Section 13.43, Subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes Section 13.43, Subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

Data relating to a complaint or charge against a public official is public only if:

1. The complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending, or
2. Potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private data and will not be otherwise released unless authorized by law. The following data are private:

1. Data pertaining to an employee's dependents.
2. Data created, collected or maintained by the district to administer employee assistance programs.
3. Parking space leasing data with regard to data on individuals.
4. An individual's checking account number is private when submitted to a

government entity.

B. **Labor Organizations**. Notwithstanding classification by any other provision of Minnesota Statutes, chapter 13, upon request from an exclusive representative, personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

C. **Employee photographs**. The district may display a photograph of a current or former employee to prospective witnesses as part of the district's investigation of any complaint or charge against the employee.

The district may display a photograph of current employees as part of an employee directory. An employee may request in writing to opt out of having their photograph displayed as part of an employee directory. Written requests should be sent to the Director of Human Resources or designee.

D. **Protect from harm**. The district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who the employee may harm, release data that are relevant to the concerns for safety to:

1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order.
2. A pre-petition screening team conducting an investigation of the employee under Minnesota Statutes Section 253B.07, Subdivision 1.
3. A court, law enforcement agency or prosecuting authority.

E. **Criminal investigations**. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law

enforcement in the investigation of a crime or alleged crime committed by an employee.

F. **Complaints**. A complainant has access to a statement provided by the complainant to the district in connection with a complaint or charge against an employee.

G. **Harassment**. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would threaten the personal safety of the complainant or a witness, or subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

H. **Licensing**. The district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB"), or the Board of School Administrators ("BOSA), whichever has jurisdiction over the teacher's or administrator's license as required by Minnesota Statutes, Section 122A.20, subdivision 2, and shall, upon written request from the appropriate licensing board having jurisdiction over license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, Section 122A.20, subdivision 2.

NOTE: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.

I. **Unemployment insurance**. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes. Ch. 268.

J. **Student maltreatment**. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes Chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.

K. **Sexual contact**. The district shall release to a requesting district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if:

1. An investigation conducted by or on behalf of the district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in

the resignation of the subject of the data.

2. The employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.

Data that are released under this paragraph must not include data on the student.

L. **District surveys**. Data submitted by an employee to the district as part of an organized self-evaluation effort by the district to request suggestions from all employees on ways to cut costs, make the district more efficient, or improve the district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.

M. **Protected health information**. Protected health information about employees, as defined in 45 C.F.R. Parts 160 and 164, is private and will not be disclosed - except as permitted or required by law.

N. **Home contact information**. Personal home contact information for employees may be used by the district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of district operation and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the district or government entity.

O. **Contractor or subcontractor home contact information**. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the district and a contractor or subcontractor entered on or after Aug. 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

P. **License revocation**. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, Section 122A.40, subdivision 13(b), or when the Commissioner makes a final determination of child maltreatment involving a teacher, under Minnesota Statues, Section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, Section 13.41, subdivision 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant

information to enable PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes Chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The district shall change the classification of data in its possession if it is required to do so to comply with other either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The district has designated the superintendent or their designee as the authority responsible for personnel data.

The responsible authority, or a district employee if so designated, shall serve as the district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An Employee Authorization form is included as an addendum to this policy.

Policy 406 Public and Private Personnel Data
Adopted: 02.28.2005; Updated: 05.2013, 12.2013, 02.2015, 07.01.2019, 10.11.2021, 02.24.2025; Statutory Update: 08.14.2023; Non Substantive Update: 05.11.2026

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.41 (Licensing Data – Public Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601. subd. 3 (Applicants for Employment)
Minn. Stat. § 122A.20, subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07,(Judicial Commitment: Preliminary Procedures)
Minn. Stat. § 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPPA)
45 C.F.R. Parts 160, 162 and 164 (HIPPA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin "I" (School Records-Privacy-Access to Data)

FORM: EMPLOYEE AUTHORIZATION FOR RELEASE OF INFORMATION

TO: Northfield Public Schools

_____

_____

_____

RE: Personnel Records of *[name]*

_____

(Date of Birth and/or Social Security Number)

This is your full and sufficient authorization, pursuant to Minn. Stat. § 13.05, subd. 4 and Minn. Rules 1205.1400, subp. 4, to release to _____, their representatives or employees, all information pertaining to *[describe]* _____

_____

_____

maintained by the employer school district, with the following exceptions: _____

_____

_____

The information is needed for the purpose of *[specify]* _____

_____

This authorization specifically includes records prepared prior to the date of this authorization and records prepared after the date of this authorization, such records to be used only for the purpose specified. I do not authorize re-release of this information by the third party.

I understand that I may revoke this consent in writing at any time. Upon the fulfillment of the above-stated purpose, this consent will automatically expire without my express revocation. A photocopy of this authorization will be treated in the same manner as an original.

Dated: _____ _____

Signature of Employee

ATTENTION PUBLIC FACILITIES: Minnesota Statutes Section 13.05 requires automatic expiration of this authorization one (1) year from the date of authorization.

Policy 407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

In alignment with the district's strategic commitments to people and stewardship, the purpose of this policy is to provide Northfield School District employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

A. "Commissioner" means the Minnesota Commissioner of Labor and Industry.

B. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.

C. "Hazardous substance" means a chemical or substance, or mixture of chemicals and substances, which is:

1. Regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations.
2. Either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance.
3. Determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

D. "Harmful physical agent" means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.

E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.

F. "Blood borne pathogens" means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

A. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.

B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

Policy 407 Employee Right to Know - Exposure to Hazardous Substances
Adopted: 02.28.2005; Updated: 05.2013, 08.10.2020, 02.24.2025

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

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Policy 807 (Health and Safety)

Policy 408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

In alignment with the district's strategic commitment to people, the purpose of this policy is to protect the privacy rights of Northfield School District employees and students under both state and federal law to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. *Educational Data*

1. State Law

   The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13, classifies all educational data, except for directory information as designated by the district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to informed consent by the subject of the data or pursuant to a valid court order or a parent if the subject of the data is a minor.**

2. Federal Law

   The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. *Personnel Data*

The MGDPA also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.

B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the district official who is designated as the authority responsible for the collection, use and dissemination of data.

C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.

D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Policy 408 Subpoena of a School District Employee
Adopted: 02.28.2005; Updated: 2007, 08.24.2020, 04.15.2022, 02.24.2025

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (How These Rules Apply)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student
MSBA/MASA Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin "I" (School Records-Privacy-Access to Data)

Policy 409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for two (2) years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Policy 409 Employee Publications, Instructional Materials, Inventions and Creations
Adopted: 2/28/05; UPDATED: 12.14.2020

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

Legal References: 17 U.S.C. § 101 et seq. (Copyrights)
Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)

Cross References:

Policy 410 FEDERAL FAMILY AND MEDICAL LEAVE

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to Northfield School District employees in accordance with the federal Family and Medical Leave Act of 1993 (FMLA).

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the district, pursuant to the requirements of the FMLA.

III. DEFINITIONS

A. "Covered active duty" means:

1. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country, and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

B. "Covered servicemember" means:

1. A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness., or
2. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or reserves, and was discharged or released under conditions other than dishonorable at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or

necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the district's intention to rehire the employee after the break in service.

D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

E. "Next of kin of a covered service member" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:

1. A military medical treatment facility as an outpatient., or
2. A unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. To address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member.
2. To attend military events and related activities of a covered military member.
3. To address issues related to childcare and school activities of a covered military member's child.

4. To address financial and legal arrangements for a covered military member.
5. To attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child.
6. To spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment.
7. To attend post-deployment activities related to a covered military member.
8. To address care needs of a covered military member's parent who is incapable of self-care., and
9. To address other events related to a covered military member that both the employee and district agree is a qualifying exigency.

H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care in a hospital, hospice, or residential medical care facility., or
2. Continuing treatment by a health care provider.

I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. "Veteran" has the meaning given in 38 United States Code section 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

   a. Birth of the employee's child and to care for such child.
   b. Placement of an adopted or foster child with the employee.
   c. To care for the employee's spouse, son, daughter, or parent with a serious health condition.

d. The employee's serious health condition makes the employee unable to perform the functions of the employee's job.
e. Any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.

2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.

4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.

5. A "serious injury or illness" in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:

   a. Injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating., and
   b. In the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran, and is:
      i. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
      ii. A physical or mental condition for which the covered

veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

iii. A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

iv. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the district's expense. If the opinions of the first and second health care providers differ, the district may require certification from a third health care provider at the district's expense. An employee may also be required to present a certification

from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the district, subject to and in coordination with the health care provider.

11. The district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy, the district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the district for the cost of the health plan premiums paid by it.

13. The district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the board for annual review.

The district shall comply with written notice requirements as set forth in

federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. **Twenty-six-week Servicemember Family Military Leave**

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:

1. Take leave for the entire period or periods of the planned medical treatment., or
2. Move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the district may require that the leave be continued until the end of the semester.
2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the district may require the employee to continue taking leave until the end of the semester.
4. If the district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each district building in areas accessible to employees and applicants for employment.

Policy 410 Family and Medical Leave Policy
Adopted: 02.28.2005; Revised: 08.10.2009, 2010, 02.2015; Reviewed: 07.13.2020; Substantive Update: 11.14.2022, 03.11.2024, 06.08.2026

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

Legal References: 10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: None

Policy 410.1 MINNESOTA PAID LEAVE

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to Northfield School District employees in accordance with Minnesota Paid Leave (MNPL).

II. GENERAL STATEMENT OF POLICY

A. The district provides time off to eligible employees who qualify for MNPL benefits as required under Minnesota law. The district is a participant in the State of Minnesota's paid leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota.

B. The premium cost will be split between the district and employee as follows: The district will pay 50% of the required premium, and employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.

III. TYPES OF LEAVE

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

A. **Medical Leave.** Eligible employees are entitled to up to 12 weeks of medical leave to take care of themselves for a serious health condition, including pregnancy, childbirth, recovery, or surgery.

B. **Family Leave.** Eligible employees are entitled to up to 12 weeks of family leave for the following reasons:

1. Bonding Leave: To care for and bond with a new child welcomed through birth, adoption or foster placement.

2. Caring Leave: To care for a family member with a serious health condition.

3. Military Family Leave: To support a family member called to active duty.

4. Safety Leave: To receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking.

You may be eligible to take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. Your benefit year starts the first day you take paid leave. There is no waiting period for MNPL if you are granted the benefit.

IV. LEAVE ENTITLEMENT

A. **Eligibility.** Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:

1. Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.

2. Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by Minnesota law at the time of your requested leave.

B. **Notification.** Employees must notify the district when they apply for MNPL benefits.

1. If the need for leave is foreseeable, the employee must provide the district with at least 30 days' advance notice.

2. If the need for leave is not foreseeable, the employee must notify the district as soon as practicable.

3. Notification to the district must be made using the MN Paid Leave Notification to Northfield Public Schools form. This form must be completed prior to applying for leave through the State of Minnesota.

E. **Applying for Leave.** After notifying the district, an employee will be able to apply for MNPL.

1. Employees must apply for paid leave through the Minnesota Department of Employment and Economic Development (DEED) at paidleave.mn.gov.

2. After applying for leave, an employee will receive a Determination of Paid Leave, which is the official decision from the program regarding whether an application was approved or denied. The determination will come from DEED.

G. **Benefit Amount.** An employee's weekly MNPL benefits are calculated and determined by DEED. Eligible employees who are approved for MNPL will receive payments directly from DEED.

1. The district does not pay into TRA or PERA during the time an employee is on MNPL.

2. Health coverage will continue to be paid by the district while an employee is on leave, but an employee must continue to make their share of premium payments in order to keep coverage active.

3. The district will not recognize days toward service time or step advancement during the time an employee is on MNPL.

4. If you are receiving MNPL benefits, you may NOT supplement or "top off" your MNPL benefits with accrued but unused paid leave.

5. For eligible employees taking maternity leave, the district will pay for the portion of an employee's leave not paid for by MNPL for the first eight weeks pursuant to Policy 448.

VI. RETALIATION

The district will not interfere with or retaliate against employees who request or take leave in accordance with MNPL.

VII. OTHER

A. MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law, which may include Family and Medical Leave Act (FMLA) and pregnancy and parenting leave.

B. For employees hired after Jan. 1, 2026, the district must provide information about Minnesota Paid Leave within 30 days of the employee's start date.

C. The provisions of this policy are intended to comply with applicable law, including MNPL and applicable regulations. The district reserves the right to amend this policy at any time, for any reason. Nothing in this document creates an express or implied contract, nor is it a promise of any particular benefit. To the extent this policy conflicts with any future statutory changes, the district will follow the statutes.

Policy 410.1 Minnesota Paid Leave
Adopted: 02.23.2026

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

Legal References: Minn. Stat. §§ 268B (Family and Medical Benefits)

Cross References: Minnesota Paid Leave, paidleave.mn.gov
MSBA Minnesota Paid Leave Overview

Policy 411 RECOVERY PERIOD AFTER CHILDBIRTH

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

Policy 411 Recovery Period after Childbirth
Adopted: 07.13.2009; Updated: 04.25.2011, 05.29.2012, 09.14.2020, 04.14.2025

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

Policy 412 EXPENSE REIMBURSEMENT

I. PURPOSE

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

II. AUTHORIZATION

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

III. REIMBURSEMENT

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

IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

Procedures for Policy 412 Expense Reimbursement are located in this document on the district's website.

Policy 412 Expense Reimbursement
Adopted: 02.28.2005; Updated: 09.27.2010, 12.14.2015, 04.14.2025; Reviewed: 08.19.2020

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

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

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

Procedures for Policy 412 – Expense Reimbursement

REIMBURSEMENTS

The following items are available for reimbursement:

A. School District personnel or persons representing the school district who use their personal vehicle to travel to a destination out of the school district or within the district and have the prior approval of the superintendent, they/their designee or principal, will be reimbursed at the same rate as the IRS Standard mileage rate. The district will not pay mileage for out of state trips that total more than the cost of an airline ticket.

B. School personnel or representatives of the school district who, with the advanced approval of the superintendent or they/their designee who are on school business out of the district may receive reimbursement for meals plus tips (up to 15%), not in excess of $50 per day. Personnel must verify the actual expense of meals with original itemized receipts. When a meal is included in the registrations of an event, or is paid for by another source, reimbursement for that meal is not permitted. Reasonable exceptions may be made to the per day rate for unusual circumstances at the discretion of the Superintendent or they/their designee.

C. Approval to be reimbursed for the cost of lodging must be obtained in advance from the superintendent or designee. The district will reimburse school personnel for commercial lodging. Lodging within a 60 mile radius of the school district is not normally reimbursed. Only when compelling circumstances exist and with the advanced approval of the superintendent or designee will exceptions be permitted.

D. Commercial transportation not to exceed “coach” air rate. If a personal vehicle is driven in lieu of commercial air transportation, employees will be reimbursed the IRS Standard mileage rate not to exceed “coach” air fare.

E. Approved ground transportation and other allowable incidental expenses incurred while traveling on behalf of the District. Use of the least expensive form of ground transportation is encouraged. Exceptions are permitted when circumstances such as location, distance or presentation materials dictate use of a taxi or car rental.

F. The cost of conference admissions, fees and materials will be reimbursed after the conference dates. Original itemized receipts need to be submitted for verification. Other reasonable expenses connected with the travel of school personnel while conducting school district business may be reimbursed. Expenses for family members will not be reimbursed.

G. School personnel who are approved to travel on a daily basis between the schools may submit mileage for reimbursement based on the intra-district mileage chart.

H. Items costing $100 or less and not practical to purchase using a District purchase order. These purchases still require administrative pre-approval.

I. Emergency purchases for which the normal purchasing process is not timely.

RESPONSIBILITY

A. Responsibility for compliance with this policy is three-fold:

1. The employee submitting the request for reimbursement is responsible for assuring that a public purpose was fulfilled and for providing adequate documentation as required in this procedure.

2. The supervisor who signs the reimbursement request is responsible for assuring that a public purpose was accomplished by the employee making the expenditure, that proper documentation is in place, and that District purchasing procedures could not have been reasonably used to make the expenditure.

3. Designated Finance Department officials are responsible for assuring that the reimbursement form is properly completed and that the proper supervisory signature is in place on the form.

B. If the Superintendent, or designee, or the School Board determines that a public purpose was not met by the incurring of the employee expense, the claim will be denied and the expenditure shall become the responsibility of the employee.

C. The District will not reimburse an employee to the extent an expense is beyond the reasonable needs of fulfilling the business purpose of the occasion.

D. A supervisor who gives advance approval of an employee's business expense may impose particular conditions on the expense including, but not limited to, the maximum amount approved for reimbursement.

E. In no event will the District reimburse an employee for the cost of any alcoholic beverages.

F. In no event will the District reimburse an employee for the cost of entertainment expenses or expenses for a spouse, companion or child while the employee is on District travel status.

G. The District will not reimburse any employee for costs that the District cannot pay or bear under applicable law. This would include expenses such as laundry, movies, personal phone calls, and snacks.

H. Expense reimbursements should be turned in monthly. Items turned in more than 60 days after the date incurred will become taxable to the employee. The District will not reimburse expenses that are dated more than one year prior to the date of submission.

FORMS
Reimbursement forms are available on the Finance Department resources website:
http://northfieldschools.org/files/Expense-Reimbursement-Form-2018.pdf

Procedures 412 Procedures for Expense Reimbursement
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Updated: 01.2020; 04.14.2025

Policy 413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is for the Northfield School District to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability ("Protected Class").

II. GENERAL STATEMENT OF POLICY

A. The policy of the district is to maintain a learning and working environment free from harassment and violence based on Protected Class. The district prohibits any form of harassment or violence based on Protected Class.

B. A violation of this policy occurs when any student, teacher, administrator or other district personnel harasses a student, teacher, administrator or other district personnel or a group of students, teachers, administrators, or other district personnel through conduct or communication based on their Protected Class, as defined by this policy and in the attached procedures. For purposes of this policy, district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator or other district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator or other district personnel or a group of students, teachers, administrators, or other district personnel based on ~~a~~ their Protected Class.

D. The district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator or other district personnel found to have violated this policy.

III. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes Chapter 260E may be applicable.

B. Nothing in this policy will prohibit the district from taking immediate action to protect victims of alleged harassment, violence or abuse.

C. Procedures and definitions for Policy 413 Harassment and Violence are located on the district's website.

Policy 413 Harassment and Violence
Adopted: 02.28.2005; Updated 10.27.2010, 12.2014, 12.14.2020, 10.11.2021, 07.31.2024

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational and Employment Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524.2 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Procedures for Policy 413: Harassment and Violence

I. DEFINITIONS

A. "Assault" is one or more of the following:

1. An act done with intent to cause fear in another of immediate bodily harm or death.
2. The intentional infliction of or attempt to inflict bodily harm upon another.
3. The threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct does one or more of the following:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.
3. Otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. **Protected Classifications; Definitions**

1. "Disability" means, with respect to an individual who:
   a. Has a physical, sensory, or mental impairment which materially limits one or more major life activities;
   b. Has a record of such an impairment;
   c. Is regarded as having such an impairment; or
   d. Has an impairment that is episodic or in remission and would materially limit a major life activity when active.

2. "Familial status" means the condition of one or more minors having legal status or custody with:

   a. The minor's parent or parents or the minor's legal guardian or guardians; or
   b. The designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for

one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. **Sexual Harassment; Definition**

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when one or more of the following happens:
    a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, or an education.

b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to unwelcome:
   a. Verbal harassment or abuse.
   b. Pressure for sexual activity.
   c. Sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other district personnel to avoid physical harm to persons or property.
   d. Sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status.
   e. Sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
   f. Behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:
   a. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex.
   b. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts.
   c. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another.
   d. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon

another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability.

II. REPORTING PROCEDURES

A. Any person who believes they have been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator or other district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other district personnel or group of students, teachers, administrators, or other district personnel should report the alleged acts immediately to an appropriate district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the district office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the district human rights officer by the reporting party or complainant.

D. **In Each School Building**. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that

may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. District personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the district human rights/Title IX officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District. The school board hereby designates the superintendent or their designee as the district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

H. The district shall conspicuously post the name of the human rights officer, including mailing address and telephone number.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. The district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from district property and events and/or termination of services and/or contracts.

III. INVESTIGATION

A. By authority of the district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by district officials or by a third party designated by the district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators or other personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report shall be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

IV. SCHOOL DISTRICT ACTION

A. Upon completion of an investigation that determines a violation of this policy has occurred, the district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and applicable district policies and regulations.

B. The district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

V. RETALIATION OR REPRISAL

The district will discipline or take appropriate action against any student, teacher, administrator, or other district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment,

or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VI. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VII. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each district employee and independent contractor who regularly interacts with students at the time of initial employment with the district.

C. This policy shall be linked in the Student Citizenship Handbook.

D. The superintendent or their designee will develop a method of discussing this policy with students and employees.

E. The district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

F. The superintendent or their designee shall review this policy at least annually for compliance with state and federal law.

Procedures 413 Harassment and Violence
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Adopted: 02.28.2005; Updated: 10.27.2010, 05.14.2013, 12.2014, 12.14.2020, 11.08.2023, 05.27.2025; Substantive Update: 07.31.2024

Confidential Student Maltreatment Reporting Form

Date submitted: _____ SMP File # _____(MDE staff use only)

REPORTER (Reporter is confidential under Minnesota Statutes, section 260E.)

Name:_____ Title:_____ Phone:_____

Address:_____ City:_____ State:_____ Zip:_____

Email:_____ Mandated Reporter: ◯ Yes ◯ No

SCHOOL INFORMATION (Current Enrollment Location of Alleged Victim)

ISD#: _____ School District: _____School/ Program Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Principal/Director: _____ Phone:_____

Email: _____

Transportation Company Contact:_____ Phone:_____

Email: _____

ALLEGED VICTIM

Name:_____ Address:_____ City:_____ State:_____ Zip:_____

Male ◯ Female ◯ DOB:_____ Grade:_____ Race/Ethnicity:_____

Receives Special Education Services: ◯ Yes ◯ No Primary Disability Category:_____

Alleged Victim is over the age of 18: ◯ Yes ◯ No (If over 18, please provide the following contact information)

Alleged Victim Phone: _____ Alleged Victim Email:_____

Alleged Victim has a legal guardian: ◯ Yes ◯ No

Parent/Guardian 1:_____ Phone:_____ Email:_____

Address:_____ City:_____ State:_____ Zip:_____

Parent/Guardian 2:_____ Phone:_____ Email:_____

Address:_____ City:_____ State:_____ Zip:_____

Minnesota Department of Education
Student Maltreatment Program
1500 Highway 36 West, Roseville, MN 55113-4266
Reporting Line: 651-582-8546
Fax: 651-797-1601
Email: mde.student-maltreatment@state.mn.us

ALLEGED OFFENDER

Name:_____ Position:_____ DOB:_____ Male ◯ Female ◯

Home Address:_____ City:_____ State:_____ Zip:_____

Email: _____

Race/Ethnicity:_____ Phone:_____ Alternate Phone:_____

Licensed: ◯ Yes ◯ No

If licensed, name of licensing board(s):_____ License/Folder # _____

INCIDENT

Date:_____ Time:_____ Setting (i.e. Bus, Classroom):_____

Location and Address (if different than enrolled school):_____

Witness _____Phone:_____

Witness _____Phone:_____

Police Notified: ◯ Yes ◯ No Police Department:_____

Police Contact:_____ Phone:_____ Case #:_____

Alleged Maltreatment: Physical Abuse ☐ Sexual Abuse ☐ Neglect ☐ Unknown ☐

Injury: ◯ Yes ◯ No

Description of Incident and Injury: (please attach additional documentation, if needed)

Minnesota Department of Education
Student Maltreatment Program
1500 Highway 36 West, Roseville, MN 55113-4266
Reporting Line: 651-582-8546
Fax: 651-797-1601
Email: mde.student-maltreatment@state.mn.us

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)

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; 08.11.2025, 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

Confidential Student Maltreatment Reporting Form

Date submitted: _____ SMP File # _____(MDE staff use only)

REPORTER (Reporter is confidential under Minnesota Statutes, section 260E.)

Name:_____ Title:_____ Phone:_____

Address:_____ City:_____ State:_____ Zip:_____

Email:_____ Mandated Reporter: ◯ Yes ◯ No

SCHOOL INFORMATION (Current Enrollment Location of Alleged Victim)

ISD#: _____ School District: _____School/ Program Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Principal/Director: _____ Phone:_____

Email: _____

Transportation Company Contact:_____ Phone:_____

Email: _____

ALLEGED VICTIM

Name:_____ Address:_____ City:_____ State:_____ Zip:_____

Male ◯ Female ◯ DOB:_____ Grade:_____ Race/Ethnicity:_____

Receives Special Education Services: ◯ Yes ◯ No Primary Disability Category:_____

Alleged Victim is over the age of 18: ◯ Yes ◯ No (If over 18, please provide the following contact information)

Alleged Victim Phone: _____ Alleged Victim Email:_____

Alleged Victim has a legal guardian: ◯ Yes ◯ No

Parent/Guardian 1:_____ Phone:_____ Email:_____

Address:_____ City:_____ State:_____ Zip:_____

Parent/Guardian 2:_____ Phone:_____ Email:_____

Address:_____ City:_____ State:_____ Zip:_____

Minnesota Department of Education
Student Maltreatment Program
1500 Highway 36 West, Roseville, MN 55113-4266
Reporting Line: 651-582-8546
Fax: 651-797-1601
Email: mde.student-maltreatment@state.mn.us

ALLEGED OFFENDER

Name:_____ Position:_____ DOB:_____ Male ◯ Female ◯

Home Address:_____ City:_____ State:_____ Zip:_____

Email: _____

Race/Ethnicity:_____ Phone:_____ Alternate Phone:_____

Licensed: ◯ Yes ◯ No

If licensed, name of licensing board(s):_____ License/Folder # _____

INCIDENT

Date:_____ Time:_____ Setting (i.e. Bus, Classroom):_____

Location and Address (if different than enrolled school):_____

Witness _____Phone:_____

Witness _____Phone:_____

Police Notified: ◯ Yes ◯ No Police Department:_____

Police Contact:_____ Phone:_____ Case #:_____

Alleged Maltreatment: Physical Abuse ☐ Sexual Abuse ☐ Neglect ☐ Unknown ☐

Injury: ◯ Yes ◯ No

Description of Incident and Injury: (please attach additional documentation, if needed)

Minnesota Department of Education
Student Maltreatment Program
1500 Highway 36 West, Roseville, MN 55113-4266
Reporting Line: 651-582-8546
Fax: 651-797-1601
Email: mde.student-maltreatment@state.mn.us

Policy 415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to comply fully with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.

B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

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

Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults
Adopted: 02.28.2005; Updated: 12.14.2020, 04.14.2025; Substantive Update: 10.24.2022

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

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

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

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

I. DEFINITIONS

A. "Abuse" means:

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

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

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

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

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

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

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

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

D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

F. "Mandated reporters" means a professional or professional's delegate while engaged in education.

G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

H. "Neglect"means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.

Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.

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

J. "Vulnerable adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes section 626.5572, Subd. 21(a) (2); (3) receives services from a licensed home care provider or person or

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

II. REPORTING PROCEDURES

A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the human resources department, the common entry point responsible for receiving reports.

B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.

D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter may be guilty of a misdemeanor for intentionally failing to make a report, for knowingly providing false or misleading information in reporting or for intentionally failing to provide all the material circumstances surrounding the reported incident.

E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report is prohibited.

F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

III. INVESTIGATION

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

IV. DISSEMINATION OF POLICY AND TRAINING

A. This policy should appear in school personnel handbooks as appropriate.

B. The school district will develop a method of discussing this policy with employees as appropriate.

C. The superintendent or their designee should review this policy at least annually for compliance with state law.

Procedures 415 Mandated Reporting of Maltreatment of Vulnerable Adults
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota
Dated: 02.28.2005; Updated: 12.14.2020, 10.24.2022, 04.14.2025

Policy 417 CHEMICAL USE AND ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Use or possession of controlled substances, medical cannabis, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with district policies with respect to a Drug-Free Workplace/Drug-Free School. Student medication, that does include prescription drugs, are governed under Policy 516 Student Medication.

B. The district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.

C. The district shall establish and maintain in every school a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

D. The superintendent, or designee, with the advice of the school board, shall collaborate with community partners to establish an advisory team to address chemical abuse problems in the district.

E. The district shall establish a drug-free awareness program for its employees.

III. DEFINITIONS

A. "Chemical abuse" as applied to students means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's normal function in academic, school, or social activities is chronically impaired.

B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and "marijuana" as defined in Minnesota Statutes section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled

substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs. Controlled substances does not mean tobacco or vape products, which are included in Policy 419.

C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.

D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

IV. STUDENTS

A. **Districtwide School Discipline Policy**

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

1. The district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.

2. As part of its drug-free programs, the district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

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

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

2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56.

3. Searches by district officials in connection with the use, possession, or transfer of alcohol or a controlled substance, will be conducted in

accordance with Policy 502 related to search and seizure.

4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

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

1. Every school that participates in a district chemical abuse program shall establish a chemical abuse student support team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated district employee.

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. **Data Practices**

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and regulations.

2. Destruction of Records

a. If the pre-assessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.

b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.

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

E. ***Consent***

Any minor may give effective consent for medical, mental, and other health

services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. EMPLOYEES

A. The district shall establish a drug-free awareness program to inform employees about:
   1. The dangers of drug abuse in the workplace.
   2. The district's policy of maintaining a drug-free workplace.
   3. Available drug counseling, rehabilitation, and employee assistance programs.
   4. The penalties that may be imposed on employees for drug abuse violations.

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

Policy 417 Chemical Use and Abuse
Adopted: 02.28.2005; Updated: 02.08.2021, 04.14.2025; Substantive Update: 10.24.2022; Non-Substantive Update: 12.08.2025

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

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
Minn. Stat. § 126C.44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 299A.33 (DARE Program)
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7122(Student Support and Academic Enrichment Grants)
20 U.S.C. § 5812 (National Education Goals)
20 U.S.C. § 7175 (Local Activities)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of District Employees)
MSBA/MASA Model Policy 416 (Drug, Alcohol, and Cannabis Testing)
MSBA/MASA Model Policy 418 Drug-Free Workplace/ Drug-Free School
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Policy 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 and is pursuant to the procedure established under Paragraph V.G below.

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 provided 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, 08.11.2025; Non Substantive Updates: 05.11.2026

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic cigarette delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all personal vehicle, all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

D. The district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture or are identified with tobacco products, tobacco-related devices or electronic delivery devices. The district will not promote or allow the promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. DEFINITIONS

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

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

B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined at the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

V. VAPING PREVENTION INSTRUCTION

A. The district must provide vaping prevention instruction at least once to students in grades 6 through 8. The district will also require instruction once to students in grades 9 through 12.

B. The district may use instructional materials based upon the Minnesota Department of Health's e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the district's locally developed health standards.

VI. ENFORCEMENT

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco-free policy shall be subject to district discipline procedures.

C. District administrators and other school personnel who violate this tobacco-free policy shall be subject to district discipline procedures.

D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and district policies.

E. Persons who violate this tobacco-free policy may be referred to the building administration or other district supervisory personnel responsible for the area or program at which the violation occurred.

F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

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

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

Adopted: 02.28.2005; Updated: 10.08.2012, 05.11.2020, 11.09.2020; Non-Substantive Update: 04.14.2022; Substantive Update: 07.10.2023, 08.12.2024

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

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. § 121A.08 (Smudging Permitted)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

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

Policy 420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES OR INFECTIOUS DISEASES

I. PURPOSE

Public concern that students and staff of Northfield Public Schools be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made by the Superintendent or designee on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties) and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

Northfield Public Schools, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration guidelines of the Minnesota Department of Education and the Minnesota Department of Health. These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent to accomplish legitimate educational goals and to comply with employees' right to know requirements.

2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. **Reporting**

If a medical condition of a student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. **Prevention**

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage (it is vital to note that the District acknowledges and values a variety of healthy, committed relationships);
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. **Vaccination and Screening**

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Policy 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable or or Infectious Diseases

Adopted: 03.14.2005; Updated: 02.08.2021; Non-Substantive Update: 09.30.2022, 05.11.2026

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

Legal References: Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)
Minn. Stat. § 144.441(Tuberculosis Screening in Schools)
Minn. Stat. § 142 (Testing in School Clinics)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Act)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 1 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

***Cross References*:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Resources: MN Department of Health, *Persons Required to Report Disease* (accessed 12.23.2025)

Policy 421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to Northfield School District employees and school board members.

II. GENERAL STATEMENT OF POLICY

A. The district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the district, however, is to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.

B. A violation of this policy occurs when any employee solicits, accepts, or receives either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.

C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature, with a resale value of $5 or less. The superintendent has discretion to determine what value is "insignificant."

D. Teachers may accept from publishers free samples of textbooks and related teaching materials.

E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.

F. An elected or appointed member of a board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITION

A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.

B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a board member, a superintendent, a school principal, or a district school officer is authorized to make.

C. "Financial interest" means an ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Policy 421 Gifts to Employees
Adopted: 02.28.2005; Updated: 12.2014, 05.11.2020, 05.27.2025

Board of Education
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Policy 209 (Code of Ethics)
MSBA/MASA Policy 210 (Conflict of Interest - School Board Members)
MSBA/MASA Policy 306 (administrator Code of Ethics)

Policy 422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the Northfield School District provides notice by this section of the application and incorporation by reference of the following policies that also apply to employees:

Policy 505	Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees
Policy 507	Corporal Punishment and Prone Restraint
Policy 510	Student Activities
Policy 511	Student Fundraising
Policy 518	Do Not Resuscitate/Do Not Intubate Orders (DNR/DNI)
Policy 519	Interviews of Students by Outside Agencies
Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Policy 524.2	Acceptable Use and Safety of Technology and Telecommunications Systems by Students
Policy 535	Service Animals in Schools

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Policy 422 Policies Incorporated by Reference
Adopted: 02.08.2021; Updated: 05.27.2025

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

Legal References: None

Cross References: None

Policy 423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. This policy applies to all district employees at all times, whether on or off duty and on or off of school district locations.

B. At all times, students will be treated by teachers and other district employees with respect, courtesy and consideration and in a professional manner. Each district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must always be on a teacher-student basis or an employee-student basis.

C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other district employees also may hold positions of authority over students of the district and must be mindful of their authority and influence over students.

D. Sexual relationships between district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability as well as disciplinary action up to and including immediate termination.

E. Other actions that violate this policy include, but are not limited to:

1. Dating students.
2. Having any interaction/activity of a sexual nature with a student.
3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
5. Grooming as prohibited under Minnesota Statutes, section 609.352.

F. District employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

H. District employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

A. Complaints and/or concerns regarding alleged violations of this policy shall be handled by the superintendent or their designee unless other specific complaint procedures are provided within any other policy of the district.

B. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

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

V. SCOPE OF LIABILITY

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

Policy 423 Employee Student Relationships
Adopted: 03.14.2005; Updated: 12.2014, 04.14.2025; Substantive Update: 09.28.2026; Non-Substantive Update: 12.17.2020, 02.08.2022

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

Legal References: Minn. Stat. §13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13 (b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341–609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints-Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

Policy 424 LICENSE STATUS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.

B. No person shall be considered a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.

C. The district has a duty to ascertain the licensure status of its teachers and ensure that the district's teacher license files are up to date. The district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the district.

D. The district must annually report to the Professional Educator Licensing and Standards Board.
   1. All new teacher hires and terminations, including layoffs, by race and ethnicity.
   2. The reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

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

Policy 424 License Status
Adopted: 3/14/05; Updated: 02.22.2021; Statutory Updates: 07.10.2023

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

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Recording of Teacher Licenses)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination - Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn.App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn.App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. Ver Ploeg), June 8, 1992, *affirmed,*

Procedures for Policy 424: LICENSE STATUS

A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.

B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.

C. If it is discovered that a teacher's license has expired, the superintendent or the superintendent's designee will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may result in the teacher's unpaid leave or immediate discharge from employment.

Policy 425 STAFF DEVELOPMENT AND MENTORING

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

Policy 425 Staff Development and Mentoring
Adopted: 3.14.2005; Updated: 02.21.2021, Statutory Update: 10.28.2021, 07.10.2023

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

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, subd. 2 (Violence Prevention Education)
Minn. Stat. § 121A.642 (Paraprofessional Training)
Minn. Stat. § 122A.187, (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, subds. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, subds. 4, 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)
Minn. Stat. § 123B.147, subd. 3 (Principals)
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)
Minn. Stat. § 126C.10, subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, subd. 5 (General Education Levy and Aid)

Cross-References: None

Policy 427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is for Northfield Public Schools to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. "Direct services" means special education services provided by a teacher or a related service professional when the services are related to instruction, including cooperative teaching.

B. "Indirect services" means special education services which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe. Indirect services may be provided by a teacher or related services professional to another regular education teacher, special education teacher, related services professional, paraprofessional, support staff, parents, and public and nonpublic agencies to the extent that the services are written in the pupil's IEP and IFSP.

C. "Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

D. "Workload" means a special education teacher's total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent or their designee.

B. In determining workload limits for special education staff, the district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the district and the special education teachers' exclusive representative.

Policy 427 Workload Limits for Certain Special Education Teachers
Adopted: 06.8.2015; Reviewed: 01.28.2021; Non Substantive Update: 03.25.2022, 05.27.2025, 05.11.2026

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

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions)
Minn. Rule 3525.2340, Subp. 4.B. (Caseloads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

Policy 428 DISTRICT MEDICAL EMERGENCY LEAVE BANK

I. PURPOSE

The purpose of this policy is for the Northfield School District to establish a bona fide medical emergency leave sharing program for eligible employees of the district who are experiencing a medical emergency. This medical emergency leave sharing program is intended to comply with IRS Revenue Ruling 90-29.

II. GENERAL STATEMENT OF POLICY

Eligible employees have the ability to participate in a districtwide Medical Emergency Leave Bank ("Bank"). This Bank is intended to support employees who have exhausted all other appropriate leave options and experience a medical emergency that would normally qualify for sick or bereavement leave. This policy may only be modified by mutual agreement between the Northfield Education Association and the Northfield School District.

A "medical emergency" means a medical condition of the employee that will require the prolonged absence from duty and will result in a substantial loss of income to the employee because the employee has exhausted all forms of paid leave. A medical condition means a serious health condition that is recognized by the mainstream medical community. By way of example, but without limitation, conditions such as multiple chemical sensitivity and idiopathic environmental illness are not recognized as valid diagnoses by the mainstream medical community. A "prolonged absence" means an absence of more than five (5) consecutive duty days.

III. ELIGIBILITY

An employee must work 20 hours or more per week to participate in the Bank.

IV. PARTICIPATION AND USE

An employee experiencing a medical emergency may apply for leave from the Bank.

1. All employees who wish to participate shall notify the Human Resources Office by Sept. 30 of each year. If Sept. 30 falls on a weekend, the deadline will be the close of business on the Monday immediately following Sept. 30. Participating employees will be assessed one (1) day of sick leave allowance at the time they join the Bank. All assessed days will be accumulated in a bank where they will

be available to participants who have used all their designated sick leave allowance days and experience a medical emergency of more than five (5) consecutive days. All donations are nonrefundable. Once a day is donated, the employee may not retract or reclaim the donated sick leave for any reason. If at any point the Bank is reduced to twenty (20) or fewer days, the district will assess all members one (1) additional day.

2. An employee withdrawing from the Bank shall notify the Human Resources Office by Sept. 30 of each year. If Sept. 30 falls on a weekend, the deadline will be the close of business on the Monday immediately following Sept. 30. In case of withdrawal, an employee's contribution of days to the Bank stays in the Bank.

3. An employee may use no more than twenty (20) days from the Bank in any given school year.

4. Both the employer and employees have a substantial interest in ensuring that days from the Bank are used only for legitimate reasons in accordance with the terms of this policy. To withdraw leave from the Bank, eligible employees must submit a written application to the district's human resources department along with medical certification of the serious health condition from the employees' treating physician. An employee may not begin to withdraw leave from the Bank until the district has approved the written application.

5. Days from the Bank shall be used only for the illness or medically necessary appointments for the employee and/or the employee's dependent child. Days from the Bank may be used for bereavement leave not to exceed the number of days allowed in each individual employee contract or agreement. The Bank shall not be used when an employee qualifies for disability income, workers' compensation, or other pay or other benefits from the district or the state in place of any part of their salary.

Policy 428 District Medical Emergency Leave Bank
Adopted: 08.24.2015; Nonsubstantive Updates: 02.25.2021; Updated: 08.22.2022

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

Policy 428 - MEDICAL EMERGENCY SICK LEAVE BANK - APPLICATION

Employee Name: _____

Building: _____

Brief explanation of medical emergency (medical certification required for approval:

_____

_____

_____

_____

_____

_____ _____

Name (Please print) Signature

_____

Date

_____

For HR use only:

Medical certification received: Yes No

Approved: Yes No

_____ _____

Director of Human Resources Date

Northfield PUBLIC SCHOOLS

DISTRICT OFFICE
201 Orchard Street South
Northfield, MN 55057
PH 507.663.0600 • Fax 507.663.0611
www.northfieldschools.org

MEDICAL EMERGENCY LEAVE ALLOWANCE BANK ENROLLMENT FORM

In order to participate in the Medical Emergency Leave Allowance Bank ("Bank"), an employee must work 20 hours or more per week. This program is drive by School Board Policy 428.

All employees who wish to participate shall notify the Human Resources Office by Sept. 30 of each year. If Sept. 30 falls on a weekend, the deadline will be the close of business on the Monday immediately following Sept. 30. Participating employees will be assessed one (1) day of sick leave allowance at the time they join the Bank. All assessed days will be accumulated in a bank where they will be available to participants who have used all their designated sick leave allowance days and experience a medical emergency of more than five (5) consecutive days. All donations are nonrefundable. Once a day is donated, the employee may not retract or reclaim the donated sick leave for any reason. If at any point the Bank is reduced to twenty (20) or fewer days, the district will assess all members one (1) additional day.

An employee withdrawing from the Bank shall notify the Human Resources Office by Sept. 30 of each year. If Sept. 30 falls on a weekend, the deadline will be the close of business on the Monday immediately following Sept. 30. In case of withdrawal, an employee's contribution of days to Bank stays in the Bank.

An employee may use no more than twenty (20) days from the Bank in any given school year.

Both the employer and employees have a substantial interest in ensuring that days from the Bank are used only for legitimate reasons in accordance with the terms of Policy 428. To withdraw leave from the Bank, eligible employees must submit a written application to the district's human resources department along with medical certification of the serious health condition from the employees' treating physician. A medical condition means a serious health condition that is recognized by the mainstream medical community. By way of example, but without limitation, conditions such as multiple chemical sensitivity and idiopathic environmental illness are not recognized as valid diagnoses by the mainstream medical community. An employee may not begin to withdraw leave from the Bank until the district has approved the written application.

Days from the Bank shall be used only for the illness or medically necessary appointments for the employee and/or the employee's dependent child for which medical documentation has been received. Days from the Bank may be used for bereavement leave not to exceed the number of days allowed in each individual employee contract or agreement. The Bank shall not be used when an employee qualifies for disability income, workers' compensation, or other pay or other benefits from the district or the state in place of any part of their salary..

By signing below, I am voluntarily entering the Northfield School District Medical Emergency Leave Allowance Bank.

Date:_____ Signature: _____

Print Name: _____

Policy 430 RECRUITMENT AND SELECTION OF EMPLOYEES

I. PURPOSE

The purpose of this policy is to provide clarity on the Northfield School District's recruitment and selection of employees.

II. GENERAL STATEMENT OF POLICY

A. The district will make every effort to attract, secure, and retain the highest qualified personnel for all employee positions. All candidates will be considered on the basis of their qualifications and the district needs. There will be no discrimination in the hiring process due to race, color, creed, religion, national origin, sex, sexual orientation, age, disability, marital or parental status, or status with regard to public assistance.

B. The superintendent, or their designee, shall develop procedures for the recruitment and selection of employees. These procedures shall include prioritizing applicants who have experience supporting a diverse population of learners.

Policy 430 Recruitment and Selection of Employees
Adopted: 03.14.2005; Updated: 11.2015; Updated: 04.26.2021

School Board
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Procedures for Policy 430: RECRUITMENT AND SELECTION OF EMPLOYEES

Posting Requirements

Posted positions must be available for at least five days. Postings can be identified as accepting internal applicants only or as accepting both internal and external applications.

The District will post internal positions using its application software provider. External positions will be posted in digital format in identified publications that facilitate the recruitment of a diverse pool of applicants.

Nepotism/Conflict of Interest

Organizational and supervisory integrity are essential to effective decision-making and maintaining employee morale. There is an appearance of impropriety, including an appearance of favoritism, when a special relationship exists between an administrator and an employee and the administrator directly supervises the employee. Such an arrangement also negatively impacts morale and the integrity of workplace decisions by eliminating impartiality.

- No employee shall be directly hired, supervised, evaluated or have direct administrative authority exercised over them by a close relative or by any relative residing in the same household.

- A close relative is defined as father, mother, sister, brother, spouse, son, daughter, step-child, step-parent, son-in-law, daughter-in-law, mother-in-law, father-in-law, or someone living in the same household as the administrator.

- When such a family relationship is established after employment, one or both of the employees may be transferred at a date to be determined by the district.

- No relative of an employee shall be shown preference in employment.

Recommending Candidates

Administrators must use the appropriate Human Resources form when recommending new employees. A Recommendation for Employment form is required for new employees. A Personnel Change Notice is required when re-assigning or adding a job for current employees. These forms are available on the district website.

Human Resources Manual for Administrators

Hiring administrators should consult the Human Resources Manual for Administrators, available through the Human Resources office, for additional guidance on the employee selection process.

Policy 434 JOB SHARING

I. PURPOSE

The purpose of this policy is to acknowledge the Northfield School District's practice of job sharing.

II. GENERAL STATEMENT OF POLICY

Job sharing, defined as the practice of assigning two or more licensed and qualified teachers to fill one existing full-time position, is permitted under the conditions specified in the terms and conditions of employment and outlined by procedures accompanying this policy.

Policy 434 Job Sharing
Adopted: 03.28.2005; Nonsubstantive Update: 02.25.2021, 08.11.2025

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

Legal Reference: Minn. Stat. § 354.66 (Qualified Part-Time Teachers; Membership in Association)

Cross Reference: None.

Procedures for Policy 434: JOB SHARING

I. Eligibility

The Agreement between the Northfield School District and the Northfield Education Association provides the opportunity for teachers to request to share a teaching position. Such requests may be approved by the School Board at its discretion, and may be reviewed on a year-to-year basis.

II. Expectations

When job share requests are approved, the district has an interest in preserving the high quality of services provided to students.

In keeping with that interest, the district has the following expectations for teachers sharing a full-time position:

1. Attendance at building faculty meetings. The building principal shall work out a plan with each job share teacher regarding attendance at faculty meetings that is respectful of the job share teacher's schedule. Such plans shall include discretion by the principal to require attendance at meetings on occasion when special activities such as staff development are scheduled. When one job share member is not present, the other will take responsibility to communicate any necessary information.

2. Attendance at building and district staff development activities that relate to the curricular area(s) taught by the job share teacher as determined by the principal and teacher.

3. Parent-teacher conferences will be conducted jointly by both teachers.

4. Attendance at open houses and other special activities outside the school day involving the teaching staff.

5. Job share teachers are required to be present on teacher work days for the amount of time they are contracted (e.g., half day).

6. The job share teachers are required to schedule their days to allow overlap for communication purposes.

JOB SHARE APPLICATION

SCHOOL YEAR _____ TO _____

Northfield School District No. 659 job share positions are governed by District Policy 434 Job Sharing. Eligible teachers must submit a job share application through the principal to the Director of Human Resources by March 1 of the year preceding the job share. To continue a job share, application must be made annually by March 1.

Date of application: _____

Applicant:

Name _____ Licensure _____
Current assignment _____
Grade Subject Site
Current Contract _____
Part-time or Full-time Contract value (Ex: .6; .8; 1.0)
_____
Continuing contract status or Probationary status

Applicant:

Name _____ Licensure _____
Current assignment _____
Grade Subject Site
Current Contract _____
Part-time or Full-time Contract value (Ex: .6; .8; 1.0)
_____
Continuing contract status or Probationary status

Job Share Proposal:

Assignment _____
Grade Subject Site
Schedule Explain – (Ex. AM/PM; half weeks; half year; etc.)
_____
_____
_____

I have read and understand the attached District Policy 434 Job Share.

_____ _____
Applicant Applicant

_____ Approved _____ Denied

_____ Date: _____
Principal Signature

_____ Date: _____
Human Resources Authorization

Reviewed 02.25.2021

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, 08.11.2025

Legal References: Minn. Stat. § 122A.40, Subd. 5 (Employment; Contracts; Termination)
Minn. Stat § 122A.40, Subd. 8 (Employment; Contracts; Termination)

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

Policy 437 EVALUATION OF NON-LICENSED PERSONNEL

I. PURPOSE

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: 08.11.2025

Board of Education
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 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 school district 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., school counselors may participate in the evaluation of the 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 director of buildings and grounds 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 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: 08.11.2025

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 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 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 special services.

C. Student teachers must adhere to the policies of the district. 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, 08.11.2025

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

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

Policy 441 USE OF TECHNOLOGY AND TELECOMMUNICATIONS SYSTEMS BY EMPLOYEES

I. PURPOSE

The Northfield School District provides technology and telecommunications resources for district employees to support the educational and operational mission of the district. Access to and use of technology resources for students and employees is a fundamental part of the school day. This policy covers district employee use of all technology and telecommunications resources in the district. The purpose of this policy is to govern and guide the appropriate use of these resources.

II. GENERAL STATEMENT OF POLICY

The district provides technology and devices to employees in order to support quality education, information and communication systems. It is the expectation that staff will use these technologies for meaningful educational activities that support the curriculum and district operations needs, as well as provide strong guidance and supervision toward appropriate student use.

III. EMPLOYEE EXPECTATIONS FOR TECHNOLOGY USE

1. Each employee shall act responsibly when utilizing technology resources.

    a. The use of the district technology services and devices is a privilege, not a right. Employees may occasionally access district technology services and devices for personal use as long as it does not interfere with the employee's job duties and performance. Employees will use electronic information resources in compliance with all existing policies.
    b. Devices issued to a district employee will be used by the employee only. If an employee is using a shared device, they must use their own unique credentials and user profiles. The Director of Technology Services or their designee may make exceptions.
    c. Employees will not:
        - Use district technology resources to access student, guardian, or staff data that is not needed to carry out their role for the district.
        - Use the district technology resources to access, display, store, upload, download, distribute or print pornographic, obscene or sexually explicit materials.
        - Use the district technology resources to access, display, store, upload, download, distribute or print materials that advocate violence, harassment or discrimination or are disruptive in any way.
        - Send abusive, intimidating, harassing, or unwanted material, such as advertising, causing the work of others to be disrupted.
        - Use the district technology resources to vandalize, damage or disable the property of another person, will not make deliberate attempts to degrade, vandalize or disrupt equipment, software, or system performance, will not violate the network's security in any way, and will not use the district technology and devices in any way so as to disrupt the use of the system by other users.
        - Use the district technology resources to gain unauthorized access to resources, passwords, accounts, information or files without direct permission from a network authority.
        - Use district technology resources to violate copyright laws, download or pirate software or plagiarize information.

- Mishandle devices in a way that will cause damage to the device. Multiple occurrences may result in the employee's financial responsibility for repair or replacement.
- Send or forward unnecessary or frivolous emails or messages in any quantity to other users of the district email system. Transmission of chain letters and pyramid schemes is strictly prohibited.
- Use district technology resources for commercial purposes, political lobbying or solicitation of any kind.
- Use non-district equipment to access the district wired, password-protected wireless networks, or district accounts without explicit permission of the director of technology services or their designee. This does not apply to district systems for which users have their own username and password.
- Use district technology resources to communicate under a false name or designation or a name or designation they are not authorized to use, including instances in conjunction with representing that they are somehow acting on behalf of or under the auspices of the district.
- Use the name "Northfield Public Schools" in any form or use any symbol or logo or graphic used by the district without the district's prior consent.

2. Each employee shall respect copyright and other intellectual property rights.

    a. Copying of data and files belonging to others will be considered a violation of district policies, a violation of law, and may constitute fraud, plagiarism or theft.
    b. Software licensed by the district must only be used in accordance with applicable license specifications and agreements. Illegal copying and/or installing of software on district or personal computers is strictly prohibited.
    c. Modifying or damaging information without authorization including but not limited to altering data, introducing viruses or damaging files or data is unethical and a violation of district policies.

3. Each employee shall abide by security restrictions on all systems and information.

    a. The district establishes data security classifications, implements procedural and electronic security controls, and maintains records regarding assigned security authorization. Data security measures apply to all users of technology services and devices.
    b. Access to technology services and devices is controlled by the use of unique credentials (usernames and passwords). Unique credentials are assigned to specific users and each user is accountable for all actions occurring under their access credentials.
    c. Users shall not allow anyone else to use their credentials to access technology services and devices. District technology staff and administrators in line with their duties and responsibilities can request access to credentials at any time
    d. Users shall not leave their user accounts logged in on unattended district technology services and devices.
    e. Users shall not store credentials where others may access them. Users who suspect their account has been compromised must report it to the technology services and change their password as soon as possible.
    f. Attempting to evade or disable desktop security systems, or other security precautions, or assisting others in doing so threatens work, privacy, and the integrity of district information, and is a serious violation of district policy.

g. Users must immediately report to Technology Services (i.e. within 24 hours if possible) when they believe that a digital technology under their control has been lost, stolen, compromised, or significantly damaged.
h. All acquisitions whether by purchase or otherwise of digital technologies or digital resources must be approved in advance by the Director of Technology Services or their designee to ensure functionality with district technology and devices. In most cases, users are able to install software via district software installation portals.
i. Personal software installation is prohibited on district computers. Employees may request an exception to this prohibition when the software will be used in an approved graduate-level course that will be used for a teacher lane change as outlined in the agreement with the Northfield Education Association.
j. User accounts will be disabled and users are required to return district-issued digital technology to the district upon unenrollment, unemployment, long long-term leave with the district. The Director of Technology Services or their designee may make exceptions.

4. Each employee shall recognize limitations to privacy and use of electronic communications. Employees and staff do not own district technology and telecommunications equipment or software. The district reserves the right to access user files at any time to protect the integrity of the systems and property of the district.

    a. The district may examine or make copies of files that are suspected of misuse, or that have been corrupted or damaged. Files may be subject to search by law enforcement agencies if files contain information, which may be used as evidence in a court of law.
    b. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or district policy. The district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with district policies.
    c. District-owned laptops and mobile devices may be used outside of school except when employees are directed by technology or administrative staff to leave equipment on site.

5. Each employee shall be aware that data and other materials in files maintained on district property may be subject to review, disclosure or discovery under state and federal legislation, including the Minnesota Government Data Practices Act.

    a. The district can and will monitor the online activities of all employees and students, and employ “filtering” protection measures during any use by employees and/or students. The “filtering” measures are intended to block internet sites that contain violent, obscene, pornographic or sexually explicit materials. The district will comply with any and all state and federal requirements around internet filtering for student use. The use of this software does not guarantee that students or staff will not be able to obtain objectionable or pornographic materials over the internet, but the chances have been minimized.
    b. It is mandatory that staff monitor and supervise student use of the internet and all other technology resources at school to ensure appropriate, educational use.

6. Each employee shall be aware of limitations of district liability. Use of the district system is at the user’s own risk. While the district will take precautions with the

installation of hardware and software in the security of data and systems, there are no foolproof means for absolutely securing all data and systems.

a. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on district disks, tapes, hard drives, servers, vendor-provided systems, cloud-based services, and/or for delays or changes in or interruptions of service.
b. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district network/internet/email system. The district will not be responsible for financial obligations arising through unauthorized use of the district system or the Internet.

7. Each employee shall refrain from text messaging or using electronic mail while driving. In compliance with Minnesota Statute 169.475 Use of Wireless Communications Device, it is the policy of the district to:

a. Prohibit all text messaging, including electronic mail, by all district employees and encourage contractors to adopt policies that prohibit text messaging while driving. This prohibition includes the time waiting for a traffic signal to change.
   (1) While driving district owned, leased or rented vehicles.
   (2) While driving a personally owned vehicle when on official district business.
   (3) While driving any vehicle, even during off-duty hours, and using electronic equipment supplied by the district.
b. Take appropriate disciplinary action for violation of this mandatory ban on texting, up to and including removal from employment.
c. Encourage district employees and contractors and their families to refrain from texting, or from engaging in any behavior that distracts attention from driving safely, at any time.

Policy 441 Use of Technology and Telecommunication Systems By Employees

Adopted: 04.13.1998; Updated: 07.19.2001, 05.10.2004, 06.10.2013, 11.24.2014, 07.12.2021, 01.08.2024, 08.12.2024
Renumbered: 03.28.2005

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

Policy 442 TRAVEL

I. PURPOSE

The purpose of this policy is to outline travel guidelines for Northfield School District employees and students.

II. GENERAL STATEMENT OF POLICY

1. Whenever possible, a district-owned vehicle will be used for in-district and out-of-district travel when that travel is a function of district employment. When a personal car must be used for travel, the employee will be reimbursed at the school board-approved standard mileage rate. If the IRS approved standard mileage rate changes during a calendar year this updated rate shall be reimbursed without formal school board approval.

2. Employees who work in multiple schools and staff who travel within the district for their role must submit a monthly mileage log for approval and reimbursement. Employees should review the procedures for Policy 412: Expense Reimbursement.

3. All out-of-district conference and continuing education travel must be approved in advance.

4. In-district and out-of-district transportation of students for any activities must be in either district-owned vehicles or contracted vehicles. Emergency, unscheduled transportation may be conducted in non-district vehicles with a seating capacity of 10 or fewer people without meeting the requirements for a Type III vehicle as defined by Minnesota statute and in accordance with Policy 610.

Policy 442 Travel
Adopted: 03.28.2005; Non-Substantive Updates: 03.18.2021; Updated: 06.08.2026

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

Legal References: Minn. Stat. § 169.454 (Type III Vehicle Standards)

Policy 443 HOMEBOUND INSTRUCTION

I. PURPOSE

From time-to-time, students become eligible for homebound instruction. The district supports this practice in specific situations, striving to prepare every student for lifelong success. The purpose of this policy is to outline parameters for Northfield School District educators providing homebound instruction.

II. GENERAL STATEMENT OF POLICY

1. Regularly employed teachers (full or part-time) may provide homebound instruction, tutoring or similar work, as long as the work does not interfere with the performance of their regular school duties.

2. Selection of teachers to provide homebound instruction will follow the same process as hiring for any other position. Compensation will be based on the agreement with the Northfield Education Association.

3. Instructional services for which a teacher receives a fee shall not be performed during the teacher's duty day or on district-owned property unless authorized by the superintendent or their designee.

Policy 443 Homebound Instruction
Adopted: 02.28.2005; Non-Substantive Updates: 03.18.2021; Updated: 02.09.2026

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

Procedures for Policy 443: HOMEBOUND INSTRUCTION

I. The tutor will be paid an hourly rate for instruction as indicated in the Northfield Education Association Agreement. Preparation and consultation with teachers may be included in the hours of compensation, but will not exceed ½ hour per hour of instruction. The district's mileage reimbursement will apply to homebound tutors.

II. The homebound tutor will complete a payroll claim form. The building principal will verify preparation and contact hours, sign the payroll claim form and forward it to the superintendent or their designee.

Procedure 443 Procedures Homebound Instruction
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota
Dated: 03.25.2005; Reviewed: 03.18.2021; Updated: 02.09.2026

Policy 447 COMPENSATION AND RELATED BENEFITS

I. PURPOSE

The purpose of this policy is to 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 superintendent or their designee.

2. No compensation checks will be issued without the prior approval of the superintendent 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: 08.11.2025

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

Policy 448 DISTRICT PAID MATERNITY LEAVE

I. PURPOSE

The purpose of this policy is for the Northfield School District to establish parameters governing district paid maternity leave.

II. GENERAL STATEMENT OF POLICY

Paid maternity leave may be granted for the birth of a child or children of the employee. This policy may only be modified by mutual agreement between the Northfield Education Association and the Northfield School District.

III. ELIGIBILITY

Eligible employees must qualify for the Federal Family and Medical Leave Act (FMLA), as outlined in Policy 410. To qualify for FMLA, an employee must have worked for the employer for twelve months and have worked 1,250 annual hours. Maternity leave for those employees that do not meet the current eligibility requirements of FMLA shall be processed under the District Disability After Childbirth Policy 411.

IV. PARTICIPATION AND USE

A. An employee making an application for maternity leave under this policy shall inform the district in writing with intention to take the leave as soon as possible and at least one calendar month before commencement of the intended leave, except in unusual circumstances. The district and the employee will attempt to work out a satisfactory plan for the leave.

B. The district, upon meeting in person and discussing the employee's return date preferences, may make moderate adjustments in the proposed beginning or ending date of a maternity leave so that the dates of the leave coincide with some natural break in the school year - e.g., winter vacation, spring vacation, semester break or quarter break, end of reporting period, end of the school year, or the like.

C. An employee returning from maternity leave shall have a right to return to the employee's original position as specified in the employee's maternity leave plan if the employee's leave is commenced and concluded within the same school year or concluded prior to the first duty day of the following school year. If an employee's maternity leave plan does not call for the employee's return within the year it is commenced, an employee shall have the right to be returned to an equivalent position.

D. An employee who returns from maternity leave within the provisions of this policy shall retain all previous experience credit and any unused leave time accumulated under the provisions of this policy at the commencement of the leave. The employee shall accrue additional experience credit or leave time during the period of absence for maternity leave, if the leave commences and ends within the same school year.

E. FMLA qualifying maternity leave will be paid by the district for up to eight (8) work weeks or forty (40) work days, commensurate with the employee's scheduled work day. Effective January 1, 2026, the district will pay for the portion of an employee's leave not paid for by the Minnesota Paid Leave (MPL) program for the first eight weeks of maternity leave.

Policy 448 District Paid Maternity Leave
Adopted: 08.28.2023; Updated: 10.27.2025

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

Policy 460 REMOTE WORK

I. PURPOSE

The purpose of this policy is to provide guidance to Northfield School District employees and supervisors regarding the availability and expectations of any remote work accommodations.

II. GENERAL STATEMENT OF POLICY

A. Remote work options may be appropriate for some positions and/or job duties but not for others. Remote work options may also be available for all or part of an employee's assignment. The employee may be able to do some of their work at home and some of their work may require in-person attendance. In all cases, the Remote Work Procedures, listed below, must be completed by the employee and the supervisor. Approved remote work agreements will be considered approved under a trial basis and will be assessed regularly for feasibility. The agreement may be discontinued at will and at any time at the request of either the employee or the district. If the agreement is discontinued by the district, administration will allow for a reasonable transition period so that the employee can establish the necessary accommodations for returning to work onsite (e.g. transportation, child care, etc.).

B. Employees, regardless of whether the work is completed onsite or remotely will be held to the following expectations:

1. Perform duties during the designated work schedule unless otherwise agreed upon and approved by administration.
2. Remain productive, responsive, and available to the department, supervisor, and/or students and parents/guardians during the designated work schedule.
3. Request additional work or guidance from administration when workload is diminished.

III. DEFINITION

For the purposes of this policy remote work means that an employee is authorized to perform their work duties from an approved site other than a district facility. This policy does not address short term changes in the academic calendar such as e-Learning or distance learning.

IV. ELIGIBILITY

A. Remote work options may be appropriate for some positions/jobs but not for others. Positions that have been evaluated and are not eligible for remote work include positions under the Northfield Education Association master agreement, Educational Assistants, Child Nutrition and Buildings & Grounds. Portage online employees, regardless of their bargaining unit, may be eligible for remote work.

B. Employees must have a satisfactory performance record in order to be eligible for remote work options. Probationary employees or employees currently undergoing supervised training may not be eligible for remote work options.

C. Before establishing a remote work agreement, the following areas will be reviewed for feasibility:

1. Responsibilities/Job Duties
    a. Is it feasible for the job duties to be performed off-site?
    b. Are there job duties/responsibilities that require an onsite presence?
2. Internet Access
    a. Is the employee's home internet service sufficient to support remote work?
    b. The district will not reimburse remote workers for internet access fees.
3. Employee Suitability
    a. Do the employee's typical work habits translate well in a remote work setting?
4. Accountability
    a. Are there strong measures of accountability in place to support the remote work agreement?

V. EMPLOYEE PROCEDURES

Employee Assignment. When requested, employees should discuss their preferences for remote work or work onsite with their supervisor. Employees who have been assigned for remote work, for part or all of their assignment, should:

1. Assess their remote work space for ergonomic comfort and safety precautions.
2. Determine what, if any, accessibility needs they may require to complete their work tasks from their remote space.
3. Assess the remote work space for security and data privacy concerns.
4. Any accessibility needs or security concerns should be communicated prior to completing the remote work agreement.
5. Discuss remote work assignment parameters with supervisor and complete Remote Work Agreement.

Employee Request. Employees may request to work remotely; however, this must be formally approved prior to transitioning to remote work. Employees who would like to request remote work should:

1. Complete and submit the remote work request form (Appendix A) to their supervisor.
2. Discuss remote work availability and assignment parameters with their supervisor.
3. Communicate any accessibility needs or security concerns prior to completing the remote work agreement.

4. Complete remote work agreement (Appendix B) with their supervisor.

VI. ADMINISTRATIVE PROCEDURES

Employee Assignment. To develop effectiveness and efficiencies, as well as work space accommodations, employees may be assigned to remote work for part or all of their regular assignment. Administration will also consider employee preference for working remotely or onsite when determining remote work assignments. Supervisory staff will:

1. Work with Human Resources to develop remote work agreements (Appendix B) for employees identified for remote work.
2. Meet with designated employees to discuss remote work assignment parameters and complete remote work agreement (Appendix B).
3. Submit remote work agreements to Human Resources. A copy should be retained by the employee and the supervisor.

Employee Request. Employees must have formal approval prior to transitioning to remote work. Supervisors who receive these requests should:

1. Review and assess the remote work request form (Appendix A).
2. Discuss remote work availability and assignment parameters with the employee.
3. Discuss any accessibility needs or security concerns prior to completing the remote work agreement.
4. Complete remote work agreement (Appendix B) with the employee.
5. Submit remote work agreements to Human Resources. A copy should be retained by the employee and the supervisor.

A. <u>Equipment</u>

1. The district will determine the appropriate equipment needs, including technology, furniture, and supplies for each remote work arrangement on a case-by-case basis. The supervisor and technology department will determine appropriate equipment in consultation with the employee, subject to change at any time at the supervisor's and/or technology department's discretion. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The use of personal computers for remote work is prohibited. Staff are required to use district issued computers. The district accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the organization is to be used in accordance with district Policy 441 Use of Technology and Telecommunications Systems by Employees. The employee must continue to comply with all policies, procedures, and regulations especially related to technology and security of information. The district will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

2. The employee will establish an appropriate office environment within their home for work purposes. The district is not responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. It is intended that the employee maintain a single location as their work environment.

B. Security

1. Consistent with the district's expectations of information security for employees working onsite, remote work employees will be expected to ensure the protection of private and confidential data. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Remote work employees should ensure a space that allows for confidential or private conversations. Use of headsets when listening to virtual meetings or classrooms is required.

2. The employee must comply with all record retention policies.

C. Safety

1. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy. Remote work employees are responsible for notifying the employer of such injuries as soon as practicable. The employee will allow the employer to have access to the remote work location for purposes of assessing safety and security, upon reasonable notice, if applicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

2. Working remotely is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and expectations. Employees requesting a remote work assignment are required to discuss expectations of the remote work assignment with family members prior to entering into a remote work agreement.

D. Time Worked

1. Non-Exempt employees who have entered into a remote work agreement will be required to accurately record all hours worked using the district's time and attendance system. Hours worked in excess of those scheduled per day and per workweek **require advance approval** by the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the

remote work agreement. Employees unable to work due to illness or other personal reasons while working remotely will still be responsible for completing an absence request using the district's absence management system. Employees should discuss remote work absences with their supervisor to ensure appropriate coverage is available.

E. Evaluation

1. Evaluation of performance during the trial period will include regular interaction by phone, video conference, and email between the employee and the direct supervisor, and weekly meetings to discuss work progress and issues. At any time during the remote work agreement, the employee and supervisor can complete an evaluation of the arrangement and make recommendations for modifications. Evaluation of performance beyond the trial period will be consistent with current policies and practices of the normal employment arrangement but will focus on work output and completion of objectives rather than on time-based performance.

2. An appropriate level of communication between the employee and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After the conclusion of the trial period, the direct supervisor and remote work employee will communicate at a level consistent with the normal employment arrangement or in a manner and frequency that is appropriate for the job and the individuals involved.

Policy 460 Remote Work
Adopted: 01.24.2022

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

Policy 460 REMOTE WORK

APPENDIX A
Remote Work Request

Name:	
Position:	
Location:	
Supervisor:	

I am requesting to work remotely for part or all of my assignment for the following reason:

_____
_____
_____
_____
_____

My proposed remote work request parameters are as follows:

Start/End Dates:	
Schedule (Day/Week; Times):	
Possible Location:	

I understand that this request is subject to approval by my administrative supervisor and is pending completion of a formal remote work agreement. I also understand that if remote work is requested as a medical accommodation, I may be required to provide medical documentation supporting the accommodation and complete the Americans with Disabilities Act (ADA) interactive process.

_____
Employee Signature and Date

Policy 460 REMOTE WORK

APPENDIX B
Remote Work Agreement

Name:	
Position:	
Typical Onsite Location:	
Onsite Schedule:	
Exempt Status:	

Remote Work Start/End Dates:	
Remote Work Schedule:	
Remote Work Location:	
District Provided Equipment:	
Employee Provided Equipment:	

Other Notes:	

The employee agrees to all of the following conditions. The employee

1. Will remain accessible and productive during scheduled work hours.
2. Will report to the employer's work location as necessary upon directive from his or her supervisor.
3. Will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities, if requested.
4. Will comply with all district rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.

5. Will maintain satisfactory performance standards, and a safe and secure work environment at all times.
6. Will report work-related injuries to human resources as soon as practicable.
7. Will ensure that equipment will not be used by anyone other than the employee and in accordance with district policy.
8. Will not make any changes to security or administrative settings on the district equipment.
9. Understands that all tools and resources provided by the district shall remain the property of the district at all times.
10. Agrees to protect district issued tools and resources from theft or damage and to report theft or damage to his or her supervisor immediately.
11. Agrees any denial or termination of a remote work assignment may not be considered to be a form of discipline and is not adverse employment action.
12. Understands that all terms and conditions of employment with the district remain unchanged, except those specifically addressed in this agreement.
13. Understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

Non-exempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices. Non-exempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

_____

Employee Signature and Date

_____

Supervisor Signature and Date

_____

Human Resources Signature and Date

Policy 501 SCHOOL WEAPONS

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public within the Northfield School District.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including teachers, administrators, school employees, volunteers, visitors, or any member of the public, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The district will act to enforce this policy and to discipline or take appropriate action against anyone who violates this policy. This policy *does* apply to persons authorized by a permit to carry a firearm, except as stated below.

III. DEFINITIONS

A. 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.

B. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to: any firearm (whether loaded or unloaded), air guns, pellet guns, BB guns (whether loaded or unloaded), all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

1. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns, toy guns, and any object that is a facsimile of a real weapon.

2. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

C. "School Location" includes any district building or grounds, whether leased, rented, owned or controlled by the district, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the district.

D. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location, including a vehicle parked on school grounds.

E. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flashpoint below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

A. A student who finds a weapon in a school location, or a student who discovers that they accidentally have a weapon in their possession must immediately contact a school administrator.

B. If a student discovers that they accidentally have a weapon in their possession, and the student fails to contact a school administrator immediately, the student will be deemed to have committed a separate violation of the policy prohibiting weapons in school.

C. It shall not be a violation of this policy if a nonstudent, nonemployee, student where specified, or situation falls within one of the following categories:

1. Active licensed peace officers or military personnel participating in military training, when they are on duty performing official duties.

2. Persons authorized to carry a pistol under Minnesota Statutes Section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle.

3. Persons who keep or store pistols in a motor vehicle in accordance with Minnesota Statutes, Sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, Section 97B.045.

    a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."

    b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.

4. Firearm safety or marksmanship courses or activities for students or non-

students conducted on school property.

5. Ceremonial color guard in possession of dangerous weapons, BB guns, or replica firearms.

6. Possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other school/district administrator.

D. Policy Application to Instructional Equipment/Tools

While the district does not allow the possession, use or distribution of weapons by students or non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

V. CONSEQUENCES FOR STUDENT POSSESSION, USE, OR DISTRIBUTION OF A WEAPON

A. The district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using or distributing weapons shall include:

1. Immediate out-of-school suspension.

2. Confiscation of the weapon.

3. Immediate notification of police.

4. Parent or guardian notification.

5. Possible recommendation to the superintendent of expulsion for a period of time not to exceed twelve months.

B. The superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

C. Pursuant to Minnesota law, a student who brings a firearm to school, will be expelled for at least twelve months. The school board may modify this requirement on a case-by-case basis.

VI. CONSEQUENCES FOR WEAPON POSSESSION, USE, OR DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee, including one authorized by permit to carry a firearm, who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and district policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location. In addition, criminal charges may be filed.

VII. REPORTS OF DANGEROUS WEAPON AND ACTIVE SHOOTER INCIDENTS IN SCHOOL ZONES

A. The district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

B. The school district must electronically file an after-action review report for active shooter incidents and active shooter threats to the Minnesota Fusion Center as required under Minnesota Statutes, section 121A.06.

1. "Active shooter incident" means an event involving an armed individual or individuals on campus or an armed assailant in the immediate vicinity of the school.

2. "Active shooter threat" means a real or perceived threat that an active shooter incident will occur.

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

I. PURPOSE

In alignment with the district's strategic commitment to people, the purpose of this policy is to provide for a safe and healthful educational environment by enforcing the Northfield School District's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. **Lockers and Personal Possessions Within a Locker.** Pursuant to Minnesota statutes, school lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a 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 officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. **Desks.** School desks are the property of the district. At no time does the district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials or the classroom teacher for any reason at any time, without notice, without student consent, and without a search warrant.

C. **Personal Possessions and Student's Person.** The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the district, and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

E. "School official" means superintendent, building principal or their designee. For the purposes of this policy the assistant principal, dean and instructional coaches for behavior are considered designees.

IV. SEARCH PROCESSES

A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness. The scope of inspecting a student's person includes but is not limited to a student being directed to empty their pockets and/or removing their shoes.

C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

D. Whenever feasible, a search of a person shall be conducted in private by a school official matching the gender preference stated by the student being searched. The person being searched may request the search to be conducted by a school official of the gender the person being searched prefers. A second school official of the preferred gender shall be present as an observer during the search of a person whenever feasible.

E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. School officials may ask that law enforcement assist with any search.

H. A copy of this policy will be included in the Student Citizenship Handbook, posted on the district website, and disseminated in any other way which school officials deem appropriate.

V. DIRECTIVES AND GUIDELINES

A. A school official conducting any search will notify the parent/caregiver of the student, unless the student is 18 years or older and has specifically requested the parent/caregiver not be informed of educational data.

B. If a teacher or staff member has grounds to believe that a search will result in evidence of a violation of district policy, rules, and/or law, they must inform a school official. Only school officials may conduct a search.

C. School administration may establish reasonable directives and guidelines which address specific needs of the district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

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

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the district's Student Citizenship Handbook, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Policy 502 Search of Student Lockers Desks, Personal Possessions and Student's Person
Adopted: 08.28.2006; Updated: 12.2014, 08.22.2022, 02.23.2026

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

Legal References: U.S. Const., amend. IV
Minn. Const., art. I, §10
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
Minn. Stat. §121A.72 (School Locker Policy)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: Board Policy 417 (Chemical Use and Abuse)
Board Policy 418 (Drug-Free Workplace / Drug-Free School)
Board Policy 501 (School Weapons)
Board Policy 506 (Student Discipline)

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.

c. The district must count a student as in attendance on each day the student receives supervision, instruction, or services from school staff during scheduled school hours. Minnesota Statutes Section 120A.22 does not remove the school district's responsibility to continue to comply with reporting requirements in Minnesota Statutes Section 126C.05 for the purposes of funding.

d. The principal must issue and keep a record of attendance, under rules established by the board.

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 a truant officer or the school official designated by the principal. 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 school 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 a 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 and has been approved for early graduation.

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 (3) 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 and Cultural Observances 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 or American Indian cultural practice, observance, or ceremony. 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:

A. The student meets the definition of a habitual truant.
B. The student has been provided appropriate services for truancy (Minnesota Statute Ch.260A).
C. 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

A. 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.

B. The district will provide annual notice to parents of the district's policy relating to a student's absence from school for a religious or cultural 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 (3) days if the child is in elementary school, or
2. Three (3) or more class periods on three (3) 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 (1) day.

C. **Habitual Truant**

1. A habitual truant is a child who is at least twelve (12) years old and less than eighteen (18) years old who is absent from attendance at school without lawful excuse for one or more class periods on seven (7) school days per school year if the child is in middle school or high school, or a child who is under the age of eighteen (18) who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days per school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

   Pursuant to Minnesota Statutes, section 260C.163, subdivision 11, habitual

truant also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on the presentation of clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

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, 08.11.2025, 06.08.2026

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 and Cultural Observances)
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)

Policy 504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

In alignment with the district's vision to prepare every student for lifelong success, the purpose of this policy is to establish expectations of dress and appearance that support and enhance the educational process of the Northfield School District.

II. GENERAL STATEMENT OF POLICY

A. Dressing appropriately for school activities is the joint responsibility of the student and the student's parent(s) or guardian(s).

B. Appropriate clothing includes, but is not limited to, the following:
   1. Clothing appropriate for the weather.
   2. Clothing that does not create a health or safety hazard.
   3. Clothing appropriate for the activity (i.e., physical education or the classroom).
   4. Footwear that does not present a safety hazard.

C. 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.

D. The district must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.

E. Clothing that cannot be worn includes, but is not limited to, the following:
   1. Clothing bearing a message that is lewd, vulgar, obscene, defamatory, profane, sexually explicit or discriminatory.
   2. Apparel promoting products or activities that are illegal for use by minors.
   3. Emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Policy 413.
   4. Dress or appearance that interferes with the educational environment of the school or the classroom.
   5. Any apparel or footwear that would damage school property.

F. Head coverings may be worn for religious or cultural reasons or with administrative permission. Other uses of headgear, including hats or head

coverings, are governed by the school handbooks and Student Citizenship Handbook.

G. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, do not advocate violence or harassment against others, or create a disruption in the school environment.

H. "Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

Policy 504 Student Dress and Appearance
Adopted: 02.26.2007; Updated 12.2013, 05.23.2022, 08.14.2023; 10.27.2025

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

Legal References:
U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Community School District, 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir.2013)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F. 3d 734 (8th Cir. 2009)
Madrid v. Anthony, 510 F. Supp.2d 425 (S.D. Tex. 2007)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Hicks v. Halifax County Board of Educ., 93 F.Supp.2d 649 (E.D.N.C. 1999)
McIntire v. Bethel School, I.S.D. No. 3, 804 F. Supp. 1415 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F. Supp. 820, (N.D. Ill. 1987)
Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)
Minn. Stat. § 363A.03, Subd. 36a (Definitions)

Cross References:
Board Policy 413 (Harassment and Violence)
Board Policy 506 (Student Discipline)
Board Policy 525 (Violence Prevention)

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the Northfield School District.

II. GENERAL STATEMENT OF POLICY

The district recognizes that students and employees have the right to distribute, at a reasonable time and place, and in a reasonable manner, nonschool-sponsored material on school property, while at the same time it is the school board's responsibility to preserve the integrity of the educational objectives and responsibilities of the district.

III. DEFINITIONS

A. "Distribute" or "Distribution" means the electronic or physical circulation or dissemination of material by means that includes but is not limited to handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material physically or digitally, or placing or emailing material in or to staff or student mailboxes (physical or electronic).

B. "Nonschool-sponsored material" and/or "unofficial material" includes all materials or objects intended for distribution, both in printed or digital formats, except school newspapers, employee newsletters, literary magazines, yearbooks or material produced in classes as a part of the curriculum and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, newsletters, emails, texts, and underground newspapers whether written by students or employees or others, and tangible objects.

C. "Obscene to minors" means:
   1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the salacious interest of minors of the age to whom distribution is requested;
   2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct, excretory functions, or lewd exhibition; and
   3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).

E. "Material and substantial disruption" of a normal school activity is defined as any

disruption which interferes with or impedes the implementation of a compulsory or voluntary school activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, concerts, school plays and other theatrical productions, and in-school lunch periods.

G. "Libelous" and "slanderous" are a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people;
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

B. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;

4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of district staff, use of district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

A. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

B. No one shall coerce a student or staff member to accept any nonschool-sponsored material.

VI. DISCIPLINARY ACTION

A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the district's Student Citizenship Handbook.

B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, district policies and procedures, and/or governing statute.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be posted on the district's website.

VIII. IMPLEMENTATION

The district administration may develop guidelines and procedures necessary to implement this policy.

Policy 505 Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Adopted: 04.23.2007; Reviewed: 01.27.2022; Updated: 02.09.2026

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

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1986)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S., 1036, 132 S.Ct. 592 (2011)

Cross References: Board Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Board Policy 506 (Student Discipline)
Board Policy 512 (School-Sponsored Student Publications and Activities)
Board Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to establish Northfield Public Schools' expectations for student conduct. Compliance with this policy will enhance the district's ability to maintain discipline and ensure that there is no interference with the educational process. The district will take appropriate disciplinary action when students fail to adhere to the expectations as established in the Student Citizenship Handbook established under this policy.

II. GENERAL STATEMENT OF POLICY

The Board of Education believes that discipline is the positive direction of behavior toward established standards of conduct, fully understood by all, and based upon reason, judgment, and the rights of others. School discipline is to be administered firmly, fairly, and with consideration for the maturity of the individual student.

III. STATEMENT OF PHILOSOPHY

Students must accept certain responsibilities regarding their behavior in school. Parents likewise, through teaching and example, have a responsibility to develop in their children an understanding of and respect for school, which includes support for rules and regulations that are necessary to protect the welfare of all.

It shall be the policy of the district that the following will not be tolerated:

1. Disruption of the learning process
2. Interference with the orderly conduct of school and school activities
3. Infringement of the rights of others
4. Violations of public law

The Board of Education will support district personnel who, when dealing with students in disciplinary matters, act in accordance with state law, district policy, sound professional judgment, and individual building/program procedures.

The Board of Education delegates implementation of the policy on student discipline to the school administration, who shall develop and annually review sound disciplinary procedures with their teaching staff for their individual buildings as detailed in the Student Citizenship Handbook. The Student Citizenship Handbook, issued pursuant to this policy, shall be annually reviewed and approved by the School Board.

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.

IV. DISTRIBUTION OF POLICY

The district will notify students and parents of the existence and contents of this policy through the Student Citizenship Handbook, which shall be available online and by request from the district office.

Policy 506 Student Discipline
Adopted: 04.09.2007; Reviewed: 09.24.2026; Updated: 06.2014; Non-Substantive Updates: 08.26.2021, 09.30.2022, 08.21.2023, 09.08.2025

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

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch.125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act)
29 U.S.C. § 794 *et seq*. (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:
MSBA/MASA Model Policy 413 (Harassment and Violence)
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 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees)
Policy 507.5 (School Resource Officers)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA/MASA Model Policy 524.2 (Acceptable Use of Technology and Telecommunications Systems By Students)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)

MSBA/MASA Model Policy 709 (Student Transportation Safety)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Policy 507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a student in the Northfield School District.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the district shall inflict corporal punishment or use prone restraint upon a student except as provided below.

III. DEFINITIONS

1. "Corporal punishment" means conduct involving:
   a. Hitting or spanking a person with or without an object.
   b. Unreasonable physical force that causes bodily harm or substantial emotional harm.

2. "Employee or agent of the district" does not include a school resource officer as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c).

3. "Prone restraint" means placing a child in a face-down position.

IV. PROHIBITIONS

1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.

2. An employee or agent of a district shall not use prone restraint.

3. An employee or agent of a district shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.

4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582. The use of reasonable force as set forth in Section V does not authorize conduct prohibited pursuant to Minnesota Statutes, section 125A.0942.

V. REASONABLE FORCE

1. Reasonable force may be used upon or toward the person of a child without the child's consent when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil, or another pursuant to Minnesota Statutes, section 609.379. Nothing in section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.

2. A teacher, school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 and the Student Citizenship Handbook.

VI. VIOLATION

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

Policy 507 Corporal Punishment and Prone Restraint
Adopted: 02.26.2007; Statutory Update: 10.28.2021, 07.10.2023, 01.08.2024, 06.10.2024; Updated: 02.09.2026

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

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 125A.0941 (Definitions)
Minn. Stat. § 123A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
Minn. Stat. § 645.241 (Punishment for Prohibited Acts)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507.5 (School Resource Officers)

POLICY 507.5 SCHOOL RESOURCE OFFICERS

I. PURPOSE

The purpose of this policy is to establish the contractual duties and training requirements of a Northfield School District school resource officer.

II. GENERAL STATEMENT OF POLICY

The district, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resource officer with the school district must meet the requirements of this policy.

III. DEFINITIONS

A. "School" means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.

B. "School Resource Officer" means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated district or charter school.

IV. CONTRACTUAL DUTIES

A. A school resource officer's contractual duties with the district shall include:

1. Fostering a positive school climate through relationship building and open communication.
2. Protecting students, staff, and visitors to the school grounds from criminal activity.
3. Serving as a liaison from law enforcement to school officials.
4. Providing advice on safety drills.
5. Identifying vulnerabilities in school facilities and safety protocols.
6. Educating and advising students and staff on law enforcement topics.
7. Enforcement of criminal laws.

B. The district may contract with a school resource officer's employer for the officer to perform additional duties to those described in paragraph IV.A.

C. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.

D. Nothing in this Article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

V. TRAINING

A. Except as provided for in paragraphs V.B., V.C., and V.D., beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.

B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.

C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.

D. An officer who is serving as a substitute school resource officer for fewer than 60 student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.

E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

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

Legal References: Minn. Stat. § 120A.05, subds. 9, 11, and 13 (Definitions)
Minn. Stat. § 123B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

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

Resources: MN House of Representatives: School Resource Officers (accessed 10/02/25)
MN Department of Public Safety: School Resource Officer Training (accessed 10/02/25)
MN Department of Public Safety: FAQs for Mandated School Resource Officer (SRO) Requirements (accessed 10/02/25)
U.S. Department of Education: FAQs on Photos and Videos under FERPA (accessed 10/02/25)
U.S. Department of Education: School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) (accessed 10/02/25)
U.S. Department of Education: Does FERPA distinguish between School Resource Officers (SROs) and other local police officers who work in a school? (accessed 10/02/25)

Policy 508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

I. PURPOSE

In alignment with the district's strategic commitment to learner outcomes, the purpose of this policy is to ensure that Northfield Public Schools complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

A. **Extended School Year Services Must Be Available to Provide a FAPE.** The district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.

B. **Extended School Year Determination.** At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any one or more of the following conditions:

1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate. Or,

2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill. Or,

3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.

C. **Required Factors Schools Must Consider in Making ESY Determinations.** The IEP team must decide ESY eligibility using information including:

1. Prior observations of the student's regression and recoupment over the summer.
2. Observations of the student's tendency to regress over extended breaks in instruction during the school year.
3. Experience with other students with similar instructional needs.

D. **Additional Factors to Consider, Where Relevant.** In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.
2. The student's degree of impairment.
3. The student's rate of progress.

4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with nondisabled peers.
7. The areas of the student's curriculum which need continuous attention.
8. The student's vocational needs.

E. **No Unilateral Decisions.** In the course of providing ESY services to children with disabilities, the district may not unilaterally limit the type, amount, or duration of those services.

F. **Services to Nonresident Students Temporarily Placed in School District.** The district may provide ESY services to nonresident children with disabilities temporarily placed in the district in accordance with applicable state law.

Policy 508 Extended School Year For Certain Students With Individualized Education Programs

Adopted: 3.12.07; Reviewed: 01.27.2022; Non-Substantive Update: 10.03.2022; Updated: 10.27.2025

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

Legal References: Minn. Stat § 125A.14 (Extended School Year)
Minn. Rules Part 3525.0755
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
34 C.F.R. Part 300 (Assistance to States for the Education of Children with Disabilities)

Cross References: None

Policy 509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

In alignment with the Northfield School District's strategic commitments to equity and stewardship, the district chooses to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. This policy sets forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION OF RESIDENCY

A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; or school building as established by school board resolution and provided that:

1. Space is available for the applicant under enrollment cap standards established by school board policy or other directives.

2. In considering the capacity of a grade level, the school district may limit the enrollment of nonresident students in its schools or programs to a number not less than the lesser of: (a) one (1) percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district according to Minnesota Statutes, section 124D.03.

3. The applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. If the district limits enrollment of nonresident students pursuant to paragraph A, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

C. The parent of a nonresident student with a disability not yet enrolled in kindergarten and not open enrolled in a nonresident district may elect, in the same manner as the parent of a resident student with a disability, a school in the nonresident district where the child is enrolled in a Head Start program or a licensed child care setting in the

nonresident district, provided the child can be served in the same setting as other children in the nonresident district with the same level of disability.

Under this paragraph, parents must demonstrate enrollment in a community preschool or childcare setting in a nonresident district.

D. A nonresident preschool aged child with a disability open enrolled in the district may be required to open enroll for kindergarten.

IV. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes, section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. Possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade less than two and one-half inches in length, at school or a school function.

2. Possessing or using an illegal drug at school or a school function.

3. Selling or soliciting the sale of a controlled substance while at school or a school function.

4. Committing a third-degree assault as described in Minnesota Statutes, section 609.223, subdivision 1.

B. Standards that may not be used for rejection of application

The district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. The student's previous academic achievement.

2. The student's athletic or extracurricular ability.

3. The student's disabling conditions.

4. The student's proficiency in the English language.

5. The student's district of residence, except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or

6. Previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in section IV.A of this policy.

C. Application

The parent/guardian/caregiver must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education" (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK)) developed by MDE and available on its website. The signed application must be submitted by January 15 for initial enrollment beginning the following school year.

The district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 142D.08 to follow the application procedures under Minnesota Statutes, section 124D.03, subdivision 3 to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 142D.08 to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under Minnesota Statutes, section 124D.03, subdivision 12.

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

D. Lotteries

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

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

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

E. Exclusion

1. **Administrator's initial determination**. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.

2. **Superintendent's review**. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment

The district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant under Minnesota Statutes, section 260C.007, subdivision 19, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court.

A "habitual truant" is a child who is at least twelve (12) years old and less than eighteen (18) years old who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days in a school year if the child is in middle school, junior high school, or high school or a child who is seventeen (17) years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days in a school year ~~if~~ and who has not lawfully withdrawn from school. Pursuant to Minnesota Statutes, section 260C.163, subdivision 11, "habitual truant" also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on a showing by clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

The district may also terminate the enrollment of a nonresident student over seventeen (17) years of age if the student is absent without lawful excuse for one (1) or more periods on fifteen (15) school days and has not lawfully withdrawn from

school under Minnesota Statutes, section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and if the district reasonably believes that a student does not otherwise meet the residency requirements of the district in which the student is attending school, the student may be removed from school only after the district sends the student's parents written notice of the district's belief, including the facts upon which the belief is based and an opportunity to provide documentary evidence in person to the superintendent or the superintendent's designee, or, at the option of the parents, by sending the documentary evidence in person to the superintendent, or a designee, who will make a final determination as to the residency status of the student.

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

Policy 509 Enrollment of Nonresident Students
Adopted: 09.27.2004; Updated: 05.2013, 12.2013, 12.2014, 06.20.2022, 06.08.2026; Substantive Update: 07.10.2023, 09.28.2026

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

Legal References: Minn Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn Stat. § 124D.03 (Enrollment Options Program)
Minn Stat. § 125D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 125A.13 (School of Parents' Choice)
Minn. Stat. § 142D.08 (Voluntary Prekindergarten Program for Eligible Four-Year-Old Children)
Minn. Stat. Ch. 260A (Truancy)
Minn Stat. § 260C.007, Subd. 19 (Definitions)
Minn. Stat. § 260C.163, Subd. 11 (Hearing)
Minn. Stat. § 609.223, Subd. 1 (Assault in the Third Degree)
Minn. Op Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)
18 U.S.C. 930, para. (g)(2) (Definition of weapon)

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

Resources: Minnesota Department of Education: Open Enrollment (accessed 03/18/26)

Policy 509 NONRESIDENT OPEN ENROLLMENT PROCEDURES

1. PROTOCOLS

Open enrollment for all district schools is handled through the Student Information Systems Specialist at the Northfield School District Office, 201 Orchard Street South, Northfield. Open enrollment requests are for enrollment into the school district, not a particular elementary building. Parents/guardians may request to be considered for a particular building, but the decision as to building availability is made by the district in consultation with individual buildings. **No students are enrolled in an individual school until staff has verified that the student lives in the district or the parent/guardian has provided a copy of the open enrollment signed by the superintendent or their designee.**

a. If a parent/guardian contacts an individual building requesting open enrollment, please refer them to the Student Information Systems specialist.
b. If a parent/guardian attempts to enroll at a building with an address that is not in the district, tell them that they are not eligible to enroll in any district building unless they are approved by the superintendent's office for open enrollment.
c. Even if open enrollment is not requested by the parent/guardian, if building staff is unsure whether the address is in the district, contact the student information systems specialist, the administrative assistant to the superintendent, or Benjamin Bus Company and request a check of the address. **Do not enroll the student unless one of these individuals indicates that they reside in the school district.**

2. OPEN ENROLLMENT

A student is eligible to apply for open enrollment between Dec. 1–Jan. 15 of each year for attendance beginning the following fall. Parents who have submitted open enrollment forms during this enrollment window will receive a response by Feb. 15 of the acceptance or denial of their open enrollment request. By March 15, parents should notify the district office of their intent to attend school in the district the following fall.

Students wishing to enroll in the Area Learning Center are not required to have approval from their resident district prior to enrollment. Please contact the Area Learning Center for enrollment.

Policy 510 SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance to the formal instructional program; however, they complement the instructional program by providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.

B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.

C. The superintendent or designee shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.

D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.

E. The superintendent or designee shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Policy 510 School Activities

Adopted: 3/12/07; Revised: 01.13.2020

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, MN

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Cross References: Board Policy 503 (Student Attendance)
Board Policy 506 (Student Discipline)
Board Policy 713 (Student Activity Accounting)

Policy 511 STUDENT FUNDRAISING

I. PURPOSE

In alignment with the district's strategic commitments to stewardship and partnerships, the purpose of this policy is to address student fundraising efforts in the Northfield School District.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

III. RESPONSIBILITY

A. Building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.

B. All fundraising activities by student organizations must be approved in advance by the administration. Participation in nonapproved activities shall be considered a violation of district policy.

C. The superintendent or their designee shall be responsible for providing coordination of student fundraising throughout the district as deemed appropriate.

D. The district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

E. The district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner and in compliance with District Policy 713 Student Activity Accounting.

IV. ANNUAL REPORT

The superintendent or their designee shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)
Minn. Stat. § 123B.09, Subd. 8 (Duties)
Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: Board Policy 506 (Student Discipline)
Board Policy 713 (Student Activity Accounting)

512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The district's vision is to prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society. To align with that vision, the purpose of this policy is to protect students' rights to free speech in the production of school-sponsored media and activities while balancing the district's role in supervising student publications and the operation of the Northfield School District.

II. GENERAL STATEMENT OF POLICY

A. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and district policies.

B. Students who believe their right to free expression has been unreasonably restricted in school-sponsored media or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after the review is requested.

1. Students producing school-sponsored media and activities shall be under the supervision of a faculty adviser and the school principal. School-sponsored media and activities shall be subject to the guidelines set forth below.
2. School-sponsored media may be distributed at reasonable times and locations.

III. DEFINITIONS

A. "Distribution" means the electronic or physical circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting, or displaying material in any manner, or placing materials in internal staff or student mailboxes.

B. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event,

participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

C. “Obscene to minors” means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the salacious interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct, excretory functions, or lewd exhibition; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. “Minor” means any person under the age of eighteen (18).

E. “School activities” means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

F. "School-sponsored media" means material that is:

1. Prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the district.

2. Distributed or generally made available to students in the school.

3. Prepared by a student journalist under the supervision of a student media adviser.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.

G. "Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.

H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

I. “Administration” means the building administrator or principal. It can include consultation of the building administrator or principal with the superintendent or other relevant district administrators.

IV. GUIDELINES

A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.

B. Student expression in school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:

1. Is obscene to minors.
2. Is defamatory.
3. Is profane, harassing, threatening, or intimidating.
4. Constitutes an unwarranted invasion of privacy.
5. Violates federal or state law.
6. Causes a material and substantial disruption of school activities.
7. Is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031.
8. Advertises or promotes any product or service not permitted for minors by law.
9. Advocates sexual, racial, or religious harassment or violence or prejudice.
10. Is distributed or displayed in violation of time, place, and manner regulations.

C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.

D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media

adviser from teaching professional standards of English and journalism to student journalists. These professional standards may include, but are not limited to, efforts to assure that:

1. Participants learn whatever lessons the activity is designed to teach.
2. Readers or listeners are not exposed to material that may be inappropriate for their level of maturity.
3. The views of the individual speaker are not erroneously attributed to the school.
4. The school is not associated with any position other than neutrality on matters of political controversy.
5. The sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order.
6. The school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

V. TIME, PLACE AND MANNER OF DISTRIBUTION

A. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

B. No one shall coerce a student or staff member to accept any publication. The district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

Policy 512 School-Sponsored Student Publications and Activities
Adopted: 10.08.2007; Reviewed: 01.27.2022; Statutory Update: 10.28.2024; 05.27.2025

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

Legal References:
U. S. Const., amend. I
Morse v. Frederick, 551 U.S. 393 (2007)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
*Bystrom v. Fridley High School, I.S.D. No. 1*4, 822 F.2d 747 (8th Cir. 1987)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.80 (Student Journalism; Student Expression)

Cross References:
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Policy 513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

In alignment with the district's strategic commitments to learner outcomes and equity, this policy provides guidance on student promotion, retention, and program design for Northfield School District's staff, parents, caregivers, and students.

II. GENERAL STATEMENT OF POLICY

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

A. **Promotion.** Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. **Retention.** Retention of a student may be considered when professional staff and parents/caregivers feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The district has adopted procedures for retention. The superintendent's decision shall be final.

C. **Program Design.**

1. The superintendent, with participation of the professional staff and parents/caregivers, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the district shall also be developed as additional options. All programs will be aligned with creating comprehensive achievement and civic readiness.

2. The district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.

3. The district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:

    a. Multiple objective criteria.
    b. Assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English

learners.

4. The district has adopted Policy 513.3 and its associated procedures for the academic acceleration of gifted and talented students. These procedures will include how the district will:

   a. Assess a student's readiness and motivation for acceleration.
   b. Match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for a student.

5. The district has adopted Policy 513.2 and its associated procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). The procedures must be sensitive to under-represented groups.

Policy 513 Student Promotion, Retention, and Program Design
Adopted: 10.22.2007; Updated: 05.23.2022, 07.10.2023; 11.24.2025; Statutory Update: 10.28.2024

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

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.15 (Gifted and Talented Program)
Minn. Stat. § 123B.143, subd. 1 (Superintendent)
Minn. Stat. § 124.D02 (School Board Powers; Enrollment)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

Procedures for Policy 513 Student Promotion, Retention, and Program Design

1. By March 31, the teacher meets with the Student Support Team to discuss the possibility of the student's retention.

2. Complete the district-approved nationally normed retention scale (e.g., Light's Retention Scale). Results should be reviewed with the Student Support Team.

3. If the conclusion of the discussion is that the student might be a candidate for retention, the classroom teacher informs the parent/caregiver of the possibility.

4. Reevaluation of retention should be done by May 1. The teacher meets with the Student Support Team to decide if they recommend retention.

5. If retention is recommended, the parent/caregiver should be notified and a conference should be held with parent/caregiver, appropriate staff and principal.

6. Documentation of the retention recommendation and decision process should be placed in the student's cumulative folder. As indicated in the policy, parents have the ultimate decision about retention. A copy must also be submitted to the principal.

Procedures 513 Student Promotion, Retention, and Program Design
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota
Reviewed: 04.14.2022; Updated: 11.24.2025

Northfield PUBLIC SCHOOLS

RETENTION CONFERENCE

Student Name: _____

Conference Date: _____

A conference was held regarding retention.

Team members present were: _____

_____

_____

Reason(s) for considering retention: _____

_____

_____

_____

After receiving information about my child,

_____ I agree with the retention

_____ I disagree with the retention

The reason I disagree is: _____

_____

_____

_____

_____

_____ _____

Parent/Guardian Signature Date

Reviewed 04.14.2022

Policy 513.1 DETERMINATION OF LEGAL AGE OF STUDENTS FOR SCHOOL ADMISSION

I. PURPOSE

In alignment with the district's strategic commitment to learner outcomes, the purpose of this policy is to define how Northfield Public Schools will verify evidence of age for kindergarten enrollment.

II. GENERAL STATEMENT OF POLICY

Minnesota Statute 120A.20 requires that "A person shall not be admitted to a public school

1. As a kindergarten student, unless the student is at least five years of age on September 1 of the calendar year in which the school year for which the student seeks admission commences, or

2. As a first grade student, unless the student is at least six years of age on September 1 of the calendar year in which the school year for which the student seeks admission commences or has completed kindergarten; except that any school board may establish a policy for admission of selected pupils at an earlier age. Refer to Policy 513.2 and its associated procedures.

The district is obligated to comply with state law. Therefore, in order to verify the age of a student applying for admission to Northfield Public Schools, the district will require either an official birth certificate issued by the county of birth, a hospital birth certificate provided the child's name was originally included on it, or other record, deemed satisfactory by the superintendent or designee, which provides evidence of age.

Policy 513.1 Determination of Legal Age of Students for School Admission
Adopted: 03.12.2007; Reviewed: 02.24.2022; Updated: 11.24.2025

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

Legal References: Minn. Stat. 120A.20 (Admission to Public School)

Policy 513.2 EARLY ENTRANCE INTO KINDERGARTEN

I. PURPOSE

In alignment with the district's strategic commitment to learner outcomes, the purpose of this policy is to establish the process to request early entrance into kindergarten in the Northfield School District.

II. GENERAL STATEMENT OF POLICY

Children shall be five years of age on or before September 1 of the year in which they start kindergarten and six years of age on or before September 1 of the year in which they start first grade. When a student has successfully completed an accredited kindergarten program, he or she may be placed in first grade, at the parents' request, regardless of age. Early entrance to kindergarten will be considered if a child's fifth birthday falls on a date after September 1, and before October 1, provided that the child demonstrates superior levels of intellectual, academic, and social development as specified by the early entrance procedures. Such decisions shall be made cautiously due to the possible negative consequences for a student who spends their school career as the youngest member in their grade level.

A request must be made in writing directly to the elementary school principal no later than May 1 of the year for which early entrance is requested. An exception may be permitted at the sole discretion of the superintendent.

Policy 513.2 Early Entrance into Kindergarten
Adopted: 03.12.2007; Updated: 02.18.2009, 02.2010, 11.24.2025; Reviewed: 02.24.2022

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

Procedures for Policy 513.2 Early Entrance into Kindergarten

1. Parents whose children are born after September 1, and before **October 1**, may submit a written request for early entrance for their child, to the elementary school principal, no later than May 1 of the year for which early entrance is requested.

2. The parent will schedule an evaluation for the child with a licensed psychologist of their choice at no cost to the district. The report to the district should include test results, a statement regarding validity, behavior observations and recommendations.

3. Children must meet the following early entrance criteria:

    a. **Intellectual and academic development.** The child's score, as determined by the psychologist, must be within the very superior range (I.Q. 130+), using a standardized instrument, e.g., Stanford-Binet Intelligence Scale or Wechsler Preschool Primary Scales of Intelligence (latest norms).

    b. **Physical, Social, and Emotional development.** The child's physical, social, and emotional maturity shall be determined through:
        i. The clinical observations of the psychologist.
        ii. The successful completion of Early Childhood Screening.
        iii. The recommendation from the child's preschool teacher if the child has been in a program.
        iv. A favorable score on the Ages and Stages Questionnaires: Social-Emotional (ASQ:SE) as determined by the psychologist~~.~~, and
        v. The successful completion of a kindergarten literacy assessment by a kindergarten teacher.

4. A team, consisting of the parents, the school psychologist, the building principal, and a kindergarten teacher of the building at which the child would be enrolled, shall review the information reflecting the child's level of development. The team shall determine whether or not the child should be recommended for early entrance.

5. Parents who disagree with the recommendation of the team may appeal the decision in writing to the Director of Special Services. The final decision shall rest with the superintendent.

Policy 513.3 ACADEMIC ACCELERATION

I. PURPOSE

In alignment with the district's commitments to learner outcomes and equity, the purpose of this policy is to establish guidelines for academic acceleration for students enrolled in the Northfield School District.

II. GENERAL STATEMENT OF POLICY

It shall be the policy of the Northfield Board of Education to allow academic acceleration (sometimes called grade skipping) provided that a child demonstrates specified superior levels of intellectual, academic, adaptive and/or physical development; and, in the judgment of school personnel, will benefit from such placement. Careful consideration should be made when considering academic acceleration.

Applications for academic acceleration must be submitted in writing to the principal by the parents/guardians seeking academic acceleration for their child. The district shall have 30 school days to complete the assessment.

Policy 513.3 Advanced Grade Placement
Adopted: 1.26.2007; Reviewed: 02.24.2022; Updated: 11.24.2025

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

Procedures for Policy 513.3 Academic Acceleration

1. A parent/caregiver or staff member may make a written request to the building principal for a student to be advanced a grade.

2. Upon receiving the written request, the principal and school psychologist will conduct an interview and information-sharing session with the parents/guardians.

3. The principal and the school psychologist will observe the child in various settings throughout the school day.

4. Contact will be made with the parents/caregivers regarding the information gathered. The principal and school psychologist will make a determination as to whether the assessment should continue.

5. If the decision is made to continue with the assessment, the district shall have 30 school days to complete the assessment and the following specific criteria will be used:

    - Intellectual functioning that places the child at or above the 95th percentile in comparison to their peers. One of the following assessments would be given:

Test	**Score Needed**
Stanford Binet: Fourth Edition	127
WISC III	125
WPPSI-III	125

    - Academic achievement: Academic functioning that places the child at or above the 95th percentile in comparison to their peers using a norm-referenced, standardized test of academic achievement.

    - Social/Emotional maturity: This will be rated by the school and the homes using a national normed assessment such as the "Social Skills Rating System" or the "Adaptive Behavior Assessment System." The score must place the child at or above the 95th percentile in comparison to their peers.

    - The child's classroom teacher will provide a written statement of the child's standing in the classroom, including both academic, and social/emotional development.

    - The school psychologist will conduct an interview with the student.

6. The principal, school psychologist and classroom teacher will work together to make a data-informed decision about the request.

7. The criteria outlined in these procedures must be met to approve a request for academic acceleration. A written report will incorporate assessment results,

including teacher input and the interview with the student. The written report will also include the rationale for the decision.

8. A meeting will be held with the principal, school psychologist, classroom teacher, and parents/caregivers to share the assessment results and the decision.

9. The written report will include the names of team members and signatures of parents/caregivers. This report will be kept in the student's cumulative file.

10. If parents/caregivers disagree with the decision, they can re-request academic acceleration in one year. The parents/caregivers shall schedule the reevaluation with a licensed psychologist of their choice at no cost to the district. The final decision shall rest with the superintendent.

Procedures 513.3 Advanced Grade Placement
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota
Reviewed: 02.24.2022; Updated: 11.24.2025

POLICY 514 BULLYING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. On the school premises, on district property, at school functions or activities, and on school transportation.

2. By the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists.

3. By use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public school activity, such as a co-curricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their willful indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance

or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off district property and/or with or without the use of district resources. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

E. No teacher, administrator, volunteer, contractor, or other employee of the district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the district's policies and procedures, including the district's discipline policy. The district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved.
2. The levels of harm, surrounding circumstances, and nature of the behavior.
3. Past incidences or past or continuing patterns of behavior.
4. The relationship between the parties involved.
5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern.
2. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

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

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property.
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student.

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on district property, at school functions or activities, or on school transportation" means all district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. District property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the district does not represent that it will provide supervision or assume liability at these locations and events.

G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate district official designated by this policy. A person may report bullying anonymously. However, the district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building, on the district's website or available in the district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the district human rights officer by the reporting party or complainant.

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

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible,

consistent with the district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the district shall undertake or authorize an investigation by the building report taker or a third party designated by the district.

B. The building report taker or other appropriate district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable district policies; and applicable regulations.

E. The district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

A. Consistent with its applicable policies and practices, the district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all district personnel to prevent, identify, and respond to prohibited conduct. The district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the district. The district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct.
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct.
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school.
4. The incidence and nature of cyberbullying.
5. Internet safety and cyberbullying.

C. The district annually will provide education and information to students regarding bullying, including information regarding this district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment.
2. Partner with parents and other community members to develop and implement prevention and intervention programs.
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment.
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person.
5. Teach students to advocate for themselves and others.
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct.
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

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

VIII. NOTICE

A. The district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the Student Citizenship Handbook.

B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building. This policy shall be conspicuously posted in the administrative offices of the school and district in summary form.

C. This policy must be distributed to each district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the district's or a school's website, consistent with the district policies and practices.

F. The district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

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

Policy 514 Bullying Prohibition
Adopted: 08.26.2006; Updated: 11.22.2010, 04.23.12, 07.14.14, 11.24.2025; Non-Substantive Update: 08.26.2021;
Statutory Update: 07.10.2023, 06.10.2024

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

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § Ch. 124E (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Board Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Board Policy 413 (Harassment and Violence)
MSBA/MASA Board Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Board Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Board Policy 423 (Employee-Student Relationships)
MSBA/MASA Board Policy 501 (School Weapons Policy)
MSBA/MASA Board Policy 506 (Student Discipline)
MSBA/MASA Board Policy 507 (Corporal Punishment)
MSBA/MASA Board Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Board Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Board Policy 522 (Title IX Sex Nondiscrimination)
MSBA/MASA Board Policy 524.2 (Use of Technology and Telecommunications Systems by Students)
MSBA/MASA Board Policy 526 (Hazing Prohibition)
MSBA/MASA Board Policy 709 (Student Transportation Safety)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Policy 515 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 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 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 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 postsecondary 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 postsecondary 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 postsecondary 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 postsecondary 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 postsecondary 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 postsecondary 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 postsecondary 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 parties, including parents or an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals (34 Code of Federal Regulations, Part 99.36) and for bona fide epidemiologic investigations which the Commissioner of the Minnesota Department 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.

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 the Minnesota Department 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.
4. To appropriate parties, including parents or an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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.

3. 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 paragraph, 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 POSTSECONDARY 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 postsecondary 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 postsecondary educational institutions. To refuse the release of the above information to military recruiting officers and postsecondary 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 postsecondary educational institutions.
7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and postsecondary 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 postsecondary 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 postsecondary 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 postsecondary 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.

XVIX. 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.
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, 09.28.2026

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. § 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)

Resources:

U.S. Department of Education: FAQs on Photos and Videos under FERPA | Protecting Student \ Privacy (accessed 012926)
U.S. Department of Education: Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy (accessed 01.29.26)
U.S. Department of Education: School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) | Protecting Student Privacy (accessed 01.29.26)
U.S. Department of Education: Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy (accessed 01.29.26)
U.S. Department of Education: FERPA/IDEA Crosswalk | Protecting Student Privacy (accessed 01.29.26)
U.S. Department of Education: What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy (accessed 01.29.26)
Minnesota Department of Health: The Family Educational Rights and Privacy Act (FERPA) and Immunization Data (including Possible School Consent Language for Sharing Immunization Data with Registries) (accessed 01.29.26)

Northfield PUBLIC SCHOOLS

DISTRICT OFFICE
201 Orchard Street South
Northfield, MN 55057
PH 507.663.0600 • Fax 507.663.0611
www.northfieldschools.org

APPENDIX A STATEMENT OF RIGHTS

Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act, Tennessen Notice, the Confidentiality of Information section of the regulations implementing the Education for all Handicapped Children Act of 1975, and Independent School District No. 659 Policy 515 Protection and Privacy of Pupil Records**.**

1. The right to inspect and review the student's records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected.
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, in a hearing if necessary.
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 Policy 515, federal or state law, or the regulations promulgated thereunder.
    a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.
    b. Another exception is that upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, including suspension and expulsion records pursuant to the federal law and, if applicable, a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on district property.
4. The right to refuse release of names, addresses, email, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary education institutions.
5. The right to file a complaint and report violations of the rules and regulations, cited above, 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 explanations and interpretations of the records.
7. The right to have a representative of the parent/guardian or eligible student inspect and review the records.
8. The right to exercise a limited control over other people's access to the student's records.
9. The right, if asked to provide private or confidential data, to be informed of:
    a. the purpose and intended use of the data within the school system;
    b. whether he/she may refuse or is legally required to supply the requested data;
    c. any known consequences of not providing the data; and
    d. the identity of other persons or entities authorized by state or federal law to receive the data.
10. The right to be informed about rights under the federal law.
11. The right to obtain a copy of Policy 515.

All rights and protections given parents/guardians under the above statutes, regulations and district policy transfer to the student when the student becomes an eligible student. An eligible student means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education. 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 C.F.R. § 99.31(a).

Parents/guardians or eligible students wishing access to or copies of student record policies and administrative procedures should present their request to the building principal or to the Superintendent of Schools.

Copies of this Statement Of Rights will be made available to parents/guardians through official school publications and on the district website. Copies are also available from the district office upon request.

Updated 08.2023

Northfield PUBLIC SCHOOLS

DISTRICT OFFICE
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PH 507.663.0600 • Fax 507.663.0611
www.northfieldschools.org

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

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 08.2025

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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

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 08.2025

Northfield PUBLIC SCHOOLS

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APPENDIX D NOTICE TO PARENTS/GUARDIANS AND STUDENTS REGARDING THE RELEASE OF INFORMATION TO MILITARY RECRUITERS

Federal and State laws require all school districts, including Northfield Public Schools, to provide military recruiters, upon request, with the name, address, electronic email address, and telephone number of all 11th and 12th grade students unless the parent or eligible student (students over 18 years old and not a dependent) requests that the information not be provided without written permission.

According to State law, military recruiters may only use the information for the purpose of providing notification to students about military service, State and Federal veteran's education benefits, and other career and educational opportunities provided by the military. Additionally, military recruiters are prohibited from sharing the information except to recruiting services personnel of the armed forces.

It is important to understand that if you do nothing, Northfield Public Schools will release your student's name, address and telephone number to a military recruiter who requests the information.

If you do not want the Northfield Public Schools to release your student's name, address, electronic email address, and telephone number to a military recruiter, you must complete the bottom portion of this form and Appendix C, Denial of Release of Directory Information, and return it to the Northfield Public Schools District Office, Attention: Student Information Specialist, 201 Orchard Street South, Northfield, MN 55057. **Please note that if you previously submitted a Denial of Release of Directory Information, it alone will not be sufficient.** The law requires that a specific denial of access to military recruiters be made. As a result of completing the bottom portion of this form and Appendix C, the Northfield Public Schools will not release your student's name, address, electronic email address, and telephone number to a military recruiter who makes a request.

Submitting this Denial of Release of Information to Military Recruiters does not affect the release of directory information to the public, including military recruiting officers. 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 Directory Information (Appendix C).

DENIAL OF RELEASE OF INFORMATION TO MILITARY RECRUITERS

Pursuant to the Notice Regarding the Release of Information to Military Recruiters the District **MAY NOT** release the following information in response to a request from military recruiters without my expressed written consent: **student's name, student's address, electronic email address, and home telephone number.** The denial of release of information to military recruiters 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 Signature) _____

Circle One: Parent - Guardian - Eligible Student

Student Affected _____ Address _____
_____

Student's Grade Level _____

School Currently Attending _____ Date _____

Updated 08.2023

Policy 515.2 ACCESS TO STUDENTS AND STUDENT RECORDS BY CUSTODIAL AND NON-CUSTODIAL PARENTS

I. PURPOSE

It is the policy of the Northfield School District to remain neutral in all custody-related disputes. This policy governs both physical access to students while on school property and access to a student's educational records.

II. DEFINITIONS

A. "Custodial parent" means the person who has been granted physical custody of the child.

B. "Custody" refers to the rights and responsibilities of a parent with respect to a child, including the right to physical access and the right to make decisions with respect to the child's health, education, and welfare in the best interests of the child.

C. "Educational records" are records that are directly related to the student and maintained by the district or an employee or agent of the district.

D. "Guardian" is defined as a person, other than a parent, who has lawful custody of a child, as established by a court order.

E. "Legal custody" is the right to make decisions, including educational decisions, for a child.

F. "Joint legal custody" means that both parents have equal rights and responsibilities, including the right to participate in major decisions determining the child's upbringing, including decisions regarding the child's education.

G. "Joint physical custody" means that the routine daily care and control and the residence of the child is structured between the parties.

H. "Non-custodial parent" means a parent who has not been granted physical custody of a child at the time the right as a parent is asserted. In the case of a court order giving a third party, such as legal guardian grandparents, or foster parents the right to physical custody of a child, both biological parents are non-custodial parents. Non-custodial parents can have joint legal custody of their children.

I. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

J. "Physical access" includes the right to visit with and be visited by the child during school hours and on school property.

K. "Physical custody" means the routine daily care and control and the residence of the child.

III. GENERAL STATEMENT OF POLICY

A. **Access to Educational Records.** Both custodial and non-custodial parents are presumed to have the right to access or to control access to a child's educational records and the right to be informed by school officials about their children's welfare, educational progress and status. Custodial and non-custodial parents have equal right to inspect and challenge the accuracy of their child's educational records. The fact that the parents are divorced or legally separated does not alter these rights unless the district has been presented with a court order or other legally binding document terminating the parental rights of the non-custodial parent or denying the non-custodial parent a specific right in a written order.

If a custodial parent wishes to limit the non-custodial parent's access to a student's educational records, he or she must obtain and present to the school a legally binding document, which prevents the release of such information. A copy of the written order must be provided to school officials before the district will limit a parent's right of access.

B. **Physical Access to a Student During the School Day.** All parents, whether custodial or non-custodial, may visit a student at school or remove a student from school based on the professional judgment of staff, provided the parent complies with the district's visitor's policy and does not disrupt the student's program of education. Both custodial and non-custodial parents also have the right to attend parent-teacher conferences, although the district is not required to hold a separate conference for each parent, and the right to attend other school events designed for parents. The fact that the parents are divorced or legally separated does not alter these rights unless a parent provides the district with a court order or other legally binding document specifically prohibiting physical contact between a non-custodial parent or other named individual and a student.

To limit access to a student, a parent is required to file with the district a copy of the form entitled, "Notification of Court Order or Restraining Order." The parent's request will remain in effect for the current school year unless the non-custodial parent or the other individual named in the legally binding order provides a court order reversing the previous decision.

By adoption of this policy, the school board does not guarantee that it will verify that a student rides the proper school bus or will only be released to the custodial parent.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232(g) and 34 C.F.R. Part 99
Minnesota Government Data Practices Act, Minn. Stat. § 13.01 et. seq.
Minnesota Marriage Dissolution statute, Minn. Stat. § 518, et. seq.

NORTHFIELD PUBLIC SCHOOLS

Notification of Court Order or Restraining Order

The purpose of this form is to assist district personnel in identifying situations where a non-custodial parent or other individual is legally prohibited from physical contact with a student enrolled in the Northfield Public Schools.

I, _____, the Parent or legal Guardian of _____
Parent Student

present the attached Court Order as documentation that _____
Name of Individual

is legally prohibited from contact with the above-named student.

By signing this form, I agree that:

1. I am making this request based on a court order or order from another legal proceeding. A copy of this order is attached.

2. This request will be shared with the non-custodial parent or other named individual if he or she attempts physical contact with the student and requests documentation regarding why such contact will not be allowed.

3. The information contained in this request will be shared with teachers and other personnel only to the extent that these individuals may need to assist the district in enforcing the court order.

This request is for the current school year only and will remain in effect for the current school year unless the non-custodial parent or other named individual provides a court order reversing the previous decision. This request must be refiled annually.

I understand that although the district will make every effort to comply with this request, the district cannot be held liable in the event the named individual violates the attached court order.

_____ _____
Signature of Parent/Guardian Date

_____ _____
Received by Date

Updated: 02.2022

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: 8.28.2006; Revised: 03.09.2020, 11.09.2020, 02.2022; Updated: 08.11.2025

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

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Delivery Systems; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine 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 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Act)
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 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: A teacher or Educational Assistant assigned to a student may dispense medication as instructed by the 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 delivery systems that enables the student to:

    a. possess epinephrine 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 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 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 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 delivery system. The administration of an epinephrine delivery system in accordance with this section is not the practice of medicine.

A district may enter into arrangements with manufacturers of epinephrine delivery systems to obtain epinephrine 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 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 a 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, 06.2023, 08.11.2025

Policy 516.5 OVERDOSE MEDICATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. DEFINITIONS

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

B. “Naloxone Coordinator” is a district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The district’s Naloxone Coordinator is the district’s licensed school nurse.

C. "Opiate" means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.

D. "Opiate Antagonist" means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.

E. "Standing Order" means directions from the district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:

1. Administration type.
2. Dosage.
3. Date of issuance.
4. Signature of the authorized provider.

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.

Note: The Minnesota Department of Education offered guidance regarding the meaning of "school site." If a school site includes multiple buildings, the two-dose requirement applies to buildings used for instruction. It does not apply to administrative buildings, facility buildings, ice arenas, and similar buildings not used for instruction.

B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.

C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.

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

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

1. The Team will include the Naloxone Coordinator and may include the superintendent or their designee, building nurses, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.

2. The Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.

3. The Team will develop districtwide guidelines and procedures and determine the form(s) of Naloxone to be used within the district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the board. Once approved by the board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:

    a. Ensure that when Naloxone is administered, district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care.
    b. Require district employees to contact a district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel.
    c. Direct district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent/guardian/caregiver of the minor and ensure contact with that parent/guardian/caregiver is made as soon as possible after administration of the Naloxone for the purpose of informing the parent/guardian/caregiver of the actions that have been taken.
    d. Require district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.

4. The Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.

2. The Site Planning Team will be responsible for the coordination and implementation of this policy, districtwide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and districtwide procedures and guidelines.

F. School District Staff

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

V. NALOXONE STORAGE

A. The Site Planning Team will select numerous Naloxone storage locations within the school site.

B. The selected storage locations of Naloxone will be classified as non-public “security information" as the board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those district staff members whom the Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.

C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff.

VI. PRIVACY PROTECTIONS

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

Policy 516.5 Overdose Medication
Adopted: 04.24.2023; Statutory Update: 07.10.2023

Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659

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

Cross Reference:
MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

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

Policy 518 DO NOT RESUSCITATE / DO NOT INTUBATE ORDERS (DNR/DNI)

I. PURPOSE

The Northfield School District recognizes that it is serving students with complex health needs. The district also recognizes that district staff may be confronted with requests to withhold emergency care of a student in the event of a life-threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to district staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

A. The primary mission of the school district is education. DNR-DNI orders are medical documents. District staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The district will not convey such orders to emergency medical personnel.

B. District staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.

C. District staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.

D. The parent/guardian will be notified of the emergency as soon as possible.

E. Individual Education Program and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.

F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy upon request.

Policy 518 Do Not Resuscitate/Do Not Intubate Orders
Adopted: 10.08.2007; Reviewed: 03.24.2022; Non-Substantive Update: 11.24.2025

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

Legal References: 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973)
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

Policy 519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. In alignment with the district's strategic commitment to partnerships, the purpose of this policy is to establish the procedures at Northfield Public Schools for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, school district employees and/or agents, except as otherwise provided by law and/or this policy.

B. Requests from those other than a student's parents, school district officials, school district employees and/or agents to interview students shall be made through the principal's office. Upon receiving such a request, it shall be the responsibility of the principal, in consultation with the superintendent, to determine whether the request will be granted. Prior to granting such a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law. If the parents cannot be contacted, requests from those other than a student's parents, school district officials, school district employees and/or agents to interview students will be denied, except as otherwise provided by law and/or this policy.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours or at any facility or other place where the alleged victim or other children might be found or the child may be transported to, and the interview may be conducted at a place appropriate for the interview of a child designated by the local welfare agency or law enforcement agency. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may

take place outside the presence of the alleged offender and may take place prior to the interviews of the alleged offender.

B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property before 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 district property. For an interview conducted by the local welfare agency, the notification shall be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district 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, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosures regarding the nature of the assessment or investigation.

D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.

E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Policy 519 Interviews of Students by Outside Agencies
Adopted: 11.13.2007; Non-Substantive Update: 02.08.2022; Substantive Update: 02.24.2025, 01.12.2026

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

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Cross References: MSBA/MASA Model Policy 103 (Complaints - Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Policy 520 STUDENT SURVEYS

I. PURPOSE

Occasionally the Northfield School District utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined to be beneficial to the district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section 1232h.

III. STUDENT SURVEYS IN GENERAL

A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student returning a survey will be maintained.

B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.

C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the district in a file separate from the survey responses.

D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code, section 123g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations, Part 99.

E. The district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parents/guardians.
2. Mental and psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent. Or,
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A district that receives funds under any program funded by the U.S. Department of Education should develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

a. The right of a parent of a student to inspect, upon request of the parent, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to their student, including any applicable procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the student lives, or a person who is legally responsible for the welfare of the student.

b. Arrangements to protect student privacy in the event of the administration or distribution of a survey to a student, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, upon request of the parent, any such survey.

c. The right of a parent of a student to inspect, upon request of the parent, any instructional material used as part of the educational curriculum for their student and any applicable procedures for granting a request by a parent for reasonable ~~such~~ access to instructional materials within a reasonable period of time after the request is received.

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

d. The administration of physical examinations or screenings that the district may administer to their student(s). This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).

e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the district in the event of such collection, disclosure, or use.

1) "Personal information" means individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number.
2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
    a) College or other postsecondary education recruitment or military recruitment.
    b) Book clubs, magazines, and programs providing access to low cost literary products.
    c) Curriculum and instructional materials used by elementary and secondary schools.

d) Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;

e) The sale by students of products or services to raise funds for school-related or education-related activities.

f) Student recognition programs.

3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the district.

a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

b. The notice will provide parents with an opportunity to opt out of participation in the following activities:

1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.

3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

"Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes

incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.

d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

A. The district must give parents and students direct notice of this policy at the beginning of each school year and after making substantive changes to this policy.

B. The district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.

C. The district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Policy 520 Student Surveys
Adopted: 10.22.2007; Updated: 9.2016; Reviewed: 02.24.2022; Non Substantive Update: 05.11.2026

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information: Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § Part 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273 (2002)
C.N. v. Ridgewood Bd. Of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: Policy 515 (Protection and Privacy of Pupil Records)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedure and Process)

Resources: U.S. Department of Education, *Family Educational Rights Privacy Act (FERPA)* (accessed 11.03.25)
U.S. Department of Education, *Protection of Pupil Rights Amendment (PPRA)* (accessed 11.03.25)

Policy 520.1 RESEARCH REQUESTS

I. PURPOSE

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

II. REQUESTS

Individuals or organizations that wish to conduct research using district or school data, or using employees or students as subjects, must submit a written request in advance, using the form, Request to Conduct Research in District 659 to the superintendent or their designee. For research requests affiliated with a college, university, or other academic institution, proof of Institutional Review Board (IRB) approval should be included. The IRB approval should demonstrate that the proposed research has been approved by the researcher's institution.

"Multimedia" is defined as digital or physical photographs, audio recordings, and video recordings.

III. APPROVAL CRITERIA

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

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

A. Protect the rights and welfare of any human subjects, including providing the following information to parents of children who may be research subjects or to adults who may be subjects:

1. An explanation of the research procedures and their purpose.
2. A description of any possible risks and/or benefits.
3. An offer to respond to inquiries about the procedures.
4. Instruction on the right to refuse to participate or to discontinue participation at any time without prejudice.

B. Be a direct benefit to the district.

C. Contribute to the advancement of education in general.

D. Not disrupt the ongoing educational process and/or duplicate recent research projects in the district.

IV. CONSIDERATION OF RESEARCH REQUEST

In considering a request to conduct research in a specific school or department, the superintendent or their designee will consult with the principal, department

head and other appropriate personnel. The decision of the superintendent or their designee shall be final.

V. COMMUNICATIONS

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

Policy 520.1 Research Requests

Adopted: 10.22.2007; Updated: 05.23.2022; 08.14.2023; 02.09.2026

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

Northfield PUBLIC SCHOOLS

DISTRICT OFFICE
201 Orchard Street South
Northfield, MN 55057
PH 507.663.0600 • Fax 507.663.0611
www.northfieldschools.org

NORTHFIELD PUBLIC SCHOOLS | INDEPENDENT SCHOOL DISTRICT NO. 659
DATA SHARING AND CONFIDENTIALITY AGREEMENT

All academic and personal information that research personnel encounter (either written, electronic, oral, or overheard) while performing their duties in partnership with the Northfield Public Schools are to be handled in a strictly confidential manner. This information shall not be transferred or disclosed in any form to any person or party outside of the personnel identified as participants in the research project identified below.

All confidential information in the form of printouts, correspondence, or other highly sensitive data or reports to be discarded should either be manually or electronically shredded. When there is a question of the confidential nature of information, it is the researcher's responsibility to obtain clarification.

As a reminder, if this agreement is breached, it will be reported to your organization or academic institution and your authorization to use Northfield Public Schools data will be immediately revoked. Your organization or academic institution may also be prohibited from conducting research or providing support for Northfield Public Schools.

I have read the "Data Sharing and Confidentiality Agreement" for the Northfield Public Schools and I agree to adhere fully to these conditions. Failure to do so, I acknowledge, will jeopardize my participation in the following research project and potentially adversely impact my organization or academic institution's ability to conduct research in or provide support for Northfield Public Schools.

Research Project: _____

_____ _____
Researcher's Printed Name Date

_____
Researcher's Signature

Northfield PUBLIC SCHOOLS

DISTRICT OFFICE
201 Orchard Street South
Northfield, MN 55057
PH 507.663.0600 • Fax 507.663.0611
www.northfieldschools.org

NORTHFIELD PUBLIC SCHOOLS NO. ISD 659

Request to Conduct Research in District No. 659

Name _____

Address _____

City/State/Zip Code _____

Telephone number _____

Title of research project _____

Research institution _____

School(s) or populations being studied _____

_____

Anticipated beginning date_____ Ending Date _____

On a separate sheet of paper, describe:

- Purpose of research
- Planned use of results
- Your qualifications
- How the rights and privacy of human subjects will be protected
- How the research will benefit District 659 and/or will contribute to the advancement of education in general

_____ _____
Signature Date

Date Request Received _____ Request Approved _____

Rationale _____

_____

_____

_____

_____ _____
Signature of Superintendent Date

cc: Superintendent
Principal(s) affected

Policy 521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

In alignment with statute, the district's strategic commitment to equity, and its vision to prepare every student for lifelong success, this policy protects students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education in Northfield Public Schools.

II. GENERAL STATEMENT OF POLICY

A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.

B. The responsibility of the district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:

1. Has a physical or mental impairment that substantially limits one or more major life activities, including learning, or;
2. Has a record of such impairment, or;
3. Is regarded as having such impairment, or;
4. Has an impairment that is episodic or in remission and would materially limit a major life activity when active.

D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

E. Failure to engage in the process to determine if a reasonable accommodation exists that would allow people with disabilities as defined in Minnesota Statutes, section 363A.03, subdivision 12, to participate fully in education may be an unfair discriminatory practice under the Minnesota Human Rights Act.

III. COORDINATOR

Persons who have questions, comments, or complaints should contact the Director of Special Services regarding grievances or hearing requests regarding disability issues. This person is the district's ADA/504 coordinator.

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

Legal References: Minn. Stat. § 363A.03, Subd. 12 (Definitions)
Minn. Stat. § 363A.02, Subd. 1 (Public Policy)
42 U.S.C. Ch. 126 (Equal Opportunity for Individuals with Disabilities)
29 U.S.C. § 794 *et. seq.* (Rehabilitation Act of 1973, § 504))
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

Procedures for Policy 521 - Student Disability Nondiscrimination

Complaint Procedures Section 504

Northfield Public Schools, in compliance with Section 504 of the Rehabilitation Act of 1973, prohibits discrimination on the basis of a handicapping condition. If any person believes Northfield Public Schools or any of the district's staff have violated the principles and/or regulations of Section 504 of the Rehabilitation Act of 1973, they may bring forward a complaint in accordance with the following procedure. This procedure does not preclude informal solutions or restrict the right of the complainant to file formal complaints with state and federal agencies or to seek private counsel for complaints alleging discrimination at any time.

If discrimination is determined to have occurred, the district will take prompt action to correct any effects of the discrimination and to prevent further occurrences.

Complaint Procedure:
Step 1
The complainant must submit a signed, written Statement of Complaint to the District 504 Coordinator. The Statement of Complaint must fully set out the circumstances giving rise to the alleged complaint and include a statement of the relief sought by the complainant. The Statement of Complaint shall be filed within thirty (30) calendar days of the alleged violation. A Statement of Complaint filed beyond thirty (30) calendar days of the alleged violation may not be considered.

Step 2
The District 504 Coordinator will conduct an investigation of the allegation(s). The parent, student, employee or third party against whom the complaint is alleged will be given full and fair opportunity to present evidence, including witnesses, relevant to the issues raised in the complaint. The investigation will be completed and a written report of findings and recommendations shall be given to the complainant within thirty (30) calendar days of receipt of the Statement of Complaint. If the District 504 Coordinator is the subject of the written complaint, the Superintendent will appoint an impartial investigator who will conduct the investigation.

Step 3
If the complaint is not satisfactorily resolved following Step 2, an appeal may be made in writing to the Superintendent of Schools within five (5) calendar days after receipt of the written findings and recommendations. The Superintendent will review the written findings and recommendations in light of the issues raised by the complainant, and provide the complainant a written decision within ten (10) working days following receipt of the appeal.

If the complaint is not satisfactorily resolved following Step 3, further appeal may be made to the Office of Monitoring and Compliance, Minnesota Department of Education or to the U.S. Office of Civil Rights:

Office of Monitoring and Compliance
MN Department of Education
1500 Hwy 36 West
Roseville, MN 55113

Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661

Procedures for Policy 521 Student Disability Nondiscrimination Complaint

Updated: 2021-2022

NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Policy 522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

I. GENERAL STATEMENT OF POLICY

A. The Northfield School District does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator.

The school district's Title IX Coordinator is:
Noella O'Rourke, 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: norourke@northfieldschools.org

The school district's Alternate Title IX Coordinator is:
Caleb Davidson, Director of Special Services
201 Orchard Street South
Northfield, MN 55057
Phone: 507.645.3410
Email: cdavidson@northfieldschools.org

Questions relating solely to Title IX and its regulations may be referred to the

Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.

B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.

C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

E. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.

F. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.

1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.

G. "Informal resolution" means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.

H. "Relevant questions" and "relevant evidence" are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

I. "Remedies" means actions designed to restore or preserve the complainant's equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.

J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

K. "Sexual harassment" means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:

1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
3. Any instance of sexual assault (as defined in the Clery Act, 20 United States Code section 1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 United States Code section 12291).

L. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of

deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minnesota Statutes section 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.

M. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:

1. "Title IX Coordinator" means an employee of the school district that coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administrating the grievance process.
2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker,

Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, or FERPA's regulations, 34 Code of Federal regulations part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. **Right to an Advisor; Right to a Support Person**

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. **Notice**

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. **Consolidation**

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. **Evidence**

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.

B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.

C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.

D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:

1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:

    a. The school district undertakes an individualized safety and risk analysis;
    b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising

from the allegations of sexual harassment justifies removal of the student-respondent; and

c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

[NOTE: The interrelationship between the Title IX regulations authorizing the emergency removal of student and the Minnesota Pupil Fair Dismissal Act (MPFDA) is unclear at this time. School districts should consult with legal counsel regarding the emergency removal of a student. At a minimum, it is recommended that school districts provide alternative educational services, as defined in the MPFDA, to any student so removed under the Title IX regulations.]

B. **Employee Administrative Leave**

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.

B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.

C. The informal resolution process may not be used to resolve allegations that a

school district employee sexually harassed a student.

D. The school district will not facilitate an information resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:

1. Would not meet the definition of sexual harassment, even if proven;
2. Did not occur in the school district's education program or activity; or
3. Did not occur against a person in the United States.

B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:

1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
2. The respondent is no longer enrolled or employed by the school district; or
3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.

C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.

D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

[NOTE: For example, school districts are reminded of the obligation under Minnesota Statutes section 122A.20, subdivision 2, to make a mandatory report to the Minnesota Professional Educator Licensing and Standards Board

concerning any teacher who resigns during the course of an investigation of misconduct.]

IX. INVESTIGATION OF A FORMAL COMPLAINT

A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.

B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.

C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.

D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.

E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.

B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.

C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:

2. Identification of the allegations potentially constituting sexual harassment;
3. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
4. Findings of fact supporting the determination;
5. Conclusions regarding the application of the school district's code of conduct to the facts;
6. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
7. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.

E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.

F. The written determination of responsibility must be provided to the parties simultaneously.

G. The Title IX Coordinator is responsible for the effective implementation of any remedies.

H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:

8. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
9. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
10. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.

D. The written decision describing the result of the appeal must be provided simultaneously to the parties.

E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its

implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.

C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:

1. The Title IX definition of sexual harassment;
2. The scope of the school district's education program or activity;
3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.

B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.

C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.

B. The school district shall conspicuously post the name of the Title IX Coordinator,

including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.

C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.

B. The school district must also maintain for a period of seven calendar years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

Policy 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Adopted: 08/28/06; Updated: 09.14.2020; Reviewed: 03.24.2022; Non-Substantive Update: 10.03.2022, 07.13.2026.

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

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act")

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Policy 524.2 ACCEPTABLE USE AND SAFETY OF TECHNOLOGY AND TELECOMMUNICATION SYSTEMS BY STUDENTS

I. PURPOSE

To prepare every student for lifelong success, the Northfield School District provides technology and telecommunications resources for district students to equitably support and enhance student learning so they can become critical thinkers who are curious and ready to engage in our society. Access to and use of technology resources for students and employees is a fundamental part of education. This policy covers district student use of all technology and telecommunications resources in the district. The purpose of this policy is to govern and guide the appropriate use of these resources as we prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.

II. GENERAL STATEMENT OF POLICY

The district provides students with access to computers and peripherals, district networks, on campus and hotspot Internet access, software applications and other technology services in order to support and enhance student learning and to prepare them for work and life.

III. ACCEPTABLE/UNACCEPTABLE USES

A. Each student shall act responsibly when utilizing technology resources.

1. The use of the school district networks/computers/peripherals and internet/software applications and systems is a privilege that can be revoked at any time for abusive behavior. All activity and utilization of district technology resources must comply with Student Citizenship Handbook and school board policies.

2. While not an exhaustive list, students will not:
   - Use district technology resources to access, review, display, store, upload, download, distribute, post, receive, transmit, or print pornographic, obscene or sexually explicit materials or language, or other visual depictions that are harmful to minors.
   - Use district technology resources to access, display, store, upload, download, distribute or print materials that advocate violence, harassment or discrimination (hate literature) or are disruptive in any way.
   - Send abusive, intimidating, harassing, or unwanted material causing the work of others to be disrupted.
   - Use the district technology resources to vandalize, damage or disable the property of another person, will not make deliberate attempts to degrade, vandalize or disrupt equipment, software, or

system performance, will not violate the network's security in any way, and will not use the district network/Internet/email system in any way so as to disrupt the use of the system by other users.

- Use district technology resources to gain unauthorized access to resources, passwords, accounts, information or files without direct permission from the district.
- Use district technology resources to violate copyright laws, download or pirate software or plagiarize information, or engage in any illegal act or violate any local, state, or federal statute or law.
- Send or forward unnecessary or frivolous emails or messages in any quantity to other users of the district email system or other digital applications. Transmission of chain letters and pyramid schemes is strictly prohibited.
- Use district technology resources for commercial purposes, political lobbying or solicitation of any kind.
- Use non-district owned equipment or devices to access networks and file servers that require district-provided credentials.
- Use district technology resources to communicate under a false name or designation or a name or designation they are not authorized to use, including instances in conjunction with representing that they are somehow acting on behalf of or under the auspices of the district.
- Use the name "Northfield Public Schools" in any form or use any symbol or logo or graphic used by Northfield Schools without the district's prior consent.
- Utilize the district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as Facebook, Twitter, Instagram, Snapchat, TikTok, Reddit, and similar websites or applications.
- Use district technology resources to access, download, or use a school district website, application, software, program, or other service to (1) nudify an image or video; or (2) nudify an image or video on behalf of a user. "Identifiable individual" means a person that is identifiable (1) from the image itself, by the person depicted in the image, or by another person; or (2) from personal information displayed in connection with the image. "Intimate part" has the meaning given in Minnesota Statutes, section 609.341, subdivision 5. "Nudify" or "nudified" means the process by which: (1) an image or video is altered or generated to depict an intimate part not depicted in an original unaltered image or video of an identifiable individual; and (2) the altered or generated image or video is so realistic that a reasonable person would believe that the intimate part belongs to the identifiable individual.

3. Students will use electronic information resources in compliance with all existing school board policies. Non-district owned equipment may access

district guest networks but must comply with district policy and procedures.

B. Each student shall respect private passwords, copyright and other intellectual property rights.

1. Copying of data, files or using passwords belonging to others will be considered a violation of district policies, a violation of law, and may constitute fraud, plagiarism or theft.
2. Software licensed by the district must only be used in accordance with applicable license specifications and agreements. Illegal copying and/or installing of software on district computers is strictly prohibited. Illegal copying and/or installing of district licensed software on personal devices is strictly prohibited.
3. Modifying or damaging information without authorization including but not limited to altering data, introducing viruses or damaging files or data is unethical and a violation of district policies.

C. Each student shall abide by security restrictions on all systems and information.

1. Distributing or making your password or another person's password or access code available to others or otherwise attempting to evade, disable or "crack" passwords, desktop security systems, or other security precautions, or assisting others in doing so threatens work, privacy and the integrity of district information, and is a serious violation of district policy.
2. Attempts to "bypass" virus protection software on workstations or servers are violations of district security procedures.
3. Software or applications are generally installed by District technology services staff. Software or applications may only be installed by students with specific permission from the district.

D. Each student shall recognize limitations to privacy and use of electronic communications. Employees, staff and students do not own district technology and telecommunications equipment or software. The district reserves the right to access user files at any time to protect the integrity of the systems and property of the district.

1. The district may examine or make copies of files that are suspected of misuse, or that have been corrupted or damaged. Files may be subject to search by law enforcement agencies if files contain information, which may be used as evidence in a court of law.
2. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or district policy. The district will cooperate fully with local, state and federal authorities in any investigation concerning or

related to any illegal activities and activities not in compliance with district policies.

E. Each student shall be aware that data and other materials in files maintained on district property or hosted solutions licensed by the district may be subject to review, disclosure or discovery under State and Federal legislation, including the Minnesota Government Data Practices Act.

1. The district can and will monitor the online activities of all employees and students, and employ "filtering" protection measures during any use by employees and/or students. The "filtering" measures are intended to block Internet sites that contain violent, obscene, pornographic or sexually explicit materials. The district will comply with any and all state and federal requirements around Internet filtering for student use. The use of this software does not guarantee that students or staff will not be able to obtain objectionable or pornographic materials over the Internet, but the chances have been minimized.
2. It is mandatory that staff closely monitor and supervise student use of the Internet and all other technology resources at school to ensure appropriate, educational use.

F. The district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the internet when off district premises also may be in violation of this policy as well as other district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the district receives a report of an unacceptable use originating from a non-school computer or resource, the district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the district computer system and the internet and discipline under other appropriate district policies, including suspension, expulsion, exclusion, or termination of employment.

IV. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

Outside of school, parents are responsible for monitoring their student's use of the district system and of the Internet if the student is accessing the district system from home or a remote location.

Parents have the right at any time to investigate or review the contents of their child's files and email files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.

V. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

A. "Technology provider" means a person who:

1. Contracts with the district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use.

2. Creates, receives, or maintains educational data pursuant or incidental to a contract with the district.

B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

C. Within 30 days of the start of each school year, the district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. Identify each curriculum, testing, or assessment technology provider with access to educational data.

2. Identify the educational data affected by the curriculum, testing, or assessment technology provider contract.

3. Include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

D. The district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

E. A contract between a technology provider and the district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:

1. The technology provider's employees or contractors have access to educational data only if authorized.

2. The technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

VI. SCHOOL-ISSUED DEVICES

A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

B. Except as provided in paragraph C, the district or a technology provider must not electronically access or monitor:

1. Any location-tracking feature of a school-issued device.

2. Any audio or visual receiving, transmitting, or recording feature of a school-issued device., or

3. Student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:

1. The activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by district employees, student teachers, staff contracted by the district, a vendor, or the Minnesota Department of Education, and notice is provided in advance.

2. The activity is permitted under a judicial warrant.

3. The district is notified or becomes aware that the device is missing or stolen.

4. The activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose.

5. The activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031, or

6. The activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

VII. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

VIII. CELL PHONE USE

The board directs the superintendent and district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

Policy 524.2 Use of Technology and Telecommunications Systems by Students
Adopted: 04.13.1998; Updated: 07.19.2001, 05.10.2004, 06.10.2013, 03.09.2020, 09.27.2021; Statutory Update: 02.14.2022, 11.14.2022, 11.25.2024, 09.28.2026

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Minn. Stat. § 325E.91 (Prohibition on Nudification Technology)
Minn. Stat. § 609.341, Subd. 5 (Definitions)
15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act)
17 U.S.C. § 101 et seq. (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S., 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton
R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 625 (Responsible Use of Artificial Intelligence)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Northfield PUBLIC SCHOOLS

iPad Loan Agreement

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iPad Procedures and Information

Haga clic aquí para ver este acuerdo en Español.

Updated 5/11/21

Purpose

The purpose of iPad use for students in the Northfield Public Schools is to personalize learning, provide equity in the access of technology for students, and to offer immediate access to educational materials.

We believe that access to technology has the ability to increase student engagement, creativity, collaboration, and academic achievement. Providing mobile technology to students is an important step in personalizing learning. We expect students to:

- use district-provided iPads as a tool for learning.
- accelerate your knowledge and application of academic and creative pursuits.
- use district-provided iPads to demonstrate mastery of academic and artistic concepts.
- take care of district-provided iPads - keeping them clean and secure.
- use district-provided iPads responsibly and respectfully in accordance with Policy 524-2: Use of Technology and Telecommunications Systems by Students.

This document provides information about the use and care of your iPad.

Receiving Your iPad

iPads will be distributed to students as determined by each school. All families have the option to purchase the iPad Protection Plan, which is detailed below. In some cases, an Apple ID will be required to redeem texts provided by Northfield Public Schools. In compliance with the Children's Online Privacy Protection Act, no students under the age of 13 will be asked to create an Apple ID.

iPad Return/Fines

Individual school iPads and accessories must be returned to the Media Center in which the student is enrolled as requested by the District or school.. Students who graduate early, withdraw, or terminate enrollment within Northfield Public Schools for any other reason must return their individual school iPad on the date of termination.

If a student fails to return the iPad and accessories (case, cord, etc.) as requested by the District or school, or upon termination of enrollment within Northfield Public Schools, that student or his/her parent/guardian will be subject to criminal prosecution or civil liability. The student or parent/guardian will also pay the replacement cost of the iPad. Failure to return the iPad may result in a theft report being filed with the Police Department.

Furthermore, students will be responsible for any damage to the iPad, consistent with the District's iPad Protection plan and must return the iPad and accessories to the Media Center in satisfactory condition.

Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Media Center for an evaluation of the equipment as soon as possible.

2.1 General Precautions

- The iPad is school property and all users will follow Policy 524.2 - Use of Technology and Telecommunications Systems By Students within Northfield Public Schools.
- Only use a clean, soft cloth to clean the screen.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, labels, or any other physical alterations that are not the property of Northfield Public Schools.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- iPads must never be left in a location susceptible to extreme cold or hot weather.
- iPads must be handled with care at all times to minimize jostling or any force against them, including while stored in backpacks or other bags.
- Students are responsible for keeping their iPad's battery charged for school each day.
- iPads that are stolen must be reported immediately to the Principal's Office and the Police Department.

2.2 Protective Case

- The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.
- The protective case is not waterproof and will not protect iPads from excessive pressure/weight or blunt force against them.
- iPads should always be within the protective case provided by the District.
- The iPad Protection Plan is void if student iPads are removed from the protective case or if the case is damaged to a point that it doesn't adequately protect an iPad.

2.3 Screen Care

- The iPad screens can be damaged if subjected to rough treatment.
- The screens are particularly sensitive to damage from excessive pressure.
- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen (keep this in mind when placing your iPad in your backpack).
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the iPad against lockers, walls, or car.

Using Your iPad At School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to all classes and having it charged and ready for use.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for completing coursework as if they had their iPad present.

3.2 iPad Undergoing Repair

If student iPads require repair, they will be issued another iPad to be used with their existing case and charging cable. The repaired iPad will be placed back into inventory and circulation upon return from repair.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day adequately charged to work throughout the school day. Students need to charge their iPads each evening by plugging them into an electrical outlet only. *Do not charge the iPads from a computer port.*

3.4 Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

Sound must be muted at all times or used with personal headphones unless permission is obtained from the teacher for instructional purposes.

See Section 5.2 regarding Additional Software below for more information about adding content to District iPads.

3.6 Home Internet Access

Students are allowed to access wireless networks on their iPads. This will assist them with iPad use while away from school. However, District policy 524.2: Use of Technology and Telecommunications Systems By Students must be followed while away from school.

Managing Your Files & Saving Your Work

4.1 Saving to the iPad/Home Directory/Submitting Work

Email: Most iPad productivity apps support the ability to open and email word processing documents, presentations, spreadsheets, PDFs, images, or other common file types. Students and teachers can exchange course-related files through their District-provided email, Google Drive sharing, and learning management platforms such as Seesaw and Schoology.

Cloud-Based Services: Students may also have the option to utilize any number of free cloud-based options such as Google Drive. The District will allow the use of such services by students on their iPads, but the District cannot be held responsible for the support of personal, non-District provided services or the data that students may store on these services. Students must backup their work to prevent loss of data.

4.2 Network Connectivity

Northfield Public Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

iPad Applications

5.1 District Installed Software

The software/apps installed by Northfield Public Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software

Access to the iTunes and App Stores may be limited by the District. Apps installed on District iPads must be approved and

provisioned by a member of the Northfield Public Schools' Technology Department or building designee and installed through the District's mobile device management system.

Students and families may request additional applications and install apps as needed for the purpose of customizing their learning experience if granted approval to do so. Students are not permitted to connect their iPads to any computers.

5.3 Circumvention of Managed Settings

All student iPads are provisioned by the Technology department for the purposes of initializing and managing all iPads in a secure and organized fashion. Any attempts by students to circumvent any District management settings through software restoration or jailbreaking will result in the confiscation of the iPad, disciplinary action, and voiding of the iPad Projection Plan if actions cause damage to the device. District personnel will be alerted when a student circumvents the original managed settings. Students or their families will be liable for any damage to District iPads caused in an effort to circumvent management settings.

5.4 Inspection

Students may be selected at random, at any time, to provide their iPad for inspection.

5.5 Procedure for Re-Loading Software

If technical difficulties occur, the iPad will be restored from backup whenever possible. The school does not accept responsibility for the loss of any software or documents deleted due to a re-formatting.

5.6 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

Acceptable Use

The use of Northfield Public Schools technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendable by students to people or groups outside the District and terminates when a student is no longer enrolled in Northfield Public Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this document, as well as District policy 524.2: Use of Technology and Telecommunications Systems By Students , privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Northfield Public Schools' Student Citizenship Handbook shall be applied to all student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Parents/guardians may access content on their students' District-provided iPads at any time.

Talk to your student about values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, radio, social media, and media streaming services.

Please see attached detailed Parent/Guardian Responsibilities

6.2 School Responsibilities are to:

- Provide internet and access age appropriate learning tools at school to its students.
- Provide internet blocking of inappropriate materials as able. (Parents can also set internet controls at home).
- Provide network or cloud-based data storage areas. These will be treated similar to school lockers. Northfield Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via school district-owned equipment and services and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and to help ensure student compliance of District policy 524.2:

Use of Technology and Telecommunications Systems By Students

6.3 Student Responsibilities are to:

- Use iPads in a responsible and ethical manner.
- Obey general school expectations concerning behavior and communication that applies to iPad use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Northfield Public Schools' designated internet system is at your own risk. Northfield Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help Northfield Public Schools protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Turn off and secure their iPad after they are done working to protect their work and information.
- Make a teacher (at school) or parent/guardian (at home) aware immediately in the event that any email is received or content encountered that contains inappropriate or abusive language.
- Return their iPad to the media center according to the iPad Return guidelines set forth in this document..

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of managed iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Restoring or jailbreaking iPad.
- Downloading unauthorized apps.
- Spamming (sending mass or inappropriate emails or messages).
- Gaining access to other students' accounts, files, and/or data.
- Exchanging iPads and/or switching iPad identification labels to conceal fault of damage.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications through social media or other Internet-based tools.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing Northfield Public Schools' content filter through a web proxy or VPN.

Student Citizenship Handbook

The Northfield School District Student Citizenship Handbook addresses the manner in which students are expected to act. Students are expected to use their iPads in a manner that aligns with the expectations of the Student Citizenship handbook.

Use of Technology and Telecommunications Systems By Students

The District requires that students use of all electronic devices is in accordance with Policy 524.2 that focuses on use of Technology and Telecommunications Systems by Students.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of Northfield Public Schools' Student Citizenship Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, videos, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to District disciplinary procedures. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

Protecting and Storing Your iPad

7.1 iPad Identification

Student iPads can be identified in the following ways:

- Record of serial number and/or District asset tag number.
- Enrollment of iPads with the District's Mobile Device Management system.

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their locked lockers. Nothing should be placed on top of the iPad when stored in the locker. Students should take their iPads home everyday after school, regardless of whether or not they are needed. iPads should not be stored in a vehicle at school or at home.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, media center, unlocked classrooms, gymnasiums, auditorium, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the media center.

Repairing/Replacing Your iPad

8.1 iPad Protection Plan

Northfield Public Schools recognizes that with the use of student technology, there is a need to protect the investment by both the District and families. The annual iPad Protection Plan Cost is $20.00 per device and will be due upon receipt of your student's iPad. The iPad insurance cost will be capped at $100.00 for families with multiple students attending school in the District. iPad insurance coverage will be provided by the school district for families that qualify for free and reduced lunch at a reduced rate ($15 for students qualifying for reduced price lunch and $10 for those students who qualify for free lunch.)

The iPad Protection Plan will provide insurance coverage for accidental damage (drops/spills), cracked screens, theft, vandalism caused by others, fire, flood, natural disasters, and power surges due to lightning. The payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. Students or families will be accountable for a deductible fee for multiple damaged iPads for an individual student within any single year. This includes accidental breakage or theft of multiple iPads. Students or their parent/guardian will be assessed an iPad Protection Plan fee as follows for accidental damage or theft:

- First occurrence: No additional fee
- Second occurrence: $25
- Third occurrence: $50
- Any additional occurrence: Full cost of repair or device replacement

All insurance claims must be reported to the media center of your student's school. In case of theft or other criminal acts, a police report, or fire report in the case of fire, MUST be filed for the protection coverage to be utilized. A copy of the police/fire report must be provided to the Principal's Office.

INTENTIONAL DAMAGE: Students/families are responsible for full payment of intentional damages to iPads and/or the protective cases provided by the District.

The School District iPad Protection Plan DOES NOT cover repair or replacement costs for district-provided protective cases, Logitech Crayons, charging cords and bricks (unless manufacturer defective), or damage to the iPad caused by situations outside of the iPad Use Agreement including:

- Intentional damage
- Loss of District iPad
- Theft of District iPad left in an unsupervised area
- Damage caused to an iPad in an effort to modify hardware or software of the device
- Damage caused to an iPad outside of the District-provided protective case

Living Document

Technology evolves rapidly. As a result, the Northfield Public Schools reserve the right to make changes to this document as needed, using District policy 524.2: Use of Technology and Telecommunications Systems By Students and the District Student Citizenship Handbook as its guide. The District reserves the right for administrators and teachers to use their best judgment in addressing situations not specifically covered in this agreement or by the Student Citizenship Handbook.

Parent Guide

Digital safety is of the utmost importance. Intentional, frequent discussions with your student of any age, are necessary and allow you to be proactive in protecting your student and further educating him/her. Experts warn that students are most vulnerable to online dangers while at home. Please note the following suggestions as they might be of assistance in further educating your student about appropriate use of technology including the iPad and home Internet use.

Beyond school, parents must take responsibility for their student's use of technology and the Internet in alignment with the Northfield Public Schools Policy 524.2 governing the use of Telecommunications and Technology by students and the District's Student Citizenship Handbook. While the District has purchased filtering software that will be enforced on the school's network, filtering does not take the place of quality supervision. As a parent, you are responsible for monitoring your student's use of District-provided educational technology. This includes Internet use at home or any other remote location outside of school.

Set Expectations

Regularly share your expectations with your student about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Understand that your student's use of many technologies (such as computers, iPods, video game systems, and cell phones) likely gives your student the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

Monitor & Limit Screen Time

Experts suggest having students surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your student is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your student learn to focus on completing tasks or assignments prior to engaging in other Internet activities. Teaching today's students how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

Put the iPad to Bed, But Not in the Bedroom

Parenting experts suggest parking all technology devices, from cell phones to iPads, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your student to sleep with the iPad. Remember to model appropriate use and balance of technology in your own life as well.

Family Media Use Agreements

The following links will take you to some useful Family Media Agreements provided by Common Sense Media.

You will need to sign up for an account with Common Sense Media to access the Family Media Agreements, which you can do from

this link: https://www.commonsensemedia.org/research/technology-addiction-concern-controversy-and-finding-balance/resources.

Here are some additional things to review with your student:

- Anything they do or post online creates a digital record, often called a "Digital Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted elsewhere.
- A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Set up some sort of test question to frequently ask your student, such as "Would Grandma approve?"
- "Friends" aren't always who they say they are. Encourage your student to only be friends online with friends they know in person. Never give access to personal information to people met online.
- Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your student how easy it is for someone to find you based on what you post online.
- Regularly check your student's privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your student's photos, contact information, interests, and possibly even cell phone GPS location could be shared with others using the platform.
- Cyberbullying (threatening or harassing another individual through technology) is a growing concern for today's youth. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Talk with your student about not partaking in this behavior and encourage her/him to report incidents of cyberbullying to an adult.

More helpful websites with Internet safety tips for parents:

Common Sense Media www.CommonSenseMedia.org

Net Cetera: Chatting with Kids About Being Online Federal Trade Commission (FTC) guide

http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec04.pdf

Additional Information Sources:
Gibbon, Fairfax, Winthrop School District, MN
North Shore Central School District, NY

iPad Loan Agreement courtesy of Farmington Public Schools
Parent Guide Courtesy of Minnetonka Public Schools via the Farmington Public Schools

Student/Parent Pledge for iPad Use

Parent

1. I agree to monitor my student's Internet usage outside of school.

Student/Parent

1. I will never leave my iPad unattended.
2. I will never loan out my iPad to other individuals.
3. I will know where my iPad is at all times.
4. I will bring my iPad to school each day, adequately charged.
5. I will keep food and beverages away from my iPad since they may cause damage to the device.
6. I will not disassemble any part of my iPad or attempt any repairs.
7. I will protect my iPad by only carrying it while in the case provided.
8. I will use my iPad in ways that are appropriate and meet all of the expectations of the Northfield Public Schools.
9. I will not write on my iPad with a marker or other writing device. I will not deface the serial number iPad sticker on any iPad.
10. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Northfield Public Schools.
11. I will follow the policies and procedures outlined in the iPad User Agreement and the District Acceptable Use Policies.
12. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the District iPad, case, and power cord in good working condition to my school Media Center as outlined in the iPad Loan Agreement..

I agree to the stipulations set forth in the above documents including the iPad Loan Agreement, Procedures, and Information; the Student Citizenship Handbook; District Policy 524.2; iPad Protection Plan; and the Student Pledge for iPad Use.

Individual school iPads and accessories must be returned to the school. Students who graduate early, withdraw, or terminate enrollment for any other reason must return their individual school iPad on the date of termination.

Acuerdo de préstamo del iPad

Procedimientos e información del iPad

Actualizado 11/5/21

Objetivo

El objetivo de que los estudiantes usen los iPad en las escuelas públicas de Northfield es para poder personalizar el aprendizaje, ofrecer igualdad en el acceso a la tecnología para todos los estudiantes y ofrecer un acceso inmediato a los materiales educacionales.

Creemos que el acceso a la tecnología proporciona la capacidad para aumentar la participación de los estudiantes, la creatividad y el éxito académico. Ofrecer tecnología móvil a los estudiantes es un paso importante para personalizar su aprendizaje. Esperamos que los estudiantes:

- Use iPads provistos por el distrito como una herramienta para el aprendizaje.
- Le ayude a mejorar sus conocimientos y cómo utilizarlos para sus metas académicas y creativas.
- Use iPads provistos por el distrito para demostrar su dominio de los conceptos académicos y artísticos.
- Cuida de los iPads provistos por el distrito por mantenerlos limpios y seguros.
- Use los iPads provistos por el distrito responsablemente y según la política del distrito: Policy 524-2: Use of Technology and Telecommunications Systems by Students.

Este documento le dará información sobre cómo usar y cuidar su iPad.

Recibir su iPad

Los iPads se distribuirán a los estudiantes en una manera establecida por cada escuela. Todas las familias tienen la opción de comprar el plan de protección de los iPads que se describe con detalle abajo. En algunos casos, una Apple ID se requerirá para canjear los textos proveídos por las escuelas públicas de Northfield. Conforme a la ley de protección de la privacidad en línea de niños, los alumnos menores de 13 años no tendrán que crear una Apple ID. Una Apple ID administrado por el distrito escolar puede ser provista y requerida para uso en los iPads de los estudiantes.

Devolución del iPad/Multas

Los iPads y sus accesorios deberán ser devueltos al Media Center de la escuela en la que su hijo/a esté matriculado/a como pedido por el Distrito o la escuela. Los estudiantes que se gradúen temprano, dejen la escuela o no sigan en las escuelas públicas de Northfield, cualquiera que sea la razón, deberán devolver sus iPads al final de su inscripción y asistencia a la escuela.

Si un/a estudiante no devuelve su iPad y sus accesorios (funda, cable, etc.) como pedido por el Distrito o la escuela o cuando termine su matrícula en una de las escuelas públicas de Northfield, el/la estudiante o su padre, madre o tutor/a sufrirá un proceso penal y responsabilidad civil. El/la estudiante o su padre, madre o tutor/a también deberá pagar por un nuevo iPad. No devolver el iPad puede resultar que se hará una denuncia por robo a la policía.

Además, los estudiantes serán responsables por cualquier desperfecto o daño causado al iPad, de acuerdo al plan de protección de los iPad del distrito y deben devolver los iPad y sus accesorios al Media Center en buenas condiciones.

Cómo cuidar su iPad

Los estudiantes son responsables del cuidado general del iPad que les presta la escuela. Los iPads que estén rotos o no funcionen bien deben llevarlos al Media Center para que se pueda evaluar el equipo.

2.1 Precauciones generales

- El iPad es propiedad de la escuela y todos los usuarios deben seguir las normas, Policy 524.2 - Sobre el uso de los sistemas de tecnología y telecomunicaciones por parte de los estudiantes en las escuelas públicas de Northfield.
- Sólo usen un trozo de tela limpia y suave para limpiar la pantalla.
- Los cables los deben poner en el iPad con cuidado para evitar causar daños a su iPad.
- Los iPads no deben tener nada escrito, dibujos, pegatinas (stickers), etiquetas u otras alteraciones que no sean propiedad de las escuelas públicas de Northfield.
- Los iPads nunca se deben dejar en una casilla abierta (locker), en un coche sin cerrar o en otra zona no supervisada.
- Los iPads nunca se pueden dejar en un lugar en el que haga demasiado frío o demasiado calor.
- Los estudiantes son responsables de que la batería de los iPads esté cargada para cada día de escuela.
- Los iPads necesitan ser tratado con cuidado siempre para reducir atropello o cualquier fuerza contra ellos, incluso mientras están guardados en las mochilas u otras bolsas.
- Si les roban el iPad deben informar inmediatamente a la oficina del director o directora de la escuela y al departamento de policía.

2.2 Cómo llevar los iPads

- La funda protectora que se les da con el iPad tiene suficiente relleno para proteger el iPad en su uso normal y es un buen método para llevar el iPad por la escuela.
- La funda protectora no es impermeable y no protegerá al iPad de la presión o el peso excesivo o una fuerza excesiva contra el iPad.
- Los iPads siempre deben estar dentro de la funda protectora que les da el distrito con el iPad.
- El plan de protección de los iPads es inválido si los iPads se quiten de la funda protectora o si la funda protectora esté dañado hasta no proteger un iPad suficientemente.

2.3 Cuidado de la pantalla

- Las pantallas de los iPads se pueden dañar si se las trata sin cuidado.
- Las pantallas son especialmente sensibles al daño que se produce por apretar con demasiada fuerza en la pantalla.
- No se apoye encima del iPad.
- No coloque nada cerca del iPad que pueda poner presión en la pantalla (tengan esto en cuenta cuando pongan el iPad en su mochila).
- No pongan nada en la funda protectora que presione la tapa.
- Limpien la pantalla con una tela suave y seca o con una tela especial que no crea electricidad.
- No le den golpes al iPad contra las casillas (lockers), paredes, o el coche.

Cómo deben usar su iPad en la escuela

Los iPads se deben usar en la escuela cada día. Además del uso que hagan los maestros del iPad, también se podrán consultar en los iPads mensajes, anuncios, calendarios y horarios. Los estudiantes son responsables por llevar su iPad a todas sus clases y deben tenerlo cargado y listo para usar.

3.1 Si se dejan el iPad en casa

Si los estudiantes se dejan el iPad en casa, son responsables de terminar su trabajo para la escuela como si tuvieran su iPad con ellos en la escuela.

3.2 Mientras reparan el iPad

Si los iPads de los estudiantes requieren reparación, ellos recibirán otro iPad que será utilizado con la funda protectora y cable de carga existentes. El iPad reparado se volverá al inventario y se pondrá en circulación al volver de la reparación.

3.3 Cargar la batería del iPad

Los iPads se deben llevar a la escuela cada día con la batería cargada para poder trabajar en la escuela todo el día. Los estudiantes necesitan cargar las baterías de sus iPads cada noche en casa con el cable enchufado sólo a la electricidad. *No intenten recargar la batería del iPad desde una computadora.*

3.4 Salvapantallas/Fotos del fondo

No se pueden usar ni fotos ni imágenes inapropiadas para el salvapantallas o para las fotos del fondo.

Si las imágenes son de armas, pistolas, material pornográfico, lenguaje inapropiado, alcohol, drogas, símbolos o fotos relacionados con pandillas los estudiantes recibirán una medida disciplinaria.

3.5 Sonido, música, juegos o programas

El sonido debe estar apagado todo el tiempo o usado con audífonos personales a no ser que para una clase el maestro o la maestra les den permiso a los estudiantes para poner el sonido.

Todos los Apps instalados en los iPads para los estudiantes de K-8 deben ser aprobados e instalados por

un miembro del departamento de tecnología de las escuelas públicas de Northfield o alguien encargado de cada escuela que puede hacer ese servicio.

Los estudiantes de los grados 9 a 12 y sus familias que tengan su propio ID de Apple, pueden instalar en los iPads del distrito los apps que necesiten con la meta de personalizar su experiencia de aprendizaje.

3.6 Acceso a Internet desde casa

Los estudiantes pueden acceder a redes wireless en sus iPads. Esto les puede ayudar a que usen sus iPads fuera de la escuela. Pero las normas sobre uso de tecnología, District policy 524.2: Use of Technology and Telecommunications Systems By Students se deben seguir también cuando estén fuera de la escuela.

Organizar los archivos y guardar sus trabajos

4.1 Guardar en el iPad/directorio principal (Home Directory)/entregar trabajos

Email: Casi todos los apps en el iPad tienen la capacidad de abrir y enviar correos electrónicos (emails) con documentos, presentaciones, hojas de cálculo, PDFs, imágenes y otros archivos de uso común. Los estudiantes y los maestros pueden intercambiar archivos relacionados con las clases a través del email que proporciona el distrito, compartir por Google Drive, o los sistemas de aprendizaje como Seesaw y Schoology.

Servicios del tipo “Cloud”: Los estudiantes también pueden tener la opción de acceder a servicios gratis del tipo cloud como por ejemplo, Google Drive. El distrito permitirá el uso de esos servicios por parte de los estudiantes en sus iPads, pero el distrito no se hace responsable del apoyo de estos servicios personales, no proporcionados por el distrito o de los archivos y datos que los estudiantes archiven en esos servicios. Los estudiantes necesitan hacer una copia de respaldo de sus tareas para prevenir la pérdida de los datos.

4.2 Conexión a la red

Las escuelas públicas de Northfield no pueden garantizar que su red funcione el 100% de las veces. En aquellos casos raros en los que la red no funcione, el distrito no es responsable de la información, datos o archivos que se puedan perder o desaparecer.

Las aplicaciones del iPad

5.1 El software instalado originalmente

El software/apps que el distrito de las escuelas públicas de Northfield instalen al principio deben seguir en el iPad para poder utilizarse y para poder acceder a ellos en todo momento. De vez en cuando la escuela puede añadir nuevas aplicaciones para que se puedan usar en un curso específico. Se harán inspecciones de los iPads de vez en cuando para asegurar que los estudiantes no han quitado apps que son necesarios.

5.2 Software adicional

Todos los apps que proporciona el distrito se distribuirán a través de una distribución de apps segura que va a actuar como puente entre los iPads y la tienda de Apps de Apple. Los estudiantes podrán obtener (download) apps de este modo directamente en sus iPads.

Los estudiantes y sus familias pueden pedir aplicaciones adicionales e instalarlas como sea necesario para el propósito de personalizar su experiencia de aprendizaje si reciben aprobación para hacerlo. No está permitido que los estudiantes conecten sus iPads a computadoras.

5.3 No seguir la configuración obligatoria

Todos los iPads de los estudiantes vienen organizados desde el departamento de tecnología con una serie de configuraciones que facilitan el iniciar los iPads y su uso de una forma segura y organizada. Cualquier intento por parte de los estudiantes de cambiar la configuración obligatoria del distrito a través de restaurar cierto software o evitar la configuración llevará a confiscar el iPad, una respuesta disciplinaria y anulará el plan de protección de los iPads si las acciones de el/la estudiante causan daño al iPad. El personal del distrito sabrá en todo momento si un/a estudiante ha intentado cambiar la configuración inicial (managed settings).

5.4 Inspección

Los estudiantes pueden ser elegidos al azar en cualquier momento para que se inspeccione su iPad.

5.5 Procedimiento de reformatear el iPad

En el caso de que haya dificultades técnicas, el iPad se podría restaurar. En ese caso, la escuela no tendrá responsabilidad alguna en la pérdida de programas o archivos que se puedan borrar durante el proceso de reformatear el iPad.

5.6 Puesta al día de programas (Software Upgrades)

De vez en cuando se podrán poner al día ciertos programas/apps. Los estudiantes deberán estar dispuestos a dejar que se les hagan estas puestas al día a sus iPads.

Uso aceptable

El uso de los recursos tecnológicos de las escuelas públicas de Northfield es un privilegio, no un derecho. El privilegio de usar los recursos tecnológicos que ofrece el distrito no se puede transferir u ofrecer por los estudiantes a gente o grupos que no pertenezcan al distrito y se acaba cuando los estudiantes ya no están matriculados en las escuelas públicas de Northfield. Esta norma se hace para asegurarse de que todos los usuarios conocen las responsabilidades asociadas con un uso eficiente, ético y legal de los recursos tecnológicos. Si una persona infringe cualquiera de los términos y condiciones para el uso de los iPads contenidos en este documento, así como la norma del distrito District policy 524.2: Use of Technology and Telecommunications Systems By Students, los privilegios para seguir usando los iPads pueden ser revocados y terminados, el acceso a los recursos tecnológicos del distrito podría serle negado y se seguiría la acción disciplinaria necesaria. Se aplica el libro de normas de las escuelas públicas de Northfield Student Citizenship Handbook en todas las infracciones de

los estudiantes. Las violaciones de las condiciones de uso podrían provocar acciones disciplinarias que podrían llevar a la suspensión/expulsión de los estudiantes. Si fuera necesario las fuerzas del orden, como la policía, podrían tener que intervenir.

6.1 Las responsabilidades de los padres, madres/tutores

Los padres, madres y tutores de estudiantes pueden revisar el contenido de los iPads provistos del distrito para sus estudiantes en cualquier momento.

Hable con su hijo/a sobre los valores y estándares que deben seguir en el uso de Internet tal y como hacen con el uso de todos los medios de información como televisión, teléfonos, películas, radio, redes sociales y servicios de *streaming*.

Por favor, consulte el documento adjunto con más información sobre las responsabilidades de los padres, madres y tutores.

6.2 Las responsabilidades de las escuelas son:

- Ofrecerles acceso a Internet y las herramientas de aprendizaje más adecuadas para cada edad en la escuela a todos los estudiantes.
- Ofrecer acceso a Internet pero sin poder acceder a material inadecuado. (Los padres, madres y tutores también pueden poner controles en Internet en casa).
- Ofrecer espacio para guardar sus archivos en la red de las escuelas o en la nube. Estas zonas serán tratadas de modo similar a como se hace con las casillas de la escuela (lockers). Las escuelas públicas de Northfield se reservan el derecho de revisar, inspeccionar y restringir la información que se almacene en los espacios proveídos por el distrito y los datos transmitidos por los equipos y los servicios que pertenecen al distrito y a investigar el uso inapropiado de los recursos.
- Ofrecer ayuda a los estudiantes para hacer sus investigaciones y para ayudar a los estudiantes a que sigan las normas del distrito, norma número 524.2 sobre el uso de sistemas de tecnología y telecomunicaciones por parte de los estudiantes, District policy 524.2: Use of Technology and Telecommunications Systems By Students

6.3 Las responsabilidades de los estudiantes:

- Usar los iPads de una forma responsable y ética.
- Obedecer las expectativas de las escuelas en cuanto a comportamiento y comunicación que se refiere al uso de los iPads.
- Usar todos los recursos tecnológicos de una forma apropiada para no dañar los equipos de las escuelas. El daño incluye, pero no se limita a, la pérdida de datos y archivos como resultado de retrasos, no haberlos enviados, enviarlos mal o interrupciones en el servicio causados por la negligencia de los estudiantes, errores u omisiones. El uso de cualquier información obtenida a través del sistema de Internet asignado a las escuelas públicas de Northfield lo hacen por su cuenta y bajo su propia responsabilidad. Las escuelas públicas de Northfield no se hacen responsables por la veracidad o calidad de la información obtenida a través de esos servicios.
- Ayuden a las escuelas públicas de Northfield a proteger nuestro sistema de computadores y otros equipos poniéndose en contacto con alguien de las escuelas en cuanto note problemas de seguridad que se pueda encontrar.

- Apaguen y guarden sus iPads después de que hayan terminado de trabajar en sus archivos para proteger su trabajo y la información que tengan en el iPad.
- Si un/a estudiante recibe un email o se encuentra con contenidos que no son apropiados o con un lenguaje ofensivo, debe inmediatamente decírselo a su maestro o maestra (en la escuela) o padre, madre o tutor/a (en casa).
- Devolved los iPads al media center al final del año escolar. Los estudiantes que se gradúen temprano, que se vayan de la escuela o que no sigan en la escuela por cualquier razón deberán devolver su iPad de la escuela el día que terminen en la escuela.

6.4 Actividades de los estudiantes estrictamente prohibidas:

- Instalar o transmitir ilegalmente material con derecho de autor (con copyright).
- Cualquier acción que vaya en contra de las normas y existentes en el Consejo escolar o contra la ley pública.
- Enviar, acceder, subir (upload), bajarse o descargar (download) o distribuir material ofensivo, soez, amenazante, pornográfico, obsceno o explícitamente sexual.
- Usar lugares para charlar con otros (chat), lugares donde se venden trabajos de estudiantes (term papers), informes de libros (book reports) y otros tipos de trabajos de los estudiantes.
- Usar discos externos con archivos y datos u otros accesorios externos sin la aprobación previa de la administración de las escuelas.
- Cambiar la configuración administrada del iPad (las excepciones incluyen las configuraciones personales como el tamaño de la letra, el brillo de la pantalla, etc.)
- Restaurar o cambiar el iPad.
- Bajarse o descargar (download) apps no autorizados.
- Enviar mensajes basura del tipo spam (es decir, enviar emails a un grupo enorme de gente y con contenidos inadecuados).
- Acceder a las cuentas, archivos o datos de otros estudiantes.
- Intercambiar iPads o intercambiar las etiquetas de identificación para ocultar un uso inadecuado o daños al iPad.
- Usar las cuentas de Internet/email de la escuela para obtener dinero, para usos comerciales o para una actividad ilegal.
- Usar comunicaciones anónimas o falsas a través de las redes sociales u otras herramientas de Internet.
- Participar en fraude de tarjetas de crédito, falsificación electrónica u otras formas de comportamiento ilegal.
- Vandalismo de los equipos de las escuelas (cualquier intento malicioso de dañar o destruir los iPads, los programas o la información, incluyendo, pero sin limitarse a ello, meter en el sistema o crear virus o programas de computadoras que puedan infiltrarse en los sistemas de computadoras y/o dañar los componentes de los programas).
- Transmitir o acceder a material que sea obsceno, ofensivo, amenazante o que pueda acosar o humillar a otros.
- Evitar los filtros de las escuelas públicas de Northfield a través de un “proxy” en Internet o red de VPN.

El libro de normas de comportamiento de los estudiantes

El libro de normas de comportamiento de los estudiantes del distrito escolar de Northfield (Student Citizenship Handbook) contiene información y normas sobre el modo en que los estudiantes deben

actuar. Se supone que los estudiantes deben usar sus iPads del mismo modo que se supone deben comportarse, es decir, siguiendo las normas del libro de comportamiento de los estudiantes.

Uso de sistemas de tecnología y telecomunicaciones por parte de los estudiantes

El distrito requiere que el uso que hacen los estudiantes de todos los aparatos electrónicos se haga de acuerdo a la norma número 524.2 que se centra en el uso de los sistemas de tecnología y telecomunicaciones por parte de los estudiantes (Policy 524.2 that focuses on use of Technology and Telecommunications Systems by Students.)

6.6 Propiedad legal

- Cumplir con los requisitos de las leyes sobre marcas registradas y derechos de autor y todos los acuerdos de licencias de todo tipo. Ignorar la ley no significa que haya impunidad. Si no está seguro/a de qué hacer, consulte con un maestro o maestra o con su padre, madre o tutor/a.
- Plagiar algo es una violación de las normas para los estudiantes de las escuelas públicas de Northfield. Siempre reconozca de dónde vienen sus fuentes, cítelas entre comillas de forma literal o haciendo un resumen de la idea o información. Esta norma incluye todas las formas de medios de comunicación en Internet, como gráficos, videos, películas, música y textos.
- Se prohíbe terminantemente el uso o posesión de programas que sirvan para la piratería informática. Aquellos que lo hagan sufrirán acciones disciplinarias. Si la violación llega a violar leyes estatales o federales la situación llegará a convertirse en un asunto criminal en el que intervendrá la policía o en acciones disciplinarias por parte del distrito.

Cómo proteger y guardar el iPad

7.1 Identificación del iPad

Los iPads de los estudiantes se pueden identificar de las siguientes maneras:

- El registro del número de serie (serial number) o la etiqueta del recurso asignado por el distrito.
- Entrar los iPads en el sistema de Mobile Device Management.

7.2 Guardar el iPad

Cuando los estudiantes no estén usando sus iPads, deben estar guardados en sus casillas cerradas (locked lockers). Nada debe ponerse encima del iPad, cuando esté en la casilla. Todos los estudiantes deben llevar sus iPads a casa cada día después de la escuela, aunque no los necesiten usar en casa. Los iPads no deben dejarse nunca en un coche en la escuela o en casa.

7.3 iPads que se dejen en zonas no supervisadas y no seguras

Bajo ninguna circunstancia se deben dejar los iPads en zonas no supervisadas. Las zonas sin supervisión incluyen las zonas alrededor de la escuela y el campus de la escuela, la cafetería para el almuerzo, el laboratorio de computadoras, las zonas de las casillas, el media center, los salones de clases con la puerta abierta, los gimnasios, la sala de conciertos (auditorio) y los pasillos. Los iPads que

se dejen en esas áreas corren el riesgo de que los roben. Si se encuentra un iPad en una zona no supervisada se llevará al media center.

Reparar/Reemplazar su iPad

8.1 El plan de protección de los iPads (iPad plan de seguros)

Las escuelas públicas de Northfield reconocen que junto con el uso de la tecnología estudiantil, hay una necesidad de proteger la inversión para ambas partes, el distrito y las familias. El plan de protección de los iPads anual cuesta $20.00 dólares por cada aparato y debe pagarse en el momento en el que los estudiantes reciben sus iPads. El coste del seguro para familias con varios estudiantes que asisten a escuelas en el distrito con iPads no podrá ser superior a $100.00 dólares como máximo. El plan de protección de los iPads tendrá un precio reducido para aquellas familias que cumplen los requisitos para los almuerzos gratis y almuerzos reducidos ($15 para los estudiantes que tienen almuerzo reducido y $10 para aquellas familias que cumplen los requisitos para un almuerzo gratis).

El plan de protección del iPad va a ofrecer una cobertura de seguro por daños accidentales (caídas y líquidos derramados encima del iPad), pantallas rotas, robo, vandalismo hecho por otros, fuego, inundación, desastres naturales, aumento rápido de la tensión eléctrica (sobrecarga). El pago del seguro no es reembolsable. La cobertura anual del seguro empieza en el momento de recibir el pago y termina al final de cada año escolar. Los alumnos o sus familias serán responsables para un pago adicional por más de un iPad dañado dentro de un año. Este cargo adicional se aplica a la rotura accidental o al robo de más de un iPad. El distrito les aplicará un cargo adicional del plan de protección de los iPads a estudiantes o su madre, padre o tutor(a) como sigue por el daño accidental o robo de los iPads:

- Primer caso: No hay cargo adicional
- Segundo caso: $25
- Tercer caso: $50
- Cualquier caso adicional: El costo total de reparar o reemplazar el aparato

Todas las reclamaciones del seguro se deben dirigir al media center de la escuela del estudiante. En caso de robo o de otros actos delictivos, se DEBE realizar un informe a la policía o un informe de un incendio en caso de fuego para que la protección de la cobertura del seguro se pueda utilizar. La copia del informe de la policía/incendio debe llevarse a la oficina del director o directora.

DAÑOS INTENCIONADOS: Los estudiantes/padres, madres y tutores son responsables de pagar por los daños intencionados a los iPads y/o las fundas protectoras que provee el distrito.

El plan de protección de los iPads que proporciona el distrito no cubre costos de reparar ni reemplazar las fundas protectoras, los Logitech Crayones, ni los cargadores (sino que sean defectuosos), ni el daño causado a los iPads por situaciones fuera del acuerdo del uso de los iPads, incluso:

- Daño intencional
- Pérdida del iPad
- El robo del iPad dejado en un área pública
- Daño causado al iPad con intención de modificar el hardware o software del aparato
- Daño causado al iPad fuera de la funda protectora proveída por el distrito

Documento “vivo” y en constante evolución

La tecnología evoluciona rápidamente. Como resultado, las escuelas públicas de Northfield se reservan el derecho de hacer los cambios necesarios a este documento, utilizando como guía la norma 542.2 del uso de la tecnología y las telecomunicaciones por parte de los estudiantes y el libro sobre normas y comportamiento de los estudiantes. El distrito se reserva el derecho de que los de la administración y los maestros usen su sentido común y su juicio personal para enfrentarse a situaciones que no aparecen cubiertas en este acuerdo o en el libro sobre normas y comportamiento de los estudiantes Student Citizenship Handbook.

Guía para los padres, madres y tutores

La seguridad en el mundo digital es algo muy importante. Es necesario que tengan frecuentes charlas sobre este tema con su hijo/a a cualquier edad. Estas charlas permiten que puedan estar activos en la protección de su hijo/a y además seguir educando a su hijo/a. Los expertos dicen que los estudiantes son más vulnerables a los peligros de Internet cuando están en casa. Por favor, tengan en cuenta las siguientes sugerencias ya que les pueden ayudar a educar a sus hijos sobre el uso apropiado de la tecnología, incluyendo el iPad y el uso de Internet en casa.

Fuera de la escuela, los padres, madres y tutores deben ser responsables por cómo usan la tecnología e Internet sus hijos que tiene que seguir las normas de las escuelas públicas de Northfield sobre el buen uso de la tecnología y las telecomunicaciones por parte de los estudiantes tal y como aparece en la norma número 524.2 y en el libro sobre normas y comportamiento de los estudiantes. El distrito ha comprado programas especiales para filtrar la información en la red de las escuelas pero ni siquiera estos filtros deben sustituir una buena supervisión. Como un padre, madre o tutor/a, son responsables de supervisar cómo usa la tecnología educacional que ofrece el distrito su hijo/a. Esto incluye el uso de Internet en casa o en cualquier otro lugar fuera de la escuela.

Explíqueles lo que esperan de ellos

Con frecuencia comparta con sus hijos la importancia de sólo acceder a páginas y contenidos apropiados así como ser una buena persona mientras están en Internet (incluso cuando los padres, madres o tutores no les estén viendo). Deben entender que su hijo/a sabe usar la tecnología (como computadoras, iPods, sistemas de videojuegos y teléfonos celulares) lo que les permite conectar con redes que no tienen filtros (como una biblioteca o lugar para tomar un café), y con facilidad acceder a la señal de alguien que esté cerca o conectar a Internet con un teléfono celular. Por lo tanto, es importante que tengan conversaciones regularmente con sus hijos, con un diálogo abierto sobre el uso y acceso a Internet. Comparta con ellos lo que espera de ellos y qué es para ustedes un uso y comportamiento apropiados.

Supervise y limite el tiempo que pasan enfrente de una pantalla

Los expertos sugieren que los estudiantes estén en Internet en un lugar central de la casa como la cocina o la sala de estar o comedor, en lugar de en un lugar lejos del resto de los miembros de la familia o en un lugar con la puerta cerrada. Deben saber qué hacen sus hijos con la tecnología y de qué modo están usando su tiempo. La tecnología puede ser una gran herramienta y recurso pero también tiene el potencial de ser una gran distracción. Ayuden a que sus hijos aprendan a centrarse en terminar tareas o encargos antes de hacer otras actividades en Internet. Enseñarles a los estudiantes hoy cómo lograr organizar varias fuentes de información y las posibles distracciones es un conocimiento muy importante para toda la vida y muy útil antes de ir a la universidad o el mundo laboral de los trabajos.

Apaguen el iPad y métanlo en la cama pero no es su cuarto de dormir

Los expertos sugieren que se dejen todos los aparatos electrónicos como teléfonos celulares, iPads y otros en un área común de la familia durante la noche para evitar que se usen tarde en la noche y sin supervisión y provocando el que los estudiantes no duerman lo suficiente. No permitan que sus hijos se vayan a dormir con el iPad. Recuerden que es siempre muy bueno servir de ejemplo ustedes mismos.

Uso de los medios en la familia

Las siguientes páginas de Internet les llevarán a unas páginas muy útiles hechas por Common Sense Media.

Tendrá que inscribirse y crear un cuento con Common Sense Media para acceder a los acuerdos de la familia para usar los medios de comunicación. Se puede hacerlo por este vínculo: https://www.commonsensemedia.org/research/technology-addiction-concern-controversy-and-finding-balance/resources.

Aquí tienen algunos puntos más que pueden revisar con su hijo/a:

- Todo lo que pongan en Internet crea un rastro digital, a lo que muchas veces se refiere como “la huella digital”. Nada en Internet es totalmente privado, incluso cuando la intención es de que lo sea. Una vez que algo está en Internet se puede guardar, enviar y poner en cualquier otro sitio.
- Una buena regla a seguir: si no quiere que lo vean su padre, madre, tutor/a, maestro/a, director/a, futuro jefe o jefa o departamento de admisiones de una universidad, no lo ponga en Internet. Pregunte a su hijo/a, ¿esto sería algo que le gustaría ver ahí puesto a tu abuela?
- "Los amigos" no siempre son quienes dicen ser. Explique a su hijo/a a que sólo se haga amigos en Internet de personas que conozca personalmente. Nunca permita que personas que conoce en Internet accedan a su información personal.
- Nunca ponga información personal que lo/la identifique en Internet. Esto incluye: su nombre completo, dirección, número de teléfono, email, dónde se reúne con sus amigos o donde suele ir. Muestre a sus hijos que es muy fácil para alguien adivinar dónde se encuentra a través de algo que ponga en Internet.
- Revise con regularidad la configuración de seguridad en los lugares más usados y en las redes. Ignorar las configuraciones de seguridad en lugares como Facebook significa que las fotos de su hijo/a, información de contacto, intereses y posiblemente el lugar de su teléfono celular a través del GPS puede ser compartida con otros que usan el plataforma.
- Cyberbullying-acoso digital (amenazar o acosar a otra persona a través de la tecnología) es un problema cada vez mayor para la juventud de hoy. Se muestra de diferentes modos. Puede tener la forma de un email privado, foto, o mensaje de texto que otros pueden ver, iniciar un rumor o enviar un mensaje agresivo o amenazante, en muchas ocasiones de forma anónima. Hablen con su hijo/a sobre no participar en este tipo de comportamiento y anímelos a que denuncien incidentes de cyberbullying a un adulto/a.

Más páginas de Internet con ideas sobre seguridad para padres y madres:

Common Sense Media www.CommonSenseMedia.org

Net Cetera: Chatting with Kids About Being Online Federal Trade Commission (FTC) guide (Guía de cómo hablar con los hijos sobre cómo estar en Internet de la Comisión Federal de Comercio.

http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec04.pdf

Información adicional:

Gibbon, Fairfax, Winthrop School District, MN
North Shore Central School District, NY

Acuerdo de préstamo del iPad cortesía de Farmington Public Schools
Guía para padres y madres cortesía de Minnetonka Public Schools via the Farmington Public Schools
Español por Mar Valdecantos

Estudiantes/Padres, madres y tutores compromiso para el uso del iPad

Padres, madres y tutores

1. Me comprometo a supervisar a mi hijo/a cuando use Internet fuera de la escuela.

Estudiante/Padre, madre, tutor/a

1. Nunca voy a dejar mi iPad sin supervisión.
2. Nunca voy a prestar mi iPad a otras personas.
3. Voy a saber dónde está mi iPad en todo momento.
4. Voy a llevar mi iPad a la escuela cada día, y con la batería cargada.
5. No voy a tener comida ni bebidas cerca de mi iPad para evitar que se estropee.
6. No voy a desarmar ninguna parte del iPad ni tratar de repararlo.
7. Voy a proteger mi iPad llevándolo siempre en su funda protectora.
8. Voy a usar mi iPad en modos apropiados y seguir todas las normas de las escuelas públicas de Northfield.
9. No voy a poner nada para decorar el iPad (como pegatinas-stickers, pintarlo, etc.) No voy a quitar ni dañar la etiqueta con el número de serie del iPad de ningún iPad.
10. Entiendo que mi iPad puede ser inspeccionado en cualquier momento sin aviso previo y sigue siendo propiedad de las escuelas públicas de Northfield.
11. Voy a seguir todas las normas y procedimientos tal y como aparecen en el acuerdo para el usuario de iPad y las normas de uso aceptable del distrito.
12. Voy a denunciar a la policía en caso de robo, vandalismo u otro acto delictivo que cubre el seguro.
13. Voy a ser responsable de cualquier daño o pérdida causada por negligencia o abuso.
14. Acepto que debo devolver el iPad del distrito, la funda y el cable en buenas condiciones al Media Center de mi escuela como descrito en el acuerdo de préstamo del iPad.

Acepto todas las normas que aparecen en los documentos incluidos en este acuerdo de préstamo del iPad, procedimientos e información, el libro sobre normas y comportamiento de los estudiantes, la norma número 524.2 del distrito, el plan de protección del iPad y la promesa de los estudiantes sobre el uso del iPad.

Los iPads y sus accesorios se deben devolver a la escuela. Los estudiantes que se gradúen antes, se vayan de la escuela o su asistencia a la escuela se acabe por cualquier razón deben devolver su iPad en la fecha en que termina su asistencia a la escuela.

Policy 526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the Northfield School District and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter or a witness of hazing is prohibited.

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor or other employee are prohibited.

F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates district policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, subjects a student to extreme mental stress, embarrassment, shame or humiliation, or adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Immediately" means as soon as possible but no longer than one business day.

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. District property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will

provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

F. "Student organization" means a group, club or organization having students as its primary members or participants. It includes, but is not limited to, grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The district encourages the reporting party to use the online report form, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to the district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. District personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts

to address and resolve the hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. The district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three (3) days of the receipt of a complaint or report of hazing, the district shall undertake or authorize an investigation by district officials or a third party designated by the district.

B. The building report taker or other appropriate district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by the policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines hazing has occurred, the district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable district policies and regulations.

E. The district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of

alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

A copy of this policy is available from the superintendent's office and is published on the district's website. The district will develop a procedure for disseminating this policy with students and employees.

Policy 526 Hazing Prohibition
Adopted: 10.22.2007; Updated: 10.27.2010, 02.2015, 05.23.2022; Non-Substantive Update: 02.09.2026

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

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40 to 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," materials belonging to the school district that the student should not possess, and stolen property.

B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

E. "School official" means superintendent, building principal or their designee. For the purposes of this policy, assistant principal and parking lot/security monitors are considered designees.

IV. STUDENT PARKING OF MOTOR VEHICLES AT SCHOOL DISTRICT LOCATIONS

A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students may be required to pay a fee to park their vehicle during the school day. Students driving a motor vehicle to a high school campus may park the motor vehicle only in parking lots designated for student parking. Students may not park vehicles in driveways, on private property, or in other designated no parking areas.

B. When there are unauthorized vehicles parked on school district property, school officials may:
   1. Require the driver or other person in charge of the vehicle to move it off school district property.
   2. Provide for the removal of the vehicle, at the expense of the owner or operator.

V. PATROLS, INSPECTIONS AND SEARCHES

A. **Patrols and Inspections**
School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. **Search of Interior of Student Motor Vehicle**
The interiors of unlocked or locked motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of this policy. A school resource officer may assist in the search of a student vehicle at the request of a school official.

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

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

D. **Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures**
A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches and/or seizures as provided by this policy.

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

F. **Dissemination of Policy**
A copy of this policy is available on the district's website.

VI. DIRECTIVES AND GUIDELINES

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

VII. VIOLATIONS

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

Policy 527 Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches
Adopted: 01.28.2008; Updated: 05.2013, 07.11.2016, 08.08.2022, 02.23.2026; Non-Substantive Update: 10.03.2022

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

Legal References: U.S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
Minn. Stat. § 123B.38 (Hearing)
New Jersey v. T.L.O., 469 U.S. 325 (1985)

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

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Policy 528 STUDENT PARENTAL, FAMILY AND MARITAL STATUS NONDISCRIMINATION

I. PURPOSE

The purpose of this Northfield Public Schools' policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status. Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy.

II. GENERAL STATEMENT OF POLICY

A. The district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.

B. The district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.

C. The district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.

E. It is the responsibility of every school district employee to comply with this policy.

F. The school board has designated Noella O'Rourke, Director of Human Resources, Northfield School District Office, 201 Orchard Street South, Northfield, MN 55057 as its Title IX Coordinator (norourke@northfieldschools.org). This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human

rights officer.

H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522.

Policy 528 Student Parental, Family and Marital Status Nondiscrimination
Adopted: 11.08.2004; Reviewed: 06.20.2022; Non-Substantive Update: 10.03.2022, 07.13.2026; Updated: 02.23.2026

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

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 522 (TItle IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all Northfield School District students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

1. A statement, from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards.
2. A medical statement, affirming the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.

B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV below, to the superintendent of the school district by Oct. 1 of the first year of their home schooling in Minnesota

and the grade 7 year.

D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.

E. The district may allow a student transferring into a school a maximum of thirty (30) days to submit a statement specified in Section III.A. or III.B. above, or Section IV below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

F. If a person who is not a Minnesota resident enrolls in a district online learning course or program that delivers instruction to the person only online and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

A. The parent/guardian of a minor student or an emancipated student submits a signed medical statement affirming the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists.

B. The parent/guardian of a minor student or an emancipated student submits a notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or emancipated student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

A. The school district will develop and implement a procedure to:

1. Notify parents and students of the immunization and exemption requirements by use of a form approved by the Minnesota Department of Health.

2. Notify parents and students of the consequences for failure to provide required documentation regarding immunizations.
3. Review student health records to determine whether the required information has been provided.
4. Make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.

B. Student immunization records maintained by the school district are generally considered education records subject to the Family Education Records and Privacy Act (FERPA). The school district may not disclose personally identifiable information (PII), including immunization records, without parent or eligible student consent unless a permissible exception applies.

Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.

C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.

D. Upon request of a public or private post-secondary educational institution as defined in Minnesota Statutes, section 135A.14, the designated school district administrator shall assist in the transfer of the student's immunization file to the postsecondary educational institution.

VII. OTHER

Within sixty (60) days of the commencement of each new school term, the district will forward a report to the Commissioner of the Minnesota Department of Education stating the number of students attending each school in the district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The district also will forward a copy of all exemption statements received by the district to the

Commissioner of the Minnesota Department of Health.

Policy 530 Immunization Requirements

Adopted: 11.13.2007; Updated: 04.2011, 05.2012, 06.20.2022; Substantive Update: 06.08.2026

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

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (Jan. 17, 1968)
Op. Atty. Gen. 169-W (July 23, 1980)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Resources: MN Department of Health: School Health Personnel Immunization and Disease Reporting (accessed 12.15.2025)

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

III. DEFINITIONS

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

A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).

B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

C. "Physical holding" means physical intervention intended to hold a child immobile or limit a child's movement, where body contact is the only source of physical restraint, and where immobilization is used to effectively gain control of a child in order to protect a child or other individual from physical injury.

D. “Crisis team” DO we need to review the use of “crisis team” as we have many different types of response teams now, including medical response, behavior response, and building-wide even response teams. means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.

E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.

F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury.

G. “School Resource Officer” means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer’s regular responsibilities through the terms of a contract entered between the peace officer’s employer and the designated school district or charter school.

H. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

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

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

B. Removal By School Resource Officer or Peace Officer

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

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

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and Policy 515, Protection and Privacy of Pupil Records.

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

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the school resource officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

2. In removing a student with an IEP from school grounds, school resource officers and school district personnel are further prohibited from engaging in the following conduct:

    a. Corporal punishment is prohibited by Minnesota Statutes, section 121A.58.
    b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain.

c. Totally or partially restricting a child's senses as punishment.
d. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible.
e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes Chapter 260E.
f. Physical holding (as defined above and in Minnesota Statutes, section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso.
g. Withholding regularly scheduled meals or water.
h. Denying a child access to toilet facilities.

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are

implementing the restrictive procedures have received the training required by Minnesota Statutes, section 125A.0942, subdivision 5, and otherwise comply with the requirements of Section 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Policy 532 Use Of Peace Officers And Crisis Teams To Remove Students With IEPs From School Grounds

Adopted: 03.08.2004; Updated: 04.2011, 07.11.2011, 05.15.2013, 05.16.2016, 01.13.2020, 06.08.2026; Non-Substantive Updates: 02.08.2022, 10.03.2022; Statutory Update: 07.10.2023, 11.24.2024

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67 (Removal by Police Officer)
Minn. Stat. § 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
20 U.S.C. 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act)
34 C.F.R. § 300.535 (Referral to and Action by Law Enforcement and Judicial Authorities)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment and Prone Restraint)
MSBA/MASA Model Policy 507.5 (School Resource Officers)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Protection)
MSBA/MASA Model Policy 806 (Crisis Management)

Policy 533 WELLNESS

I. PURPOSE

As required by the federal Healthy and Hunger Free Kids Act of 2010, the purpose of this policy is to set forth methods that promote student and staff wellness, prevent and reduce childhood obesity, and ensure that school meals and other food and beverages sold and otherwise made available on the Northfield Public Schools' campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

A. The Board of Education recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good holistic health fosters student attendance and learning.

B. The school environment should promote student and staff health, well-being, and ability to learn by encouraging healthy eating and physical activity.

C. The district encourages the involvement of parents, caregivers, students, representatives of the child nutrition department, teachers, school health professionals, the board, school administrators, and the general public in the development, implementation, and periodic review and update of the district's wellness policy.

D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.

E. All students in grades E-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

F. Qualified child nutrition personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

G. For the purposes of this policy, the school day is defined as a regular school day by the school board-approved district academic calendar from midnight to 30 minutes after the end of the school day.

III. WELLNESS GOALS

A. Nutrition Promotion and Education

1. The district will encourage and support healthy eating by students and staff, and engage in nutrition promotion that is:

    a. Offered as part of a comprehensive program designed to provide students and staff with the knowledge and skills necessary to promote and protect their health.
    b. Part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate.
    c. Enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

2. The district will encourage all students and staff to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
4. The district will provide students whose families qualify for free or reduced priced meals through the National School Lunch Program with scholarships for athletic and community education classes that promote physical activities. The district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for these scholarships.

C. Communications with Parents

1. The district recognizes that parents, guardians, and caregivers have a primary role in promoting their children's health and well-being.
2. The district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

4. The district will provide information about physical education and other school-based physical activity opportunities and will support family efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Child nutrition personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Child nutrition personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Child nutrition personnel will try to accommodate the needs of vegetarian/vegan students.
5. Child nutrition personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
6. Child nutrition personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
7. Child nutrition personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
8. The district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The district will publish the process used to accommodate dietary restrictions due to allergies or intolerances on the child nutrition department website.
10. The district will schedule meal periods at appropriate times during the school day and make every effort to provide students with sufficient time to eat after sitting down for school meals.
11. The district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The district shall designate an appropriate person to be responsible for the district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.

2. As part of the district's responsibility to operate a food service program, the district will provide continuing professional development for all child nutrition personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students and staff, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold à la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers. This does not include concession stand fundraisers held outside of school hours.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student and staff wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:

    a. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
    b. Classroom snacks brought by parents. The district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

    Up to two special event exceptions will be allowed at the Middle School, the High School, and the Area Learning Center per year. Two exceptions per grade level, per year, will be allowed at the Elementary Schools. These events will be determined by the building administrator and Wellness Committee Coordinator. These exceptions will be documented on our District Wellness procedures form and provided to the Director of Finance to determine if an expense is allowable under the wellness policy guidelines.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

3. Fundraising. The district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

1. The superintendent will designate a district official to oversee the district's wellness activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the child nutrition department, teachers of physical education, school health professionals, the board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. After approval by the board, the wellness policy will be implemented throughout the district.
2. The district will post its wellness policy on its website.

B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
   a. the extent to which schools under the jurisdiction of the district are in compliance with the wellness policy;
   b. the extent to which the district's wellness policy compares to model local wellness policies; and
   c. a description of the progress made in attaining the goals of the district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the district's website or otherwise made available to the public.

D. Record Keeping

The district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Policy 533 Wellness
Adopted: 05.22.2006; Updated: 03.11.2013, 05.2013, 05.08.2017, 08.13.2018, 06.20.2022, 10.03.2022, 05.28.2024, 06.08.2026

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

Legal References:
Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources:

Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

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. <u>Free School Meals Program</u>

   1. The free school meals program is created within the Minnesota Department of Education.
   2. 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.

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 meal balance.

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.

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 the *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, 08.11.2025

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

Policy 535 SERVICE ANIMALS IN SCHOOLS

I. PURPOSE

The purpose of this policy is to establish equitable parameters for the use of service animals by students, employees, and visitors within Northfield School District buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A "service animal" is a dog (regardless of breed or size) or miniature horse that is individually trained to perform "work or tasks" for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual's disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A "handler" is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, "handler" means the person who cares for and supervises the animal on that individual's behalf. District personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. "Work or tasks" are those functions performed by a service animal.

2. Examples of "work or tasks" include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and

helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right:

1. To be present on district property or in district facilities.
2. To attend or participate in a school-sponsored event, activity, or program.
3. To be transported in a vehicle that is operated by or on behalf of the district.

B. It is an unfair discriminatory practice to prohibit a person with a disability from taking a service animal into a public place or conveyance to aid persons with disabilities, and if the service animal is properly harnessed or leashed so that the person with a disability may maintain control of the service animal.

C. The district shall not require a person with a disability to make an extra payment or pay an additional charge when taking a service animal into any district building.

D. When an individual with a disability brings a service animal to a district property, district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:

1. Is the service animal required because of a disability?
2. What work or tasks is the service animal trained to perform?

E. District employees shall not make these inquiries of an individual with a disability bringing a service animal to district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI. below.

F. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

A. The service animal must be required for the individual with a disability.

B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.

C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

D. The service animal must be housebroken.

E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.

F. The district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.

H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. District employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.

B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.

C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

A. A school official may require a handler to remove a service animal from district property, a school building, or a school-sponsored program or activity, if:

1. Any of the requirements described in Part V., above, are not met.
2. The service animal is out of control and/or the handler does not effectively control the animal's behavior.
3. The presence of the service animal would fundamentally alter the nature of a service, program or activity.
4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.

B. If the service animal is properly excluded, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.

B. Whether the handler has sufficient control of the miniature horse.

C. Whether the miniature horse is housebroken.

D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the district that he or she is allergic to a service animal, the district will balance the rights of the individuals involved. In general, allergies that are not life

threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

A. The owner of the service animal or non-service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on district property.

B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Policy 535 Service Animals in Schools
Adopted: 01.13.2020; Updated: 06.08.2026; Substantive Update: 11.25.2024

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

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104 (ADA Regulations)
28 C.F.R. § 35.130(b)(7) (ADA Regulations)
28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations)
Minn. Stat. § 363A.19 (Discrimination Against Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References: MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

Policy 535 Form: APPROVAL REQUEST FORM FOR USE OF A SERVICE ANIMAL

Please turn in your request to the Director of Special Services (Students)
or the Director of Human Resources (Employees)

Student/Employee Name: _____ Date: _____

Parent or authorized representative name(s) and contact information *(please include email, phone number, and address)*:

_____

_____

Building: _____

Type of service animal: _____

Name of service animal: _____ Name of handler: _____

Is the service animal required because of a disability: _____

What work or tasks is the service animal trained to perform: _____

_____

_____

Checklist for Completion of Form

Attached is documentation that the service animal is:

____ Properly licensed

____ Properly and currently vaccinated

I have read and understand the district's policy regarding service animals and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal's handler does not effectively control the animal's behavior; is not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the district; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the district has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to district property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless the district, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Superintendent/Administrator Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

Policy 540 ACCESS TO CURRICULAR AND CO-CURRICULAR SCHOOL PROGRAMS

I. PURPOSE

The purpose of this policy is to define the terms of access to curricular and co-curricular school programs by students who are not enrolled in the Northfield School District.

II. GENERAL STATEMENT OF POLICY

The district allows reasonable access to curricular and co-curricular school programs by students attending private, home, and charter schools. Applications for access to such programs shall be submitted to the school administrator overseeing the course or program. Access to school district programs by students not enrolled in the district requires payment of a fair share fee. Application approval will be on a space-available basis. Students accessing curricular and co-curricular programs must comply with all district policies and program requirements, including immunizations as referenced in Policy 530.

Policy 540 Access to Curricular and Co-Curricular School Programs
Adopted/Renumbered: 01.26.2009; Updated: 06.20.2022, 06.08.2026

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

Policy 560 MEMORIALS

I. PURPOSE

The Northfield School District recognizes that the loss of a student has a great impact on students, staff, and families belonging to the school community. Further, the district recognizes that decisions made about memorials immediately after traumatic events may not take into full consideration the potential impacts to students, staff, and community members. The purpose of this policy is to assist staff, students, and families impacted by a death by providing guidelines for decision-making regarding memorials, and memorial-related activities.

II. GENERAL STATEMENT OF POLICY

A. While the district wants to support students and staff who are grieving a loss, memorials can be an ongoing reminder of a traumatic event and can be impossible for students to avoid when located on school property or included in schoolwide events.

B. The superintendent or their designee shall develop procedures governing public memorials.

III. DEFINITIONS

A. "Memorials" mean objects of or activities meant to remember an event or deceased person(s).

Policy 560 Memorials
Adopted: 05.23.2013; Updated: 06.20.2022, 06.08.2026

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

Policy 560 MEMORIALS PROCEDURES

MEMORIALS

- Other than the graduation procedures listed below, public memorial activities at school sponsored events will not be scheduled.
- Principals, in consultation with the school crisis team and considering the developmental level of the students impacted, will determine the appropriate response to support students at school following the loss of a student at the building.

GRADUATION

In the event a student from the graduating class has passed away during their *senior year*, the following guidelines will be used for the graduation ceremony:

- If the student death occurs during the *senior year*, the family of the deceased student will receive an honorary diploma for their son/daughter.
- The names of all students who have completed the requirements for graduation will be listed in the program.
- Chairs will be set for students participating in the graduation ceremony.
- Only the names of students participating in the graduation ceremony will be read during the distribution of diplomas.
- Reference to the deceased student will be made during the principal's remarks, at the principal's discretion.
- A plant, purchased by the senior class, will be displayed on the commencement stage for each deceased student. The plant, diploma (if applicable), and program will be presented to the family after the ceremony.
- The family of the deceased student will be consulted prior to the graduation ceremony.

Procedures 560 Memorials
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota
Adopted: 05.23.2016; Updated: 06.08.2026

Policy 602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CALENDAR RESPONSIBILITY

A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, and provide for emergency closings.

B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., III.B.3, or III.B.4. Days devoted to teacher's workshops may be held before Labor Day.

1. The district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of $400,000 or more affecting a school district school facility.

2. The district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.

3. The district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.

4. Notwithstanding Minnesota Statutes, section 120A.40, for the 2026-2027 and 2027-2028 school years only, a school district may begin the school year on or after September 1. This section does not limit a school district that otherwise qualifies to begin the school year on any day before Labor Day as provided under Minnesota Statutes, section 120A.40.

C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

III. SCHOOL DAY RESPONSIBILITY

A. The superintendent or designee shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.

B. In developing the student day schedule, the superintendent shall consider such relevant factors, including school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, and cost effectiveness.

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

V. E-LEARNING DAYS

A. An "e-learning day" is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.

B. A district may designate up to five e-learning days in one school year.

C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.

D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.

E. The district must notify parents and students of its e-learning day plan at the beginning of each school year.

F. When an e-learning day is declared by the district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.

G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

H. When the district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

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

Legal References: Minn. Stat. § 10.55 (Juneteenth)
Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)
Minn. Stat. § 120A.414 (e-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)
Minn. Stat. § 645.44 (Words and Phrases Defined)

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

Policy 603 CURRICULUM DEVELOPMENT

I. PURPOSE

The purpose of this policy is to provide direction for continuous review, alignment, and improvement of the Northfield School District curriculum to fulfill the district's strategic plan. Curriculum development supports the district's vision of preparing every student for lifelong success and advances strategic commitments to learner outcomes, equity, and high student achievement.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the district.

III. RESPONSIBILITY

The superintendent or their designee shall be responsible for curriculum development and for determining the most effective way of conducting research on the district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent or their designee that will provide for periodic reviews of each curriculum area.

IV. DISTRICT ADVISORY COMMITTEE

A. The Board of Education must establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.

B. The district advisory committee, to the extent possible, must reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents must comprise at least two-thirds of advisory committee members.

C. The district advisory committee must pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes section 124D.59, subdivisions 2 and 2a.

D. The district may establish site teams as subcommittees of the district advisory committee.

E. The district advisory committee must recommend to the board:

1. Rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes, sections 120B.11, subdivision 1a, section 120B.022, subdivisions 1a and 1b, and section 120B.35.

2. District assessments.

3. Means to improve students' equitable access to effective and more diverse teachers.

4. Strategies to ensure the curriculum is rigorous, accurate, antiracist, culturally sustaining, and reflects the diversity of the student population.

5. Strategies to ensure that curriculum and learning and work environments validate, affirm, embrace, and integrate the cultural and community strengths of all racial and ethnic groups.

6. Program evaluations.

F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

V. SCHOOL SITE TEAM

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include teachers, administrators, and at least one parent/guardian/caregiver. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

VI. CURRICULUM DEVELOPMENT PROCESS

A. Within the ongoing process of curriculum development, the following needs shall be addressed:

1. Provide for articulation of courses of study from kindergarten through grade twelve.

2. Identify minimum objectives for each course and at each elementary grade level.

3. Provide for continuing evaluation of programs for the purpose of attaining district objectives.

4. Provide a program for ongoing monitoring of student progress.

5. Provide for specific, particular, and special needs of all members of the student community.

6. Integrate required and elective course standards in the scope and sequence of the district curriculum.

7. Meet all applicable requirements of the Minnesota Department of Education and federal law.

B. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes section 120A.20, subdivision 1(c). A student's plan under this section shall continue while the student is enrolled.

C. The superintendent shall be responsible for keeping the board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for board review and approval.

D. The superintendent shall have discretionary authority to develop guidelines and directives to implement board policy relating to curriculum development.

Policy 603 Curriculum Development
Adopted: 09.27.2004; Updated: 01.13.2020; 10.26.2026; Non-Substantive Update: 03.25.2022; Statutory Update: 12.12.2022, 08.14.2023, 10.28.2024

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

Legal References:

Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 124D.59 (Definitions)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Part 3501.0660 (Academic Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

Policy 605 ALTERNATIVE EDUCATIONAL SERVICES

I. PURPOSE

The purpose of this policy is to support the district's strategic plan – specifically our commitment to equity, learner outcomes, and ensuring every student has flexible pathways to graduate and achieve lifelong success.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative educational services for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school district that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities, such as but not limited to, the Northfield Area Learning Center, and/or alternative educational opportunities approved by the district or Minnesota Department of Education, and sign a written election to withdraw from school.

B. It shall be the responsibility of the superintendent or their designee to identify alternative educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative educational services. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational services to the school board.

C. The superintendent or their designee shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Policy 605 Alternative Educational Services
Adopted: 11.26.2007; Updated: 10.26.2026; Substantive Update: 05.17.2022

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

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41, Subd. 11 (Definitions – Alternative Educational Services)
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)

Policy 607 ORGANIZATION OF GRADE LEVELS

I. PURPOSE

The purpose of this policy is to define the grade level organization of schools in the Northfield School District to fulfill the district's vision of developing curious, critical thinkers and preparing every student for lifelong success.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to address the groupings of grade levels as recognized in Minnesota Statutes section 120A.05, as follows:

Elementary:	**Grades kindergarten through 5**
Middle:	**Grades 6 through 8**
Senior High:	**Grades 9 through 12**
Area Learning Center:	**Grades 6 through 12**

B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent/guardian.

III. DEFINITIONS

A. "Kindergarten" means a program designed for students at least five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

B. "Prekindergarten" means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

Northfield, Minnesota

Legal References: Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Definitions)
Minn. Stat. § 120A.20, Subds. 4 (Admission to Public School)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Cross References: None

Policy 608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services for eligible students in the Northfield School District to prepare every student for lifelong success through equitable learning experiences.

II. GENERAL STATEMENT

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. CHILDREN BIRTH THROUGH AGE SIX EXPERIENCING DEVELOPMENTAL DELAYS

A. "Child with a disability" means a child identified under federal and state special education law as deaf or hard-of-hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Children, Youth, and Families for children from birth through age two and by the rules of the Commissioner of the Minnesota Department of Education for all other children. A licensed physician, an advanced practice registered nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability.

B. In addition to Paragraph A, every child under age three and, at local district discretion, every child from age three through age six, who needs special instruction and services, as determined by the rules of the Commissioner of the Minnesota Department of Children, Youth, and Families for children under age three and by the rules of the Commissioner of the Minnesota Department of Education for children ages three through six, because the child has a substantial delay or has a diagnosed physical or mental condition or disorder with a high probability of resulting in developmental delay is a child with a disability.

C. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner of the Minnesota Department of Children, Youth, and Families for children from birth through age two and by the rules of the Commissioner of the Minnesota Department of Education for all other children, is not a child with a disability.

IV. RESPONSIBILITIES AND DUE PROCESS PROCEDURES

A. The board accepts its responsibility to identify, evaluate, and provide special education and related services for children with a disability who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.

B. The district shall ensure that all qualified children with a disability are provided special education and related services that are appropriate to their educational needs environment. When such services require or result from interagency cooperation, the district shall participate in such interagency activities in compliance with applicable federal and state law.

C. If a parent/guardian objects to a proposed action regarding the identification, evaluation, educational placement, or provision of a free appropriate public education to their child, the school district will offer the parent/guardian the opportunity to meet with appropriate district staff in at least one conciliation conference. The school district will also inform parents/guardians of other alternative dispute resolution options available under state and federal law, including facilitated IEP team meetings and mediation. Participation in conciliation or any other alternative dispute resolution process is voluntary and will not be used to delay or deny a parent's/guardian's right to file a state complaint or to request an impartial due process hearing as provided by law.

D. The district may conduct an assessment for developmental adapted physical education, as defined in Minnesota Rules, part 3525.1352, as a stand-alone evaluation without conducting a comprehensive evaluation of the student in accordance with prior written notice provisions in Minnesota Statutes, section 125A.091, subdivision 3a. A parent or guardian may request that the district conduct a comprehensive evaluation of the parent's or guardian's student.

Policy 608 Instructional Services - Special Education
Adopted: 12.10.2007; Updated: 10.26.2026; Non-Substantive Update: 05.18.2022; Statutory Update: 11.25.2024

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

Legal References:
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (Definition of Child with a Disability)
Minn. Stat. §§ 125A.027 (Rulemaking)
Minn. Stat. §§ 125A.03 (Special Instruction for Children with a Disability)
Minn. Stat. §§ 125A.08 (Individualized Education Programs)
Minn. Stat. §§ 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. §§ 125A.29 (Responsibilities in County Boards and School Boards)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

Cross References:
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)

MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Policy 609 RELIGION AND RELIGIOUS AND CULTURAL OBSERVANCES

I. PURPOSE

The purpose of this policy, in alignment with the Northfield Public Schools Strategic Plan, is to identify the status of religion as it pertains to the programs of the Northfield School District while fostering an environment of equity, student well-being, and mutual respect.

II. GENERAL STATEMENT OF POLICY

A. The district shall neither promote nor disparage any religious belief or nonbelief. Instead, the district encourages all students and employees to have appreciation for and tolerance of each other's views.

B. The district also recognizes that religion plays a significant role in the social, cultural, political, and historical development of civilization.

C. The district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have a religious basis or origin as well as a secular importance.

D. The district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.

E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs shall, if used, be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

A. The superintendent or their designee shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the district is in keeping with the following guidelines:

1. The proposed study or activity must have a secular purpose.

2. The primary objective of the study or activity must be one that neither advances nor inhibits religion.

3. The study or activity must not foster excessive governmental relationships with religion.

4. Notwithstanding the foregoing guidelines, reasonable efforts must be

made to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. The district must provide annual notice to parents/guardians/caregivers of this policy.

B. **Outside Speakers.** Outside speakers are permitted in accordance with Policy 644 Guest Speakers. Speakers may present informational and historical information about religion, but will not proselytize. The staff member in charge should advise each speaker of Policy 609.

C. The superintendent or their designee is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

Policy 609 Religion
Adopted: 12.10.2007; Updated: 05.2013; 10.26.2026; Non-Substantive Update: 04.20.2022; Substantive Update: 08.12.2024

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

Legal References:

U. S. Const., amend. I
Minn. Stat. § 120A.22, Subd. 12 (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence from School for Religious and Cultural Observances)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98 (2001)
Santa Fe Indep. Sch. Dist. V. Doe, 530 U.S. 290 (2000)
Tangipahoa Parish Bd. Of Educ. V. Freiler, 530 U.S. 1251(2000)
Lemon v. Kurtzman, 403 U.S.602, (1971)
Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir.2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist. 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D.Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. No. 63 (1940)
Minn. Op. Atty. Gen. No. 120 (1924)
Minn. Op. Atty. Gen. No. 121 (1924)

Cross References:

MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

Policy 610 FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for Northfield School District student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested.

A. Day trips are those field trips in which students voluntarily participate and which usually take place either during or outside the regular school day. Examples of trips in this category involve class field trips, student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal.

B. Overnight trips that involve one or more overnight stops must be requested well in advance of the planned activity. An Overnight Student Field Trip Request form must be completed and approved by the school board. Exceptions to the approval policy may be granted or expedited by the superintendent to accommodate emergencies or contingencies (e.g., tournament competition).

C. Financial contributions for field trip expenses by students may be requested. The school board acknowledges and supports the efforts of PTOs, booster clubs and similar organizations in providing field trip opportunities for students.

D. All district rules of conduct and discipline for students and employees shall apply to all student trip activity.

E. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.

F. Transportation shall be furnished through a commercial carrier or school-owned vehicle. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.

1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the

transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.

2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section II.F.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances of use of a personal vehicle shall be documented by administration.

Policy 610 Field Trips
Adopted: 01.14.2008; Updated: 05.2013, 07.2013; Non-Substantive Update: 08.25.2022

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

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards) *Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 423 (Employee – Student Relationships)
MSBA/MASA ModelPolicy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Procedures for Policy 610 Field Trips

All overnight student field trips must receive prior approval by the school board.

Proposals for student trips should be submitted first to the building principal. Proposals should include:

- Purpose of trip
- Destination
- Dates and Itinerary
- Educational benefits
- List staff involved in planning and organizing the trip, outline the time commitment anticipated and state the arrangements made to assure that these activities are manageable and will not unduly distract staff from their primary duties.
- Transportation arrangements
- Lodging arrangements
- Budget
- Funding source(s)/proposed Fund-raisers
- Scholarship availability
- Number of anticipated student participants
- Number of school staff chaperones
  Approximate guidelines to use are ranges of 5-10 students per adult for grades 4-5; 10-15 students per adult for grades 6-8; and 10-16 students per adults for grades 9-12. Variables affecting the ratio include type of transportation and accommodations, length and distance of trip, complexity of planned activities and location of trip.
- Number of Parent Chaperones
- Activities scheduled for non-participating students

If supported by the principal, the principal should seek board approval for the overnight student field trip as far in advance of the trip as possible, but no later than the second board meeting in August for first semester trips, the second board meeting in October for second semester trips, and the second board meeting in February for summer trips.

Fundraising efforts should not begin until board approval has been obtained.

It is expected that efforts will be made to schedule student trips during non-student days. In the event that students will need to miss school days, the proposal must include the rationale for scheduling the trip at that time.

Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone):

School and Program:

Date of Requested Trip:

1. What group is taking this trip?
2. Estimated # of Students: # Adult Supervisors:
3. Destination:
4. Date/Time of Departure:
5. Date/Time of Return:
6. State purpose and/or educational value of trip (attach information to form if needed).
7. Name the manner of travel and the carrier.
8. State housing arrangements (must include name, address and phone number of hotel).
9. List of coach, parent or guardian contact info.(Attach)

10. List participants (reminder to have participants complete parent/guardian permission form if applicable). (Attach)

11. Indicate who will be in charge of supervising the trip (roles and responsibilities).

12. State the safety precautions and procedures for emergencies while on the trip.

11. Give budget costs, how the trip will be funded and estimated cost per student.

12. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

****

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

Approved: Not Approved:

****

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

****

School Board Review Date: _____

Approved: _____ Not Approved: _____

Policy 610.1 SCHOOL ASSEMBLY PROGRAMS

I. PURPOSE

The purpose of this policy is to define and provide guidelines for Northfield School District school assembly programs.

II. GENERAL STATEMENT OF POLICY

For the purposes of this policy, school assembly programs are defined as a large group presentation activity during the school day provided by an organization or individual external to the district to all classrooms at a grade level or a mix of students comprising at least 20% of the student body.

Assembly programs must have educational, cultural and/or entertainment value consistent with the district's vision, strategic commitments, and benchmarks or community values as determined by the school board.

III. APPROVAL

School assembly programs must be approved by the superintendent or their designee prior to signing a contract and committing school district resources to the activity.

Policy 610.1 School Assembly Programs
Adopted: 01.14.2008; Updated: 09.26.2022

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

Procedures for Policy 610.1 School Assembly Programs

1. Any assembly requiring the district to enter into a contract with an external organization an individual must be approved in advance by the school board or superintendent.

2. Building principals must complete an application for approval of assembly programs covered under this policy that include the following information.

    - A statement describing the educational, cultural and/or entertainment value of the assembly activity, and the amount of time the assembly or performance will take from the instructional day.
    - An alternative plan, including appropriate supervision, for students opting out of the assembly or program.
    - A brief written summary of reference checks that must include, when possible, school districts of similar size and in the same geographic area as Northfield.
    - The reference checks will be made by at least two people. Persons conducting the reference checks should include two of the following: principal, activities director, assistant principal or teacher.
    - A list of staff, students and/or community members involved in planning the assembly program.
    - A description of an alternative plan for students should the performance be halted due to breach of contract by the presenters or performers.

3. All contracts for assemblies must include the following provisions.

    - A clear and complete description of the content of the performance or presentation.
    - Contract language requiring that any materials distributed to students must be submitted for approval by school administration at least three working days prior to the scheduled performance or presentation.
    - An understanding that the final payment of the contracted fee shall be made following satisfactory completion of the performance; this could be the day of the performance, but not more than 30 days following the performance. At least 25% of the contracted fee shall be retained until the requesting administrator is satisfied all conditions of the contract have been met.

4. The requesting administrator must be in attendance at the assembly and is responsible for halting the performance or presentation if its content is not consistent with the agreed upon provisions of the contract. In instances of illness or unforeseen circumstances when the requesting administrator cannot be present, they must designate responsibility to another administrator with instructions to carry out this provision, if necessary.

5. If an opportunity to contract for an assembly program comes up serendipitously not allowing time for official school board action, the superintendent or their designee shall be empowered to act on behalf of the school board. An application for approval and written contract must still be submitted before approval can be granted. The superintendent will inform the school board of such an action prior to the assembly performance or presentation.

Policy 610.1

SCHOOL ASSEMBLY PROGRAMS

Application

This application must be completed by a building principal and reviewed by the Board of Education or the Superintendent of Schools before entering into a contract with an external organization or individual. Please consult Policy INE, School Assembly Programs, for a list of the provisions that should be included in the contract.

Date of Application: _____

Date of Assembly or Performance: _____

Describe the educational, cultural and/or entertainment value of the proposed assembly activity, including the amount of time the assembly or performance will take from the instructional day: _____

_____

_____

_____

Describe an alternative plan, including supervision, for students opting out of the assembly or program: _____

_____

_____

_____

Provide on a separate sheet a summary of the reference checks that must include, if possible, school districts of similar size and in the same geographic area as Northfield. Please indicate who conducted the reference check. The reference checks should include two of the following: Principal, Activities Director, Assistant Principal or Teacher.

Which staff, students and/or community members were involved in planning the assembly program? _____

_____

_____

Describe the alternative plan for students should the performance be halted due to breach of contract by the presenters or performers. (The requesting administrator must be in attendance at the assembly and he/she shall be responsible for halting the performance or presentation if its content is not consistent with the agreed upon provisions of the contract. If the requesting administrator cannot be present, he/she must designate responsibility to another administrator with instructions to carry out this provision if necessary.) _____

_____

_____

_____

Policy 611 HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school in the Northfield School District.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of homeschooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will provide textbooks, (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request as required by law, the district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by under state law. The district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

A. A home-schooled child who is a resident of the school district may enroll in classes in the district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the district allows the enrollment of any pupils on a shared-time basis.

B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

1. Minnesota State High School League sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

   A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

   a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
   b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
   c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.

2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school. A home-schooled child may participate in non-Minnesota State High School League activities

offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.

2. The school district retains sole discretion, control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Policy 611 Home Schooling
Adopted: 01.14.2008; Updated 07.2011, 01.13.2020; Non-Substantive Update: 04.20.2022

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

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

Board Policy 611
Home School Shared Time Procedures

June 2019

Home School Shared Time Students Participating in Northfield Public Schools Courses

1. **Student Eligibility**
   - 1.1. Resident students who attend approved home schools and home school programs full-time, and are in compliance with the Minnesota Compulsory Instruction Law may apply for limited shared time enrollment privileges in District 659.

   - 1.2. These shared time privileges are limited to Orchestra for grades 4-12, Band for grades 5-12, and specific core courses for grades 9-12.

   - 1.3. Students requesting shared time enrollment privileges must remain enrolled at their home school for the majority of their usual school day. Shared time enrollment is limited to Orchestra only for grades 4-8, Band only for grades 5-8, and two (2) core courses per semester for grades 9-12. Band or Orchestra would be included as one of the two core courses per semester for grades 9-12.

   - 1.4. Shared time students do not qualify for a District 659 high school diploma, participation in honor rolls, class rank and other recognition available to full-time public school students.

   - 1.5. In order to be approved for a specific course, a student must have completed all prerequisite course requirements and may be required to demonstrate appropriate skill and / or knowledge levels.

   - 1.6. When participating in a shared-time course, shared time home school students will be subject to all the same school and district policies, regulations and rules which apply to public school students, including student rights and responsibilities, grading, and attendance and performance expectations.

   - 1.7. Nothing in these guidelines is intended to exclude students with disabilities from receiving special education services, or to exclude nonpublic school students from participating in band instruction in grades 5-12, as outlined in Policy 611, Home Schooling.

2. **Program Availability**
   - 2.1 Shared time enrollment privileges are limited to courses difficult to offer in the home school setting.
     - 2.1.1. Shared time courses will be limited to courses that generate shared time foundation aid from the state.

   - 2.2 Shared time enrollment will be provided only as space is available in the program, class, grade level and/or school building, as determined by the principal.
     - 2.2.1. Course sections will not be added to provide additional places.
     - 2.2.2. Shared time enrollment will be provided only in courses offered at regular times within the normal schedule of classes.
     - 2.2.3. Class hours will not be altered to provide for shared time students.

   - 2.3 School computer and science laboratories, and libraries/media centers are not available for home school student use except as part of a public school course taken by a shared

time student or as part of a time the laboratory or library/media center has been made available for use by the general public.

2.4 Shared time students enrolled for two courses not offered consecutively must leave school property when not in class or may attend a supervised study hall (if available) in between the two courses. (A study hall does not count as one of the two courses a home school student may take each semester or quarter.)

2.5 If the school lunch period falls between the two courses, the shared time student may purchase a school lunch and eat in the student eating area. Shared time students whose families fall within the income guidelines for free or reduced-price meals may qualify for a free or reduced-price lunch. Inquiries should be directed to the Child Nutrition Department.

2.6 Home school shared time students may take state basic standards tests and nationally norm-referenced tests at the public school, as arranged with the District Assessment Coordinator.

2.6.1. The home school will be charged for the cost of the test and the scoring.

2.6.2. Home school student test results will be reported separately from public school student tests.

3. **Application Process**

3.1 Students accepted for shared time enrollment will be counted as enrolled in the district for the purpose of calculating shared time state aid, and must complete all application and enrollment information accordingly.

3.2 All inquiries for shared time enrollment shall be directed to the Superintendent of Schools. Inquiring resident home school students will be sent a Shared Time Enrollment of Home School Students form, and copy of this Shared Time procedure.

3.3 Each completed application must be returned to the Superintendent of Schools by June 1 for the student to be considered for shared time enrollment the following school year. The building Principal will approve or deny the application, and a letter will be sent to the parent by August 15 notifying them of decision.

Northfield PUBLIC SCHOOLS

DISTRICT OFFICE
1400 Division Street South
Northfield, MN 55057
PH 507.663.0600 • Fax 507.663.0611
www.northfieldschools.org

Application for Shared Time Enrollment of Home School Students

To Home School: If one of your students would like to take grade 4-12 Orchestra, grade 5-12 Band, and/or a public high school (grade 9-12) core course as described in Procedures 611, Home School Shared Time Students Participating in Northfield Public Schools Courses, please complete this application form and return it to: Director of Administrative Services, Northfield Public Schools, 1400 Division Street South, Northfield, MN 55057. The application is due by June 1 for your student to be considered for shared time enrollment the following school year.

General Information (please print)

_____ _____
Student name Date of Birth

_____
Parent / Guardian name(s)

_____ _____
Address City / State / Zip Code

_____ _____
Home or Cell Phone Work Phone

District 659 School: _____

I have read Procedures 611, Home School Shared Time Students Participating in Northfield Public Schools Courses: ____ Yes ____ No

X _____ _____
Signature of Parent or Guardian (or student if 18 years of age or older) Date

District 659 Course(s) Requested

School Year: _____ - _____ Grade: _____

Course _____
For ____ 1 ____ 2 Semester or ____ 1 ____ 2 ____ 3 ____ 4 Quarter

Course _____
For ____ 1 ____ 2 Semester or ____ 1 ____ 2 ____ 3 ____ 4 Quarter

========== **DISTRICT USE ONLY** ==========

VERIFICATION

According to our records, the student listed is a home school student in compliance with the Minnesota Compulsory Instruction Law and resides in School District 659.

X _____ _____

Signature of Director of Administrative Services Date

PRINCIPAL'S RECOMMENDATION

____ Accept this application. ____ Do not accept this application.

Conditions for acceptance (if any): _____

Reasons for recommending application not be accepted: _____

X _____ _____

Signature of Principal Date

Please return this signed form to the Director of Administrative Services, who will notify the parent regarding approval or denial.

Policy 612 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the Northfield Public Schools. The involvement of parents by the district shall be directed toward both public and private school children whose parents are district residents or whose children attend school within the boundaries of the district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.

B. The policy of the district is to fully comply with Title 20 United States Code Section 6318, which requires the district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The district will develop jointly with, agree upon with, and distribute to parents of children participating in Title I a written parent and family engagement policy that will be incorporated into the district's Title I plan, and establish the expectations for parent and family involvement and describe how the district will do the following:

A. Involve parents and family members in the joint development of the Title I plan and the process of school review and improvement.

B. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

C. Build the schools' and parents' capacity for strong parental involvement to ensure effective involvement of parents and to support a partnership among the school, parents and the community to improve student academic achievement.

D. Coordinate and integrate parental involvement strategies for Title I with parental involvement strategies under other programs (such as Head Start, Even Start, the Parents as Teachers Program, Reading First program, Early Reading First program, home instruction program for preschool youngsters and state-run preschool programs).

E. Conduct, with the involvement of parents, an annual evaluation of the content and the effectiveness of the parental involvement policy in improving the academic quality of the schools served by Title I, including:

1. Identifying barriers to greater participation by parents in activities authorized by Title I, with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.
2. Use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

F. Involve parents in the activities of the schools served through Title I.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

Each Title I target school shall jointly develop with, and distribute to, parents of participating children a written parental involvement policy agreeing with requirements of the district parental involvement policy. (If the target school has a parental involvement policy that applies to all parents, this policy may be amended to meet the requirements.) Parents shall be notified about the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

A. The policy will describe the means by which each school with a Title I program will:

1. Convene an annual parent meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I, to explain the requirements and to inform parents of their right to be involved.

2. Offer a flexible number of alternative meetings and funds (provided through Title I) for transportation, child care or home visits as such services relate to parental involvement.

3. Involve parents in an organized, ongoing and timely way in the planning, review and implementation of school-based Title I programs.

4. Provide parents of participating children with:

   a. Timely information about Title I programs.
   b. A description and explanation of the curriculum in use at the school, forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.
   c. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

5. Jointly develop the school-parent compact (as described in federal law) that outlines how parents, the entire school staff and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall do the following:

    a. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the state's student academic achievement standards.
    b. Describe the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion and television watching; volunteering in their child's classroom and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.
    c. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:

        1. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the individual child's achievement.
        2. Frequent reports to parents on their children's progress.
        3. Reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
        4. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.

6. Provide parents with an understanding of such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of the law, and how to monitor a child's progress and work with educators to improve the achievement of their children.

7. Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and technology, as appropriate, to foster parental involvement.

8. Educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

9. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the home instruction programs for preschool youngsters, the Parents as Teachers Program, and public preschool and

other programs, and conduct other activities such as parent resource centers that encourage and support parents to more fully participate in the education of their children.

10. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.

11. Conduct other activities, such as parent resource centers and providing opportunities to learn about child development and child rearing issues (such as Community Education activities).

12. To the extent practicable, ensure information sent home is in the language used in the home.

13. Ensure parents with limited English proficiency or disabilities have access to parent involvement activities.

14. May involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of such training.

15. May provide necessary literacy training from Title I funds if all other reasonably available sources of funding for such training have been exhausted.

16. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.

17. May train parents to enhance the involvement of other parents.

18. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.

19. May adopt and implement model approaches to improving parental involvement.

20. Shall provide such other reasonable support for parental involvement activities under this section as parents may request.

B. To enhance communications between the school and parents or guardians of Title I students, schools shall take the following actions:

1. Promptly notify parents or guardians of the selection of a student for Title I services and the rationale for the selection.
2. Explain to parents or guardians the specific instructional objectives for their child.
3. Report to parents or guardians on their child's progress.

4. Provide materials and suggestions to help parents and guardians promote the education of their children at home.

Policy 612 Development of Parent and Family Engagement Policies for Title I Programs
Adopted: 09.13.2004; Non-Substantive Update: 12.08.2025; Updated: 09.26.2022

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

Legal References: 20 U.S.C. § 6318 (Parent and Family Engagement)

Cross References: None

Resources: **U.S. Department of Education: *Parent and Family Engagement Non-Regulatory Guidance* (January 2025)**

Policy 613 GRADUATION REQUIREMENTS

I. PURPOSE

This policy sets the Northfield School District graduation requirements, focused on preparing every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.

B. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.

C. "Required standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.

D. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

The District Assessment Coordinator shall be in charge of all test procedures and shall bring recommendations to the board annually for approval.

V. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

A. Four credits of language arts sufficient to satisfy all academic standards in English language arts.

B. Three credits of mathematics, encompassing Algebra II, Integrated Mathematics III, or an equivalent in high school as defined by the high school math standards. Grade 8 students must complete Algebra as defined by the Minnesota Math Standards.

C. Three credits of science, including at least: one credit to satisfy all the earth and space science standards for grades 9-12, one credit to satisfy all the life science standards for grades 9-12, and one credit to satisfy all the chemistry or physics standards for grades 9-12.

D. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies

E. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts.

F. One credit of physical education.

G. One-half credit of health.

H. One-half credit in personal finance. (Starting with students who began grade 9 in the 2024-25 school year.)

I. A minimum of seven elective credits.

J. Credit equivalencies

1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph E. above, if the credit is sufficient to satisfy all of the academic standards in economics.

2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D. above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these

academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D. above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D. above.

3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F. above.

4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B. above, if the credit meets state academic standards in mathematics.

5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D. above, if the credit meets the state academic standards in mathematics or science.

6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

VI. EARLY COMPLETION OF HIGH SCHOOL REQUIREMENTS

Students may be considered for early graduation, as provided for within Minnesota Statutes section 120B.07, upon meeting the following conditions:

A. All course or standards and credit requirements must be met.

B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in postsecondary education, and arrive at a timely decision.

C. The principal's decision shall be in writing and will be reported to the superintendent with possible review by the board.

Early completion of graduation requirements will be permitted, but there will be only one graduation ceremony held at Northfield High School and one graduation ceremony held at the Area Learning Center, both traditionally held at the end of the academic year.

VII. GRANTING OF DIPLOMA

A. Upon completion of graduation requirements specified in this policy a student will be granted a standard high school diploma.

B. The academic standards for language arts, mathematics, and science apply to all students except students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

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

VIII. HIGH SCHOOL DIPLOMA FOR VETERANS

A. Diploma

The school district must, upon a request under Paragraph B. below issue a high school diploma to a veteran as defined in Minnesota Statutes, section 197.447 who attended Northfield High School and was unable to complete their high school education for reasons related or unrelated to their military service, and who served:

1. during the Korean Conflict; or
2. during the Vietnam War.

B. Request

A veteran may request a diploma on their own behalf, or a family member may make a posthumous request on behalf of a deceased veteran or service member. The high school diploma is awarded based on the veteran's knowledge and experience gained while in service, or the veteran's other relevant lived experience. The school district may require the veteran or veteran's requestor to provide evidence that the veteran was a Minnesota public school student or is a current Minnesota resident.

C. No Report Required

The school district is not required to report on diplomas issued under Minnesota Statutes, section 127A.135.

D. Assistance

The Minnesota Department of Veterans Affairs and county veteran service officers

may provide assistance to districts fulfilling diploma requests, including but not limited to verification of discharge paperwork.

Policy 613 Graduation Requirements

Adopted: 01.14.2008; Updated: 06.23.2013, 04.13.2022, 09.22.2025; Non-Substantive Update: 04.20.2022; 08.12.2022; Statutory Update: 08.14.2023, 10.26.2026.

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

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.13 (Advanced Placement and International Baccalaureate Programs)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 124D.091 (Concurrent Enrollment Program Aid)
Minn. Stat. § 124F.08 (Education and Employment Transitions Partnerships)
Minn. Rules Part 3501.0660 (Academic Standards for Kindergarten through Grade 12 Language Arts)
Minn. Rules Parts 3501.0750 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0960 (Academic Science Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1350 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 620 (Credit for Learning)

Resources: Minnesota House of Representatives: Minnesota's Graduation Requirements (November 2025) (accessed 01.29.26)

Policy 614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The Northfield School District is committed to learner outcomes for every student. The purpose of this policy is to establish the Northfield School District's testing plan and procedure for all state required tests. It aims to communicate these plans and procedures effectively and transparently with all stakeholders.

II. GENERAL STATEMENT OF POLICY

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

III. DUTIES OF DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

A. Superintendent or Their Designee

1. ***Responsibilities before testing***
   a. Designate a district assessment coordinator and district technology coordinator.
   b. Pre-authorize staff access for applicable Minnesota Department of Education (MDE) secure systems. Alternatively, another board-approved identified official with authority may complete this task.
   c. Review and recertify annually staff who have access to MDE secure systems.
   d. Read and complete the Assurance of Test Security and Non-Disclosure.
   e. Establish a culture of academic integrity.
   f. Cooperate fully with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
   g. Ensure student information is current and accurate.
   h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
   i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
   j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
   k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).

l. Post on the district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

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

B. **District Assessment Coordinator**

1. ***Responsibilities before testing***
   a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
   b. Read and complete the Assurance of Test Security and Non-Disclosure.
   c. Confirm that all staff who handle test materials, administer tests, or have access to secure test content have completed the Assurance of Test Security and Non-Disclosure. Maintain the completed Assurance of Test Security and Non-Disclosure for two years after the end of the academic school year in which testing took place.
   d. Review with all staff the Assurance of Test Security and Non-Disclosure and their responsibilities thereunder.
   e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
   f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
   g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and

unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.

h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
   (1) Provide training on proper test administration and test security (Pearson's Training Management System).
   (2) Verify staff complete any and all test-specific training.

i. Maintain security of test content, test materials, and record of all staff involved.
   (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
   (2) Organize secure test materials for online administration and keep them secure.
   (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.

j. Confirm that all students have appropriate test materials.

2. ***Responsibilities on testing day(s)***
   a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
   b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
   c. Contact the MDE assessment contact within 24 hours of a security breach and submit the Test Security Notification in Test WES within 48 hours.
   d. Address invalidations and test or accountability codes.

3. ***Responsibilities after testing***
   a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
   b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
   c. Return secure test materials as outlined in applicable manuals and resources.

d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
e. Review student assessment data and resolve any issues.
f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
g. Enter Graduation Requirements Records in the GRR system.

C. **School Principal**

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

2. ***Responsibilities on testing day(s)***
   a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
   b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

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

D. **School Assessment Coordinator**

1. ***Responsibilities before testing***
    a. Implement test administration and test security policies and procedures.
    b. Read and complete the Assurance of Test Security and Non-Disclosure.
    c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the Assurance of Test Security and Non-Disclosure.
    d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
    e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
    f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
    g. Maintain security of test content and test materials.
        (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
        (2) Organize secure test materials for online administration and keep them secure.
        (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
        (4) Identify need for additional test materials to district assessment coordinator.
        (5) Provide MTAS student data collection forms if necessary.

(6) Distribute applicable ACCESS and Alternate ACCESS Test Administrator Scripts and Test Administration Manuals to test administrators so they can become familiar with the script and prepare for test administration.

(7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. ***Responsibilities on testing day(s)***

a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.

b. Ensure Test Monitor and Student Directions and Test Administrator Scripts are followed and answer questions regarding same.

c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.

d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.

e. Report testing irregularities to district assessment coordinator using the Test Administration Report.

f. Report security breaches to the district assessment coordinator as soon as possible.

3. ***Responsibilities after testing***

a. Ensure that all paper test materials are kept locked and secure and security checklists completed.

b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

d. Return secure test materials as outlined in applicable manuals and resources.

e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.

f. Ensure requirements for embargoed final assessment results are followed.

E. **Technology Coordinator**

1. Ensure that district is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identifications and passwords.
3. Read and complete the Assurance of Test Security and Non-Disclosure.

4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. **Test Monitor**

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

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

   b. **During test**
      (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
      (2) Follow all directions and scripts exactly.
      (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.

(4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.
(5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
(6) Do not review, discuss, capture, email, post, or share test content in any format.
(7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
(8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
(9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
(10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
(11) Report any possible security breaches as soon as possible.

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

G. **MTAS Test Administrator**

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

2. ***Responsibility on testing day(s)***
a. **Before the test**
(1) Maintain security of materials.
(2) Confirm appropriate MTAS materials are available and prepared for student.

b. **During the test**
   (1) Administer each task to each student and record the score.
   (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
   (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
   (4) Document and report and unusual circumstances to district or school assessment coordinator.

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

H. **MARSS Coordinator**

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

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

I. **Any Person with Access to Test Materials**
Read and complete the Assurance of Test Security and Non-Disclosure.

IV. TEST SECURITY

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

B. Students will be informed of the following:
   1. The importance of test security.
   2. Expectation that students will keep test content secure.

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

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

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

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

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.

8. Test Security Notification must be maintained for two years after the end of the academic school year in which testing took place.
9. Test Administration Report must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

VI. RETALIATION PROHIBITED

An employee who discloses information to the MDE Commissioner or a parent or guardian about service disruptions, ~~or~~ technical interruptions, or test security concerns related to administering assessments under this section is protected under section 181.932, governing disclosure of information by employees.

Policy 614 District Testing Plan and Procedures
Adopted: 01.28.2008; Updated: 08.2013, 05.2016, 08.2017, 02.24.2025; Statutory Update: 08.08.2022, 11.25.2024

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

Legal References:
Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (School Accountability)
Minn. Rules Parts 3501.3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References:
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
Minnesota PearsonAccess Next Resources and Forms:
http://minnesota.pearsonaccessnext.com/policies-and-procedures/
Minnesota Department of Education:
https://education.mn.gov/MDE/fam/tests/StudentParticipation/

Policy 615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPS, SECTION 504 PLANS, AND LEP STUDENTS

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for Northfield School District students identified as having individualized education program (IEP), Rehabilitation Act of 1973, Section 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

II. GENERAL STATEMENT OF POLICY

A. Minnesota Test of Academic Skills (MTAS)

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.

2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.

3. Eligibility Requirements

a. The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS:

(1) The IEP team must consider the student's ability to access the MCA, with or without accommodations;
(2) The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided;
(3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that the student's disability has a significant impact on his or her ability to function in multiple environments, including home, school, and community;
(4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;
(5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's

academic progress and how the student would participate in statewide testing.

b. MTAS participation decisions must not be made on the following factors:

(1) Student's disability category.
(2) Placement.
(3) Participation in a separate, specialized curriculum.
(4) An expectation that the student will receive a low score on the MCA.
(5) Language, social, cultural, or economic differences.
(6) Concern for accountability calculations.

B. Alternate ACCESS for ELs

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing.

2. Eligibility Requirements

a. The student must be identified as EL in MARSS in order to take an English language proficiency assessment.
b. The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.
c. For students in grades that the MTAS is not administered:
(1) the student must have cognitive functioning significantly below age level;
(2) the student's disability must have a significant impact on his or her ability to function in multiple environments, including home, school, and community; and
(3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.
d. The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.
e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.

3. Alternate ACCESS participation decisions must not be made on the following factors:

a. Student's disability category;
b. Participation in a separate, specialized curriculum;
c. Current level of English language proficiency;
d. The expectation that the student will receive a low score on the

ACCESS for ELs;
e. Language, social, cultural, or economic differences;
f. Concern for accountability calculations.

C. EL students new to the United States (in the U.S.A. less than one year) will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).

III. DEFINITION OF TERMS

See the current "Procedures Manual for the Minnesota Assessments" which is produced by the Minnesota Department of Education and available through minnesota.pearsonaccessnext.com/policies-and-procedures.

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR TESTING

See Chapter 4 of the current "Procedures Manual for the Minnesota Assessments" and Guidelines for Administration of Accommodations and Linguistic Supports.

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the school district test administrator. The school district test administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

Policy 615 Testing Accommodations, Modifications, and Exemptions for IEP, Section 504, and LEP Students

Adopted: 01.28.2008; Updated: 03.09.2020; Non-Substantive Update: 04.21.2022; 02.07.2025; Statutory Update: 10.28.2024

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

***Legal References*:** Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08 (Individualized Education Programs)
Minn. Rules Parts 3501.3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS), https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf
Alternate ACCESS for ELLs Participation Guidelines, https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

Policy 616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies at Northfield Public Schools on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota K-12 Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 academic standards and federal law will require a new level of accountability for the district. The district established a system to transition to the graduation requirements of the Minnesota K-12 academic standards. The district also established a system to review and improve instruction, curriculum, and assessment which will include input by students, parents or guardians, and local community members. The district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the district.

B. "Comprehensive achievement and civic readiness" means striving to meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school; and prepare students to be lifelong learners.

C. "Advisory committee" is Northfield Forward. Northfield Forward includes a variety of district stakeholders and meets four times every year. Northfield Forward is positioned as the district's "critical friend" and provides feedback on the strategic plan, Comprehensive Achievement and Civic Readiness report, building goals and results, and Professional Learning Communities' goals and results.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. **School District Goals**

1. The Board of Education has established school district-wide goals that provide direction for the district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 academic standards and federal law. The goals shall be reviewed annually and approved by the school board.

2. The Advisory Committee is established by the board to ensure active community participation in planning and improving the instruction and curriculum affecting state and district academic standards.

3. The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. The district's goal setting process will include consideration of individual site goals. District goals may also be developed through an education effectiveness program or through some other locally determined process.

B. **System for Reviewing Curriculum and Instruction**
Incorporated in the process will be analysis of the district's progress toward implementation of the Minnesota academic standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes 123B.147, and teacher evaluations under Minnesota Statutes 122A.40 or 122A.41.

C. Implementation of Graduation Requirements
The educational assessment system component utilized by the board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of current achievement that show growth relative to an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The board will utilize models developed by the Commissioner for measuring individual student progress. The board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement
The advisory committee shall ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and school academic standards consistent with Minnesota Statutes 120B.11, subdivision 2, and shall reflect the diversity of the community. To the extent possible, the advisory committee shall reflect the diversity of the district and its school sites and include teachers, parents, support staff, students, and other community residents.

E. **Evaluation of Student Progress Committee**
A committee of professional staff shall develop a plan for assessment of student progress, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the board.

F. Translation services should be provided to the extent appropriate and practicable.

G. **Reporting**

1. Consistent with Minnesota Statutes 120B.36, Subd. 1, the board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the district website. The board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the comprehensive achievement and civic readiness. The board must transmit an electronic summary of its report to the commissioner in the form and manner the commissioner determines. The district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The district shall include the results of this evaluation in its summary report to the commissioner required under Minnesota Statutes 120B.11, subdivision 5.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

3. The district must annually report the district's class size ratios by each grade to the commissioner of education in the form and manner specified by the commissioner.

4. The district must report whether programs funded with compensatory revenue are consistent with best practices demonstrated to improve student achievement.

Policy 616 School District System Accountability
Adopted: 09.27.2004; Updated: 09.23.2013, 08.2017, 04.13.2020, 09.27.2021; Non-Substantive Update: 04.21.2022, 05.11.2026; Statutory Update: 08.14.2023, 10.28.2024

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

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)
Minn. Stat. § 120B.36 (School Accountability)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)
Minn. Rules Parts 3501.0660 (Academic Standards for Kindergarten through Grade 12 Language Arts)

Minn. Rules Parts 3501.07 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0960 (Academic Science Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.13 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

Policy 619 STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for Northfield Public Schools District staff development that advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

II. GENERAL STATEMENT OF POLICY

The district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction and assessment.

III. STAFF DEVELOPMENT

A. The District Staff Development Committee (the "Committee") shall address and prioritize the needs of all staff to ensure effective implementation of the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements.

B. Staff development plans shall contribute toward continuous improvement of student achievement for all students, including English Learners and those with special needs by addressing the following goals:

1. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods.

2. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings.

3. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan.

4. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution.

5. Effectively deliver digital and blended learning and curriculum and engage students with technology.

6. Support stable and productive professional communities that emphasize coaching, professional learning communities, classroom action research, and other job-embedded models.

7. Maintain a strong subject matter focus premised on students' learning

goals consistent with Minnesota Statute 120B.125.

8. Ensure specialized preparation, differentiated instructional strategies, and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement.

9. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.

III. TRAINING AND PROFESSIONAL DEVELOPMENT

A. **Educational Assistants (commonly known as paraprofessionals)**
The district will provide initial training for each educational assistant who assists a licensed teacher in providing student instruction. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days an educational assistant begins supervising or working with students.

Additionally, with regard to educational assistants providing support to special education students, the district will ensure that annual training opportunities are required to enable the educational assistants to further develop the knowledge and skills that are specific to the students with whom the educational assistant works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

B. **Teachers/Administrators**
The district will provide high-quality professional development activities as required by state and federal laws.

Policy 619 Staff Development for Standards
Adopted: 01.28.2008; Updated: 04.2011, 12.2013, 02.2015, 09.26.2022; Statutory Update: 10.28.2024; Non Substantive Update: 05.11.2026

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

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0660 (Academic Standards for Kindergarten through Grade 12 Language Arts)
Minn. Rules Parts 3501.07 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0960 (Academic Science Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.13 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 616 (School District System Accountability)

Policy 620 CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment options and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the Northfield School District will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes, section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).

B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under Minnesota Statutes, section 124D.095, subdivision 5 or 5b, enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.

C. “Course” means a course or program.

D. “Eligible institution” means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

E. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.

F. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. A student must provide the district with a copy of the student’s grades in each

course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V. POST-SECONDARY ENROLLMENT CREDIT

A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.

1. Course credit will be considered by the district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.

2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.

3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

5. If no comparable course is offered by the district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.

6. When secondary credit is granted for postsecondary credits taken by a student, the district will record those credits on the student's transcript as credits earned at a postsecondary institution.

C. A list of the courses or programs meeting the necessary requirements may be obtained from the district.

D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including

information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11.

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (8), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The district must verify the hours worked with the employer before awarding elective credit.

VII. WEIGHTED GRADES

A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging. A grade awarded in an Advanced Placement course will be multiplied by a factor of 1.25.

B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

Policy 620 Credit for Learning

Adopted: 12.8.2008; Revised: 04.13.2020; Non-Substantive Update: 08.12.2022, 05.11.2026; Statutory Update: 08.14.2023, 09.22.2025

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

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Rules Parts 3501.0600 (Academic Standards for Kindergarten through Grade 12 Language Arts)
Minn. Rules Parts 3501.07 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0960 (Academic Science Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.13 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEP, Section 504, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 624 (Online Instruction)

Policy 621 LITERACY AND THE READ ACT

I. PURPOSE

The district recognizes that literacy is foundational in preparing every student for lifelong success. The purpose of this policy is to establish a district-wide protocol and mindset that elevates the vital role reading plays in student achievement.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.

B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.

C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.

D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy.

E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom

literacy instruction. A literacy lead may be employed by one (1) district, jointly by two (2) or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.

F. "Multi Tiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.

G. "Oral language," also called "expressive language" and “receptive language,” includes speaking and listening, and consists of five (5) components: phonology, morphology, syntax, semantics, and pragmatics. Oral language also includes sign language, in which speaking and listening skills are defined as expressive and receptive skills, and consists of phonology, including sign language phonological awareness, morphology, syntax, semantics, and pragmatics.

H. “Parent” means a student’s parent or legal guardian.

I. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.

J. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.

K. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.

L. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.

M. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension. This approach is consistent with the principles identified in the science of reading and is designed to ensure all students develop strong foundational literacy skills.

N. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.

O. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

A. The district must administer an approved reading screener to students in kindergarten through grade 3 within the first six (6) weeks of the school year, by February 15 each year, and again within the last six (6) weeks of the school year. A district must provide vendor-approved screening accommodations to students with documented accommodation plans.

A district must administer an approved reading screener to students in grades 4 and above who are not reading at grade level at least once per year until the student reaches grade-level proficiency. The screener must be one of the screening tools approved by MDE.

B. The district must identify any screener it uses in the district's annual literacy plan, and submit screening data to MDE with the annual literacy plan by June 15. The literacy plan description and requirements are described later in this policy.

C. Schools, after administering each screener, must follow the language access plan under Minnesota Statutes, section 123B.32 and give the parent of each student who is not reading at or above grade level information from the screener about:

1. The student's reading proficiency as measured by a screener approved by MDE.

2. Reading-related services currently being provided to the student and the student's progress.

3. Strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.

D. For students enrolled in dual language immersion programs, the school district must measure the student's reading proficiency in English or in the program's partner language, if available, according to Article V below. Following its language access plan under Minnesota Statutes, section 123B.32, the school district must notify families with timely information about students' reading proficiency, including how the student's reading proficiency is assessed, any reading-related services or supports provided to the student and the student's progress, and strategies for families to use at home in helping students succeed in becoming grade-level proficient in reading in English or the partner language. The dual language immersion program may provide information about national research on reading proficiency for students in dual language immersion programs in the parent notification.

E. The district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, and students enrolled in dual language immersion programs, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and expressive or receptive language mastery. The screening tool used must be a valid and reliable universal screener that is highly correlated with foundational reading skills.

B. The district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15. The literacy plan description and requirements are described later in this policy.

C. For students enrolled in dual language immersion programs:

1. if students are screened in the partner language, they must be screened at the same interval as the screenings in English under paragraph A above;

2. if the program provides instruction in foundational reading skills in English, the students receiving that instruction must be screened in

English;

3. if the program provides instruction in foundational reading skills in the partner language, the students receiving that instruction must be screened in the partner language;

4. if no screener is available in the partner language, the school district must identify how students' reading proficiency is assessed and how the school district determines and provides targeted reading instruction in the partner language and supports to students identified as needing additional support in developing mastery of foundational reading skills; and

5. the partner language screening tool must be approved by the school district for kindergarten through grade 3 students.

D. Students in grades 4 and above, including multilingual learners and students receiving special education services, who are not reading at grade level, must be screened for reading difficulties, including characteristics of dyslexia, using a screening tool approved by MDE and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.

E. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner by June 15 in the form and manner determined by the Commissioner.

F. An English language learner must be screened for characteristics of dyslexia according to the vendor's assessment guidelines.

G. The district must include in its local literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under Minnesota Statutes, section 120B.12, subdivision 2, the report must include:

1. A summary of the school district's efforts to screen for characteristics of reading difficulties, including dyslexia.

2. The number of students universally screened for that reporting year.

3. The number of students demonstrating characteristics of dyslexia for that year.

4. An explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

A. For each student identified under the screening identification process, the district shall provide aligned and targeted reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.

B. The district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.119, for a student not reading at grade level.

C. The district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. If the district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.119.

D. If a student does not read at or above grade level by the end of the school year, the district must continue to provide aligned and targeted reading intervention as defined by the MTSS framework until the student reads at grade level. District intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.

E. Intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

F. The district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or

guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

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

1. A process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123.

2. A process to notify and involve parents/guardians.

3. A description of how schools in the district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress.

4. Evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention.

5. Identification of staff development needs, including a plan to meet those needs.

6. The curricula used by school site and grade level and, if applicable, the district plan and timeline for adopting evidence-based curricula and materials starting in the 2025-2026 school year.

7. A statement of whether the district has adopted an MTSS framework.

8. Student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:

a. In kindergarten through grade 3.
b. Who demonstrate characteristics of dyslexia.
c. Students in grades 4 to 12 who are identified as not reading at grade level.

9. The number of teachers and other staff that have completed training approved by the department.

10. The number of teachers and other staff proposed for training in structured literacy.

11. How the district used funding provided under the Read Act to implement the requirements of the Read Act.

12. Beginning as soon as practicable after the end of fiscal year 2026, how the district used literacy aid funding received under Minnesota Statutes, section 124D.98.

13. For a district with a dual language immersion program:

a. the program's partner language;

b. grade levels included in the program;

c. the language used to screen students' foundational reading skills;

d. the percentage of grade 3 students taking the Minnesota Comprehensive Assessments; and

e. the number of students in the program in grades 4 to 12 who are identified as not reading at grade level.

14. Beginning with the 2026-2027 school year, a description of how schools in the district will use the school library media center to complement students' foundational reading skills.

B. Annually by June 15, the district must post its literacy plan on the district website and submit it to the Commissioner using the template developed by the Commissioner.

C. The school district must use a streamlined template developed by the Commissioner for local literacy plans that meets the requirements of Minnesota Statutes, section 120B.12, subdivision 4a, and requires all reading instruction and teacher training in reading instruction to be evidence-based.

VIII. STAFF TRAINING

A. The district must provide training from a menu of approved evidence-based training programs to the following teachers and staff by July 1, 2026:

1. Reading intervention teachers working with students in kindergarten through grade 12.

2. All classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs.

3. Kindergarten through grade 12 special education teachers responsible for foundational reading instruction.

4. Curriculum directors.

5. Instructional support staff, contractors, and volunteers who assist in providing reading interventions under the oversight and monitoring of a trained licensed teacher.

6. Employees who select literacy instructional materials for a district.

7. Teachers holding English as a second language teaching licenses.

B. The district must provide training from a menu of approved evidence-based training programs to the following teachers by July 1, 2027:

1. teachers who provide foundational reading instruction to students in grades 4 to 12;

2. teachers who provide instruction to students in a state-approved alternative program; and

3. teachers who provide instruction to students in dual language immersion programs.

The Commissioner may grant a school district an extension to these deadlines.

C. The district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead. The district literacy lead must collaborate with school district administrators and staff to support the district's implementation of requirements under the Read Act.

D. Training provided by the following may satisfy the professional development requirements under this Article:

1. a certified trained facilitator; or

2. a training program that MDE has determined meets the professional development requirements under the Read Act.

E. Beginning July 1, 2027, an educator required to receive training under Minnesota Statutes, section 120B.123, subdivision 5, paragraph (a), who is new to the state of Minnesota or is a newly licensed teacher who did not receive instruction in the teaching of foundational reading skills based on structured literacy, must complete one (1) of the approved required trainings. Training must be offered through the regional literacy network and facilitated by a local certified trained facilitator. MDE must review district literacy lead waiver requests and grant waivers to educators new to the state or educators who provide reading instruction exclusively using alternatives to sound-based approaches, and who have completed the professional development requirements consistent with this subdivision.

F. For the 2024-2025, 2025-2026 and 2026-2027 school years only, the hours of instruction requirement under Minnesota Statutes, section 120A.41 for students in elementary and secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9 and 13, is reduced by 5-1/2 hours for a district that enters into an agreement with the exclusive representative of the teachers that requires teachers to receive at least 5-1/2 hours of approved evidence-based training required under this subdivision, on a day when other students in the district receive instruction.

The hours of instruction reduction for secondary school students is applicable only for the 2025-2026 and 2026-2027 school years.

G. An educator who was first enrolled in an elementary, special education, or early childhood education Minnesota-approved teacher preparation program on or after June 1, 2026, does not need to receive additional training according to Minnesota Statutes, section 120B.123, subdivision 5, paragraph (a).

H. All professional development and digital curriculum resources must comply with the accessibility standards developed according to Minnesota Statutes, section 16E.03, subdivision 9. Professional development provided in accordance with the Read Act is subject to the requirements of Minnesota Statutes, section 363A.43.

IX. STAFF DEVELOPMENT

A. The district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with Minnesota Statutes, section 120B.12, subdivision 1, paragraphs (b) and (c). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.

B. The district shall use the data under Article V. above to identify the staff development needs so that:

1. Elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.119 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency.

2. Elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the district for the identified students.

3. Licensed teachers employed by the district have regular opportunities to improve reading and writing instruction.

4. Licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including academic language development, and build academic literacy.

5. Licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.

C. The district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY AID USES

The district must use its literacy aid to meet the requirements and goals adopted in the school district's local literacy plan.

Policy 621 Literacy and The Read Act

Adopted | Statutory: 07.10.2023, 09.08.2025, 09.28.2026; Non-Substantive Changes: 04.24.2025, 12.08.2025

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

Legal References: Minn. Stat. § 120B.119 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. §124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)
Minn. Stat. § 363A.43 (Continuing Education; Accessibility)

Cross-References: None

Policy 624 ONLINE INSTRUCTION

I. PURPOSE

The purpose of this policy is to recognize and govern online instruction options of students enrolled in the Northfield School District for purposes of compulsory attendance and address enrollment of students with an online instruction site for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

A. The district shall not prohibit an enrolled student from applying to enroll in online instruction.

B. The district shall grant academic credit for completing the requirements of an online instruction course or program.

III. DEFINITIONS

A. "Blended instruction" means a form of digital instruction that occurs when a student learns part time in a supervised physical setting and part time through online instruction under paragraph (E).

B. "Digital instruction" means instruction facilitated by technology that offers students an element of control over the time, place, path, or pace of learning and includes blended and online instruction.

C. "Enrolling district" means the district in which a student is enrolled under Minnesota Statutes, section 120A.05, subdivision 8, or chapter 124E.

D. "Online course syllabus" means a written document that identifies the state academic standards taught and assessed in a supplemental online course under paragraph (I); course content outline; required course assessments; instructional methods; communication procedures with students, guardians, and the enrolling district under paragraph (C); and supports available to the student.

E. "Online instruction" means a form of digital instruction that occurs when a student learns primarily through digital technology away from a supervised physical setting.

F. "Online instructional site" means a site that offers courses using online instruction under paragraph (E) and may enroll students receiving online instruction under paragraph (E).

G. "Online teacher" means an employee of the enrolling district under paragraph (C) or the supplemental online course provider under paragraph (J) who holds the

appropriate licensure under Minnesota Rules, chapter 8710, and is trained to provide online instruction under paragraph (E).

H. "Student" means a Minnesota resident enrolled in a school defined under Minnesota Statutes, section 120A.22, subdivision 4, in kindergarten through grade 12 up to the age of 21.

I. "Supplemental online course" means an online learning course taken in place of a course provided by the student's enrolling district under paragraph (C).

J. "Supplemental online course provider" means a school district, an intermediate district, a state-operated school, an organization of two or more districts operating under a joint powers agreement, or a charter school located in Minnesota that is authorized by the Minnesota Department of Education (MDE) to provide supplemental online courses under paragraph (I).

IV. DIGITAL INSTRUCTION

A. An enrolling district may provide digital instruction, including blended instruction and online instruction, to the district's own enrolled students. Enrolling districts may establish agreements to provide digital instruction, including blended instruction and online instruction, to students enrolled in the cooperating schools.

B. When online instruction is provided, an online teacher shall perform all duties of teacher of record under Minnesota Rules, part 8710.0310. Unless the Commissioner of MDE grants a waiver, a teacher providing online instruction shall not instruct more than 40 students in any one online learning course or section.

C. Students receiving online instruction full time shall be reported as enrolled in an online instructional site.

D. Curriculum used for digital instruction shall be aligned with Minnesota's current academic standards and benchmarks.

E. Digital instruction shall be accessible to students under section 504 and 508 of the federal Rehabilitation Act and Title II of the federal Americans with Disabilities Act.

F. An enrolling district providing digital instruction and a supplemental online course provider shall assist an enrolled student whose family qualifies for the education tax credit under Minnesota Statutes, section 290.0674 to acquire computer hardware and educational software so they may participate in digital instruction. Funds provided to a family to support digital instruction or supplemental online courses may only be used for qualifying expenses as determined by the provider. Nonconsumable materials purchased with public

education funds remain the property of the provider. Records for any funds provided must be available for review by the public or MDE.

G. An enrolling district providing digital instruction shall establish and document procedures for determining attendance for membership and keep accurate records of daily attendance under Minnesota Statutes, section 120A.22.

V. SUPPLEMENTAL ONLINE COURSES

A. Notwithstanding Minnesota Statutes, sections 124D.03 and 124D.08, procedures for applying to take supplemental online courses other than those offered by the student's enrolling district are as provided in this subdivision.

B. Any kindergarten through grade 12 student may apply to take a supplemental online course. The student, or the student's parent/guardian for a student under age 17, must submit an application for the proposed supplemental online course or courses. A student may:

1. Apply to take an online course from a supplemental online course provider that meets or exceeds the academic standards of the course in the enrolling district they are replacing.

2. Apply to take supplemental online courses for up to 50 percent of the student's scheduled course load.

3. Apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun. An enrolling district may waive the 50 percent course enrollment limit or the 15-day time limit.

4. Enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. A student taking a supplemental online course must have the same access to the computer hardware and education software available in a school as all other students in the enrolling district.

D. A supplemental online course provider must have a current, approved application to be listed by MDE as an approved provider. The supplemental online course provider must:

1. Use an application form specified by MDE.

2. Notify the student, the student's guardian if they are age 17 or younger, and enrolling district of the accepted application to take a supplemental

online course within ten days of receiving a completed application.

3. Notify the enrolling district of the course title, credits to be awarded, and the start date of the online course. A supplemental online course provider must make the online course syllabus available to the enrolling district.

4. Request applicable academic support information for the student, including a copy of the IEP, EL support plan, or 504 plan.

5. Track student attendance and monitor academic progress and communicate with the student, the student's guardian if they are age 17 or younger, and the enrolling district's designated online learning liaison.

E. A supplemental online course provider may limit enrollment if the provider's school board or board of directors adopts by resolution specific standards for accepting and rejecting students' applications. The provisions may not discriminate against any protected class or students with disabilities.

F. A supplemental online course provider may request that MDE review an enrolling district's written decision to not accept a student's supplemental online course application. The student may participate in the supplemental online course while the application is under review. Decisions shall be final and binding for both the enrolling district and the supplemental online course provider.

G. A supplemental online course provider must participate in continuous improvement cycles with MDE.

VI. ENROLLING DISTRICT

A. An enrolling district may not restrict or prevent a student from applying to take supplemental online courses.

B. An enrolling district may request an online course syllabus to review whether the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district.

C. Within 15 days after receiving notice of a student applying to take a supplemental online course, the enrolling district must notify the supplemental online course provider whether the student, the student's guardian, and the enrolling district agree that academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district. If the enrolling district does not agree that the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district, then:

1. The enrolling district must provide a written explanation of the district's decision to the student, the student's guardian, and the supplemental online course provider.

2. The online provider must provide a response to the enrolling district explaining how the course or program meets the graduation requirements of the enrolling district.

D. An enrolling district may reduce the course schedule of a student taking supplemental online courses in proportion to the number of supplemental online learning courses the student takes.

E. An enrolling district must appoint an online learning liaison who:

1. Provides information to students and families about supplemental online courses.

2. Provides academic support information including IEPs, EL support plans, and 504 plans to supplemental online providers.

3. Monitors attendance and academic progress, and communicates with supplemental online learning providers, students, families, and enrolling district staff.

F. An enrolling district must continue to provide support services to students taking supplemental online courses as they would for any other enrolled student including support for English learners, case management of an individualized education program, and meal and nutrition services for eligible students.

G. An online learning student must receive academic credit for completing the requirements of a supplemental online learning course. If a student completes an online learning course that meets or exceeds a graduation standard or the grade progression requirement at the enrolling district, that standard or requirement is met.

H. Secondary credits granted to a supplemental online learning student count toward the graduation and credit requirements of the enrolling district. The enrolling district must apply the same graduation requirements to all students, including students taking supplemental online courses.

I. An enrolling district must provide access to extracurricular activities for students taking supplemental online courses on the same basis as any other enrolled student.

VII. REPORTING

Courses that include blended instruction and online instruction must be reported in the manner determined by the Commissioner of MDE.

Policy 624 Online Instruction

Adopted: 08.14.2023; Substantive Update: 08.12.2024, Non-Substantive Update: 09.08.2025, 09.28.2026

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

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 124D.03 (Enrollment Options Act)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Rules Ch. 8710 (Teacher and Other School Professional Licensing)

Cross-References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)

Policy 630 DISTRICT WEBSITE

I. PURPOSE

This policy governs the publishing of Northfield School District website.

II. GENERAL STATEMENT OF POLICY

The district's website provides a means of communication with the global community for the purpose of providing information about:

- Our schools and school activities
- Our curriculum and instruction
- Teachers, classrooms or classes
- District, policy and school board information
- Department procedures, protocols and forms
- Other information relevant to the district as determined by the superintendent or their designee

III. PUBLISHING PRIVILEGES

Publishing privileges on the district website are provided by the superintendent or their designee to staff who need to familiarize themselves with, and practice, the procedures and responsibilities for content and technical standards before publishing the content. Directory structure will be determined by district administration.

All subject matter on the district website and their links must relate to those items outlined in the general statement of policy. Staff may not publish or provide links to their personal pages on the district website.

IV. PERSONAL VIEWS

Information on employees' personal webpages, social media, or online accounts, reflects an individual's thoughts, interests and activities. Such information does not represent individual schools or the district, nor are they endorsed or sanctioned by the individual school or the district. Concern about the content of any page created by students or staff should be directed to the building principal or the superintendent.

Policy 630 District Website
Adopted: 08.13.2007; Updated: 10.24.2022

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

Policy 644 GUEST SPEAKERS

I. PURPOSE

This policy provides guidelines for guest speakers in the Northfield School District.

II. GENERAL STATEMENT OF POLICY

Guest speakers are individuals invited to speak on topics consistent with the general educational goals of the district, the goals and purposes of the curriculum in general, and with the educational goals and objectives of the class(es) that the speaker will address. The superintendent or their designee, building administrators, teaching staff and student organizations with the permission of their adviser may invite a guest speaker to the district. Guest speakers should speak on topics that enhance, support and align with the district's vision, strategic commitments and benchmarks.

The district may host candidate forums. However, as a public institution the district is prohibited from endorsing political campaigns for candidates, political parties, political organizations and lobbying activities. Individuals may speak in a non-partisan capacity.

Policy 644 Guest Speakers
Adopted: 04.28.2008; Updated: 02.27.2023

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

Policy 646 DUE PROCESS HEARING PROCEDURAL SAFEGUARDS FOR PARENTS/GUARDIANS OF CHILDREN WITH DISABILITIES

I. PURPOSE

This policy outlines the due process hearing procedural safeguards for Northfield Public School parents/guardians of children with disabilities.

II. GENERAL STATEMENT OF POLICY

Parent/Guardian Due Process

The district will comply with due process procedures as stated in state and federal laws, rules, and regulations. Parent/guardian due process refers to the parental rights and responsibilities, according to state and federal laws, rules, and regulations, in all aspects of developing, planning, acquiring, and implementing special education and related services for students with disabilities.

Surrogate Parents

A. The duty of the district under Mn Rule. 3525.2440 includes the appointment of an individual to act as a surrogate for the parent/guardian when the parent/guardian is unknown, the student is a ward of the state or the parent/guardian requests a surrogate in writing.

B. The district must have a procedure that includes a method for determining when a child needs a surrogate parent and for assigning a surrogate parent to the child.

III. DISPUTE RESOLUTION

In resolving due process disputes with parents/guardians, the district will follow the procedures stated in Minnesota Statute 125A.09 subdivision 4.

Policy 646 Due Process Hearing Procedural Safeguards for Parents/Guardians of Children with Disabilities

Adopted: 04.28.2008; Updated: 10.24.2022

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

Legal References: Parent Involvement - 34 C.F.R. § 300.500(a); M.S. § 125A.08(a)(3); Mn Rule 3525.0700
Surrogate Parents - Mn Rule 3525.2440
Notice to Parents - 34 C.F.R. § 300.503(c)
Contents of Notice - Mn Rule 3525.3300; 34 C.F.R. § 300.503(b) (1,2,3,5,6,7)
When Notice is Required- 34 C.F.R. § 300.503(a)
Dispute Resolution - M.S. § 125A.09, subd. 4

Policy 652 INSTRUCTIONAL MATERIALS SELECTION AND PRODUCTION

I. PURPOSE

The Northfield School District Board of Education requires that instructional materials be selected and produced in support of the school district's mission and instructional goals, as identified through the Program Improvement Process.

II. GENERAL STATEMENT

The board delegates the responsibility for developing and managing a process for selection and production of instructional materials to the superintendent and their designees.

III. DEFINITION OF INSTRUCTIONAL MATERIALS

In general, instructional materials are defined as those items that are read, listened to, viewed, observed, manipulated, or experienced by students as part of the instructional process. They may be consumable or nonconsumable and may vary greatly in the kind of student response they stimulate. Instructional materials include but are not limited to books, textbooks, teacher manuals, kits, games, computer software, electronic information resources, apparatuses, music, video, audio recordings, and other print and non-print materials.

IV. PURPOSES FOR SELECTION AND PRODUCTION OF MATERIALS

The purposes for selection and production of materials is to provide:

A. Core and supplementary materials which support and are consistent with the district's curriculum as well as the varied interests, abilities and maturity levels of the students, and align with state standards.

B. A comprehensive set of media collection instructional materials representative of a broad array of knowledge, skills and attitudes.

C. A comprehensive set of media collection instructional materials representative of varied gender, ethnic, cultural and religious groups.

D. Core/supplementary and media collection instructional materials presenting multiple perspectives on issues.

The principal is responsible to ensure that instructional materials are used at the building in concordance with curricular goals and, if selected at the site, are developmentally appropriate for the students. This responsibility applies regardless of whether the materials are presented by teachers, parents, students, community members, guest speakers or other persons.

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

Legal Reference: Public Law 94-553 – copyright

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 644 (Community Resource Persons)

Policy 652.1 RECONSIDERATION OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for reconsideration of textbooks and instructional materials for the Northfield School District.

II. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

A. District residents who have concerns about specific instructional programs may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.

B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.

C. The superintendent shall present a procedure to the board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the board, such procedure shall be an addendum to this policy.

Policy 652.1 Reconsideration of Textbooks & Instructional Materials
Adopted: 04.28.2008; Updated: 12.12.2022

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

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development, Implementation and Delivery)
MSBA/MASA Model Policy 648 (Instructional Programs)

Procedures for Policy 652.1: Reconsideration of Textbooks & Instructional Materials

The right of any individual to free access to materials is basic to a democratic society and to the educational growth of its members. In spite of this, occasional objections to instructional materials will be made. The review of materials questioned by a district resident or employee of the Northfield School District will be treated objectively as an important action through a standing committee. Every effort will be made to consider the objections, keeping in mind the best interest of the students, the school, the curriculum and the community. All residents and employees of the school district shall adhere to the Procedures for Reconsideration of Textbooks and Instructional Materials.

Definitions

An objection is defined as submission of the district's reconsideration of textbooks and instructional materials form by a district resident or school district employee questioning the use of certain instructional materials.

The Committee

1. The committee shall have nine members appointed annually by July 1.

    a. One building principal or assistant principal appointed by the Northfield Principal's Association.
    b. One elementary teacher appointed by the Northfield Education Association (NEA)
    c. One secondary teacher appointed by the NEA.
    One special education teacher appointed by the NEA
    d. One professional media person appointed by the superintendent.
    e. One student from the high school appointed by the District Youth Council.
    f. Three parents/caregivers: one elementary parent/caregiver; one secondary appointed by the district's curriculum advisory committee; and one special education parent appointed by the special education advisory committee.
    g. The superintendent, the Director of Instructional Services, and one member from the Board of Education shall be appointed as ex officio members.

2. Members are appointed for a one-year term but may be reappointed.

3. When required, an organizational meeting of those nine members should:
    a. Elect a chairperson.
    b. Elect a recording secretary.
    c. May appoint up to three additional district residents and/or district staff members as ex officio members for one year.
    d. Review procedures for conducting reevaluation meetings.

4. Should a committee member be involved with an objection, a temporary replacement from that category shall be appointed by the chair. Once the committee has reached a decision the member shall return as a participating member of the committee.

5. No instructional materials reevaluated by the committee will be eligible for further reevaluation within three years following the committee's decision. Copies of the committee or board's previous decisions will be available.

6. Meetings of the committee follow state public meeting law. Meetings must be publicly announced and must be open. Persons having interest in the proceedings are allowed to attend as observers. Copies of these procedures and completed Request Form for Reevaluation of Instructional Materials will be available upon request.

Procedures

1. All objections should be directed to the Director of Instructional Services. The Director of Instructional Services, along with an appropriate professional staff member, will meet with the objector within three (3) days of receiving the objection. They will explain the selection and reevaluation procedures and reasons why the instructional material is being used. They shall refrain from voicing personal opinion.

2. In the event that the objector is not satisfied with the initial explanation, the Director of Instructional Services will invite the objector to fill out and return a Request Form for Reevaluation of Instructional Materials.

3. Upon receipt of the completed form the Director of Instructional Services will forward copies to the chairperson of the committee.

4. The chairperson of the committee shall:
   a. Notify committee members of the objection and set up a meeting.
   b. Distribute a copy of the completed form to all committee members.
   c. Obtain published reviews of the material being objected to if possible.
   d. Arrange for review of the questioned material by all committee members.

5. The committee will:
   a. Complete the process within a period of time not to exceed six months.
   b. Form opinions about the material based on its value as a whole.
   c. Allow use of the material during the reevaluation process.
   d. Discuss the material in the context of the education program.
   e. Invite the objector, the professional media person or teacher and administrator involved to the reevaluation meeting to express their viewpoints.
   f. Make a decision by a public vote. In case of a tie vote, the objections shall be denied.
   g. Forward a completed report to the objector, the building principal, the superintendent and the professional media person or teacher involved.
   h. The objector may appeal the decision of the committee to the school board.

Procedures 652.1 Reconsideration of Textbooks & Instructional Materials
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota Procedure
Dated: 04.07.2008; Updated: 12.12.2022

Northfield PUBLIC SCHOOLS

DISTRICT OFFICE
201 Orchard Street South
Northfield, MN 55057
PH 507.663.0600 • Fax 507.663.0611
www.northfieldschools.org

Request Form for Reevaluation of Instructional Materials

Initiated by _____ Date _____

Address _____Telephone _____

Representing: Self _____ Organization or Group _____

Instructional Material in question:

Author: _____

Title: _____

Publisher: _____ Copyright Date _____

Type of instructional material: _____

Location: Elementary _____ Middle School _____ High School _____

Please respond to the following questions:

1. Have you seen, read or listened to this instructional material in its entirety: _____

2. To what do you object? Please cite specific passage, pages, etc. _____

_____

_____

_____

3. What do you believe is the main idea of this instructional material? _____

_____

_____

4. What do you feel might result from use of this instructional material? _____

_____

_____

5. What reviews of this instructional material have you read? _____

_____

6. For what other age group might this instructional material be suitable? _____

_____

7. What action do you recommend that the school take on this instructional material? _____

_____

8. What instructional material do you recommend in place of this one that would provide adequate information on the subject?

_____

_____

_____

_____

Signature _____ Date _____

Please return this form to Director of Instructional Services.

Policy 655 SCHOOL VOLUNTEERS

I. PURPOSE

In accordance with the district's strategic commitment to partnerships, volunteers are a valuable resource to the Northfield School District in assisting with and/or enhancing the educational experience for our students. They are an important and welcome part of the educational process. This policy outlines the background screening standards and administrative oversight of the effective use and appropriate conduct of volunteers.

II. GENERAL STATEMENT OF POLICY

District departments and schools will recruit and schedule volunteers as needed. School staff who wish to bring in a volunteer must receive prior approval of the principal, building administrator or relevant district administrator.

School volunteers are expected to meet the same background check standards as school staff, as listed in Policy 404, and must pass an annual volunteer background check, which follows Policy 404's Background Screening Standards. It shall be the supervising administrator's responsibility to monitor all volunteers in the building and to assess their effectiveness. The supervising administrator may shift or discontinue a volunteer when, in their opinion, the volunteer is not contributing positively to the educational experience of students.

Policy 655 School Volunteers
Adopted: 12.10.2007; Updated: 11.28.2022, 06.08.2026

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

Cross Reference: Policy 404 Employment Background Checks

Policy 701 ESTABLISHMENT, ADOPTION AND MODIFICATION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

In alignment with the district's strategic commitments to stewardship and communication, the purpose of this policy is to establish lines of authority and procedures for the establishment of Northfield Public Schools' revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

Budget planning is an integral part of program planning. The annual budget will effectively express and implement school board goals and the priorities of the school district. The school district shall establish its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENTS

A. The superintendent or designee shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The superintendent or designee shall annually prepare a budget development calendar for review and adoption by the school board. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.

B. Expenditures shall be reported in compliance with Minnesota Statutes, section 123B.76.

C. Prior to July 1 of each year, the school board must approve and adopt its revenue and expenditure budgets for the next school year. The budget document so adopted must be considered an expenditure-authorizing or appropriations document. No funds shall be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

D. Each year, the school district must publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement must be included in the publication that, upon request to the superintendent, the complete budget in detail may be inspected by any resident of the school district. At the same time as this publication, the school district shall publish the other information required by state statutes.

E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.

F. The school district shall also post the materials specified in Paragraph III.D. above in a conspicuous place on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.

B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

C. The superintendent or their designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.

D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.

E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue and expenditures of funds.

V. MODIFICATION

A. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed

decision.

B. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.

C. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Policy 701 Establishment, Adoption and Modification of School District Budget
Adopted: 12.08.2008; Updated: 04.2012; Non-Substantive Update: 10.03.2022; Substantive Update: 02.24.2025, 06.08.2026

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

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)

Policy 702 ACCOUNTING

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

III. PERMANENT FUND TRANSFERS

Unless otherwise authorized by state statutes, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with statutes.

IV. REPORTING AND AUDITING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information as specified in state statutes in the manner specified therein.

Policy 702 Accounting
Adopted: 12.08.2008; Non-Substantive Update: 10.03.2022

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

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.75 (Revenue; Reporting)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow, School District Revenues; Borrowing for Current Operating Costs; Capital Expenditure Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)

Policy 703 ANNUAL FINANCIAL AUDIT

I. PURPOSE

Northfield Public Schools shall provide for an annual financial audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

A. The school board shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.

B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.

C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include any other items required by Minnesota Statutes 123B.14, subdivision 7.

D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.

F. The school board shall approve the audit report by resolution or require a further or amended report.

G. The administration shall report to the school board regarding any actions necessary to

correct any deficiencies or exceptions noted in the audit.

H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minnesota Statutes chapter 6.

Policy 703 Annual Audit
Adopted: 12.8.2008; Updated: 05.2013, 03.09.2020; Non-Substantive Update: 10.03.2022

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

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.77, Subds. 2 and 3 (Accounting, Budgeting and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 702 (Accounting)

Policy 704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of Northfield Public Schools and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The school district shall maintain an inventory of its fixed assets using a fixed asset accounting system.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or designee shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS), with a capitalization level that equals or exceeds $10,000. Group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is $25,000. The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Policy 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System
Adopted: 12.08.2008; Non-Substantive Update: 10.03.2022; Updated: 05.27.2025, 08.11.2025

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

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School District)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)
GASB Implementation Guide 2021-1

Cross References: MSBA/MASA Model Policy 702 (Accounting)

705 INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of Northfield Public Schools' funds.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria. This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

III. AUTHORITY

A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota statutes and any other applicable state or federal law or administrative rules.

B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows

1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.

2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.

3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

IV. RESPONSIBILITIES

A. The Director of Finance of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. While the investment officer may delegate certain duties to a designee or designees, the investment officer shall remain responsible for the operation of the

program.

B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program.

C. The investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The investment officer, acting in accordance with this policy shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

D. The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

E. The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others.

V. INVESTMENTS

A The school district may invest its available funds in those instruments permitted under Minnesota statutes or any other law governing the investment of school district funds.

B. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.

C. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

D. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term

and long-term investments shall be timed according to anticipated need. Within those parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

E. A competitive bid or quotation process shall be utilized before the school district invests any surplus funds in a specific investment instrument. Records will be kept of the quotations or bids received. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

VI. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.

B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

VII. SAFEKEEPING AND COLLATERALIZATION

A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any federal reserve bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes section 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

B. Deposit-type securities shall be collateralized as required by Minnesota Statutes section 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.

C. Repurchase agreements shall be secured by the physical delivery or transfer

against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than $1,000,000.

VIII. REPORTING REQUIREMENTS

A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.

B. The investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

IX. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

X. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minnesota Statutes section 471.38.

Policy 705 Investments
Adopted: 12.08.2008; Non-Substantive Update: 10.03.2022

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

Legal References: Minn. Stat. § 118A.01 (Definitions)
Minn. Stat. § 118A.02 (Depositories; Investing; Sales Proceeds Immunity)
Minn. Stat. § 118A.03 (When and What Collateral Required)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Safekeeping; Acknowledgements)
Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties)

Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor

Policy 706 ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the Northfield School District's Board of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS

The board may receive, for the benefit of the school district, bequests, donations or gifts. The board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift benefits, or furthers the interests of, the school district and whether it should be accepted or rejected. The board shall have the option to terminate a continuing gift agreement under extenuating circumstances.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the board shall administer it in accordance with those terms. Once accepted, a gift shall become the property of the district to be used at its sole discretion unless otherwise provided in the agreed upon terms.

Policy 706 Acceptance of Gifts
Adopted: 08.25.2008; Non-Substantive Update: 10.04.2022; Updated: 04.24.2023

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

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Boards)
Minn. Stat. § 465.03 (Gifts to Municipalities)

Cross References: None

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this _____day of _____, _____, by and between _____ , hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

_____
Donor

By:

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

Policy 707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students for Northfield Public Schools consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide for the transportation of students in a manner that will protect their health, welfare and safety.

B. The district recognizes that transportation is an essential part of the district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.

B. "Home" is the legal residence of the child. In the discretion of the district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the district if enrolled in the district.

C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.

E. "Nonresident student" is a student who attends school in the Northfield school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.

F. "Pupil support services" are health, counseling and guidance services provided by the public school in the same district where the nonpublic school is located.

G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.

H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes section 120A.22 by attendance at a nonpublic school.

I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

A. Upon the request of a parent or guardian, the district shall provide transportation to and from school, at the expense of the district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

B. The district may, in its discretion, also provide transportation to any student to and from school, at the expense of the district, for any other purpose deemed appropriate by the board.

C. Walk Areas and Bus Stops

1. **Walking Areas.** Distance is the primary criteria used to establish walking areas. The walking areas are determined by measuring the distance, in the most direct route, from the home of the student to the nearest property line of the school of attendance. Current walk boundaries established by Northfield School District 659 are approximately 1 mile for students in grades 6 through 12, and approximately .75 mile for students in kindergarten through grade 5.

2. The Northfield School District has established discretionary areas of service for students who reside less than two miles from school, but in addition to the walk areas described above. The district has established fees for students who live within the discretionary areas of service. Visit the district website for additional information.

3. **Bus Stops.**
   a. Bus stops and routes may change each year based upon the student population. Students may have to walk varying distances to the bus stop depending on the route structure and time schedule. Individual stops at homes would add considerable time to a bus route.
   b. Visibility from the home to the bus stop is not part of the criteria for establishing bus stops. If a parent/guardian is concerned about watching their children at the bus stop, they need to walk with them to the stop.
   c. School buses will not travel down cul-de-sacs, except special vehicles designed to pick up students with disabilities.
   d. Bus turnarounds must meet minimum visibility and road standards for rural routes. Transportation services will be provided insofar as possible as follows:

      (1) On a public road, of at least two lanes with a minimum 24' wide top surface, maintained by the state, county, city, or township and is one-half mile long to a main traveled road.
      (2) There is a suitable place to turn around, meeting safety and

visibility standards.

(3) All turnarounds must be sufficiently wide, plowed of snow and otherwise maintained to allow for safe turn around of a bus.

D. **Transportation of Any Person**. Districts may use district-owned or contractor-operated school buses to provide transportation along regular school bus routes on a space available basis for any person. Such use of a bus must not interfere with the transportation of pupils to and from school or other authorized transportation of pupils. In all cases, the total additional cost of providing these services, as determined by sound accounting procedures, must be paid by charges made against those using these services or some third-party payor. In no case shall the additional cost of this transportation be paid by the district. The provisions of section 65B.47, subdivision 4, shall be applicable to any person being transported pursuant to this subdivision.

E. **Bus Ridership**. Based upon their home address, students are assigned to a specific bus stop and bus route. Students must ride to and from the school on the bus(es) to which they have been assigned.

Exceptions to this rule are as follows:

1. If parents will be out of town for one week or longer, and children will be staying at a different location, please contact the bus company to change the listed bus stop. The new bus stop must be on an existing route, as buses will not be rerouted for temporary addresses.

2. In case of a serious family emergency, such as a death or unexpected hospitalization of a family member, please contact the principal's office at your child's school as early in the day as possible if alternate arrangements are necessary. Calls to the office near the end of the school day can result in missed messages and confusion.

3. **After-School Activities.**
   a. Transportation is not provided on regular route buses for non-school activities, such as work, music or dance lessons, scouts, church activities, etc.
   b. Students may be allowed to ride an alternate bus for after-school activities sponsored by the Northfield School District if space is available on an existing bus route. Advance registration for the activity is required and the school or community education activity coordinator must contact the bus company at least one month in advance to determine if space is available. The district staff in charge of the activity shall forward a list of the students involved to the bus company, and to the office of each school which the students normally attend, at least one week in advance of the

activity session.

c. Parents are responsible for transporting their child(ren) home after these activities. Parents may be required to provide identification to the school staff member in charge of the group when picking up their child(ren) from the event.

4. **Busing to/from Daycare.** A student's daycare location may be regarded as their home residence for the purpose of transportation. The daycare must be located in the same attendance area as the student's home.

   a. Student pick ups: Students may ride from home or daycare in the morning as long as an existing stop is used and the change does not overload the bus or adversely affect the bus schedule for other students. Parents should contact the bus operator to request an alternate pick up location.
   b. Student drop offs**:** Students will be assigned to one take-home bus route and one drop off location only, near either the home *or* the daycare. Students will not be allowed to alternate between drop off locations. Although this policy is not always convenient for parents, it is the safest for students.
   c. Bus registration forms should be turned in before the end of the previous school year so that the bus routes may be established as accurately as possible. If daycare arrangements change over the summer, the school and transportation operator should be notified as soon as possible.

5. **Address Changes or New Students.** Please allow up to 5 days for changes to be implemented due to adding new students whose transportation requires additional bus stops, route changes, and/or additional vehicles.

6. **Family Residence Changes within the District.** Students whose family moves to a different elementary attendance area in mid-year will not be required to transfer to the other school during that school year. However, bus transportation may not be available. Routes will not be added or changed to accommodate for this type of situation.

7. **Shared Custody.** When divorced parents reside in different school attendance areas within the district and share physical custody of a student, transportation may be available to/from the residence that is located in a school attendance area different from the school where the student is enrolled. Parents must contact the transportation operator to determine whether space is available. Parents shall also provide a regular schedule to the school office and bus operator, regarding where the student needs to be transported on specific days or weeks. It is the responsibility of the parent to ensure that their child knows where he or she needs to go

after school each day.

8. **Field Trips**. Transportation is provided for curricular field trip activities during the school day. The school official organizing the field trip must obtain a price quote for transportation prior to the trip from the bus contractor. A Bus Request Form provided by the building secretary must be completed and faxed or mailed to the bus contractor to book the trip. The school official should call the bus contractor a couple of days in advance of the trip to confirm the bus and verify that the information is correct. Field trip buses must be scheduled to return students to school at least ten minutes before the end of the school day if the students are expected to ride afternoon route buses that day.

F. For purposes of stabilizing enrollment and reducing mobility, the district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

A. If requested by the parent of a nonresident student, the district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. The same level of service means using the closest current and existing pick-up/drop-off point assigned by the district within the geographical boundary of Northfield Public Schools. The stop must be at a location that allows for a safe transfer between the school bus and parents' vehicle, as determined by the bus company safety director.

B. If the district decides to transport a nonresident student within the student's resident district, the district will notify the student's resident district of its decision, in writing, prior to providing transportation.

C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to an appropriate stop in the district during those times when the student is residing with the parent in the nonresident district.

D. The district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

A. In general, the district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week (Minnesota Statutes, section 124D.03, subdivision 8).

B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the district, if in the discretion of the district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the district in an adjacent district.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES

A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes section 123B.92, subdivision 1(b)(4), for a resident child with disabilities not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with disabilities not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.

B. Resident students with disabilities who are transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the district. The district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the district.

C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the district, shall be provided transportation, by the district to and from said board and lodging facilities, at the expense of the district.

D. If a resident student with a disability attends a public school located in a contiguous school district and the district of attendance does not provide special instruction and services, the district shall provide necessary transportation for the student between the district boundary and the educational facility where special instruction and services are provided within the district. The district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the district boundary.

E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another district and the student continues to live within the district during the care and treatment, the district shall provide the transportation, at the expense of the district, to that student. The district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a daycare and treatment program and the district receives a copy of the order, then the district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the district during regular operating hours of the district.

1. Before the placement of a pupil for care and treatment, the district of residence must be notified and provided an opportunity to participate in the placement decision. It is reasonable for the district to refuse or delay transportation to a care and treatment program if the district administration has been denied the opportunity to participate in the placement decision.

2. The district will transport a student determined to need placement in a day treatment program to the therapeutic day program offered collaboratively by Rice County and the district to the extent placement is deemed appropriate by therapeutic program staff and an opening exists.

    a. Only if placement in this program is not possible will the district transport to the next closest day treatment program as approved by the district's director of special education.

F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the district shall provide the necessary transportation at the expense of the district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.

G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist

students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.

H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes chapter 125A.

VIII. HOMELESS STUDENTS

A. Homeless students shall be provided with transportation services comparable to other students in the district.

B. Upon request by the student's parent, guardian, or homeless education liaison, the district shall provide transportation for a homeless student as follows:

1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked.

2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the district and the school district in which the student is temporarily placed agree that the district in which the student is temporarily placed shall provide transportation.

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the district, the district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the district in which the school of origin is located.

4. A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, at the discretion of the district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code section 1415 (Individuals with Disabilities Act), 29 United States Code section 794 (the Rehabilitation Act), and 42 United States Code section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

A. At its discretion, the district may charge fees for transportation of students to and from extra curricular activities conducted at locations other than school, where attendance is optional.

B. The district may charge fees for transportation of students to and from school when authorized by law. If the district charges fees for transportation of students to and from school, guidelines shall be established to ensure that no student is denied transportation solely because of inability to pay. The district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.

C. The district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary

enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee.

D. Where, in its discretion, the district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

XIII. APPEAL PROCESS

An appeal to this policy may be directed first to the Director of Special Services for students with disabilities, then to the Director of Finance, and finally the Superintendent, whose decision will be final.

Policy 707 Transportation of Public School Students
Adopted: 01.12.2009; Updated: 10.11.2010, 04.2011, 04.2012, 02.2013, 05.2013, 05.2016, 09.22.2025; Non-Substantive Update: 10.04.2022; Statutory Update: 10.28.2024

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

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.02 (Children with a Disability Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Policy 708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to address the existing partnerships, transportation rights of Northfield School District nonpublic school students, and to provide equality of treatment in transporting such students under law while upholding the district's strategic commitment to stewardship.

II. GENERAL STATEMENT OF POLICY

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

III. ELIGIBILITY

A. The district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes sections 123B.88 and 123B.92 when applicable.

B. Upon the request of a parent/guardian, the district must provide school bus transportation to the school district boundary for students residing in the district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting district. Such transportation must be provided whether or not there is another nonpublic school within the transporting district, if the transportation is to schools maintaining grades or departments not maintained in the district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.

C. The district may provide school bus transportation to a nonpublic school in another district for students residing in the district and attending that school, whether there is or is not another nonpublic school within the transporting district, if the transportation is to schools maintaining grades or departments not maintained in the district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the district transports students to a nonpublic school located in another district, the nonpublic school must pay the cost of such transportation provided outside the district boundaries.

D. The district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services~~,~~ if the district elects to provide pupil support services at a site other than a nonpublic school.

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

F. The board and a nonpublic school may mutually agree to a written plan for the board to provide nonpublic pupil transportation to nonpublic school students. The district must report the number of nonpublic school students transported and the nonpublic pupil transportation expenditures incurred in the form and manner specified by the Minnesota Commissioner of Education.

G. If the board provides pupil transportation through the school's employees, the board may transport nonpublic school students according to the plan and retain the nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.

H. A board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may make a payment to the district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.

I. Additional transportation to and from a nonpublic school may be provided at the expense of the district when such services are provided at the discretion of the district.

IV. STUDENTS WITH DISABILITIES

A. If a resident student with a disability attends a nonpublic school located within the district, the district must provide necessary transportation for the student within the district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the district of attendance and where the special instruction and services are provided within the district, the district must provide necessary transportation for that student between the district boundary and the educational facility. The district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the

nonpublic school must pay the cost of transportation provided outside the district boundary. Districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.

B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the district. The district shall determine the type of vehicle used to transport disabled students on the basis of the handicapping condition and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the district.

C. Each driver and aide assigned to a vehicle transporting students with a disability must:
   1. Be instructed in basic first aid and procedures for the students under their care.
   2. Within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities.
   3. Assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus.
   4. Ensure that proper safety devices are in use and fastened properly.

D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system:

   1. The student's name and address.
   2. The nature of the student's disabilities.
   3. Emergency health care information., and
   4. The names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

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

Policy 708 Transportation of Nonpublic School Students

Adopted: 10.27.2008; Updated: 04.2011; Substantive Update: 10.24.2022; Statutory Update: 07.10.2023, 11.25.2024

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

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

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

Policy 709 STUDENT TRANSPORTATION SAFETY

I. PURPOSE

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

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

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

B. **Student School Bus Safety Training**

1. The district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:

    a. Transportation by school bus is a privilege, not a right.
    b. District policies for student conduct and school bus safety.
    c. Appropriate conduct while on the bus.
    d. The danger zones surrounding a school bus.
    e. Procedures for safely boarding and leaving a school bus.
    f. Procedures for safe vehicle lane crossing.
    g. School bus evacuation and other emergency procedures.

2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the

vicinity of a school bus as required by Minnesota Statutes section 169.446, subdivision 2.

5. The district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

6. The district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

7. The district may provide kindergarten students with school bus safety training before the first day of school.

8. The district shall adopt and make available for public review a curriculum for transportation safety education.

9. Nonpublic school students transported by the district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. **Active Transportation Safety Training**

1. **Training required**

a. The district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.

b. The district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:

1) Pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique.

2) Bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.

3) Electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

2. **Instruction**

a. The district may provide active transportation safety training through distance learning.

b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. The district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. **School Bus and Bus Stop Rules.** The district school bus safety rules are to be posted on every bus. If these rules are broken, the district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the district's transportation office/school office.

2. **Rules at the Bus Stop**
   a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
   b. Respect the property of others while waiting at your bus stop.
   c. Keep your arms, legs and belongings to yourself.
   d. Use appropriate language.
   e. Stay away from the street, road or highway when waiting for the bus.
   f. Wait until the bus stops before approaching the bus.
   g. After getting off the bus, move away from the bus.
   h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
   i. No fighting, harassment, intimidation or horseplay.
   j. No use of alcohol, tobacco or drugs.

3. **Rules on the Bus**
   a. Immediately follow the directions of the driver.
   b. Sit in your seat facing forward.
   c. Talk quietly and use appropriate language.
   d. Keep all parts of your body inside the bus.
   e. Keep your arms, legs and belongings to yourself.
   f. No fighting, harassment, intimidation or horseplay.

g. Do not throw any object.
h. No eating, drinking, or use of alcohol, tobacco, or drugs.
i. Do not bring any weapons or dangerous objects on the school bus.
j. Do not damage the school bus.

4. **Consequences**

a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

1) **Elementary (K-6)**

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

2) **Secondary (7-12)**

1st offense: Warning
2nd offense: 5 school-day suspension from riding the bus
3rd offense: 10 school-day suspension from riding the bus
4th offense: 20 school-day suspension from riding the bus/meeting with parent/guardian
5th offense: Suspended from riding the bus for the remainder of the school year

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

3) **Other Discipline**

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

4) **Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be

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

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

6) **Notice**
School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

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

IV. PARENT/ GUARDIAN/CAREGIVER INVOLVEMENT

A. **Parent and Guardian Notification**
The district school bus and bus stop rules will be provided to each family. Parents, guardians, and caregivers are asked to review the rules with their children.

B. **Parents/Guardians/Caregivers Responsibilities for Transportation Safety**
Parents/Guardians/Caregivers are responsible to:

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

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "Type A-I" school bus as set forth in Section VII.D., below.

B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. Excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit.
2. Reckless driving.
3. Improper or erratic traffic lane changes.
4. Following the vehicle ahead too closely.
5. A violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident.
6. Driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
7. Driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported.
8. A violation of a state or local law prohibiting texting while driving a commercial vehicle.
9. A violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification

shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. **Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. **Evaluation**

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

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

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

VII. OPERATING RULES AND PROCEDURES

A. **General Operating Rules**

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Model School Bus Driver Training Program.

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether

hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes section 169.011, subdivision 71:

"School bus" means a motor vehicle used to: (1) transport pupils to or from a school defined in Minnesota Statutes, section 120A.22, or to or from school-related activities, by the school or a school district, or by someone under an agreement with the school or a school district; or (2) provide training on the operation of the vehicle for purposes specified in clause (1) to employees of the school, school district, or a person under agreement with the school or school district.

A school bus does not include a motor vehicle transporting children to or from school for which parents or guardians receive direct compensation from a school district, a motor coach operating under charter carrier authority, a transit bus providing services as defined in Minnesota Statutes, section 174.22, subdivision 7, or a vehicle otherwise qualifying as a type III vehicle under Minnesota Statutes, section 169.011, subdivision 71, paragraph (h), when the vehicle is properly registered and insured and being driven by an employee or agent of a school district for nonscheduled or nonregular transportation.

In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. **Type III Vehicles**

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.

5. If a Type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The Type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A “Type III school bus” and “Type III Head Start bus” must not be outwardly equipped and identified as a Type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on Type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.

9. Any Type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any Type III vehicle used to transport students must not load or unload so that a pupil has to cross the road, except where not possible or impractical, then the driver or assistant must escort a pupil across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any Type III vehicle used to transport students must carry emergency equipment including:

    a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

    b. Body fluids cleanup kit. A body fluids cleanup kit is required. The kit must be contained in a removable, moisture- and dust-proof container mounted in an accessible place within the driver’s compartment and must be marked to indicate the kit’s identity.

    c. First aid kit. A first aid kit meeting the requirements as defined in the current version of the National School Transportation Specifications and Procedures (NSTSP) must be provided in vehicles model year 2027 and newer. All other vehicles may contain a minimum of a ten-unit first aid kit, as specified in Minnesota Rules 1993, part 3520.5120, or a first aid kit meeting the requirements of the NSTSP. After January 1, 2030, all type III vehicles must be equipped with a first aid kit meeting the requirements of the NSTSP.

d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as Type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. Also, parents/guardians may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. **Type A-I "Activity" Buses Driven by Employees with Driver's License Without a School Bus Endorsement**

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a Type III vehicle, described above, under the following conditions:

a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

b. The operator's employer, which may include the school district has adopted and implemented a policy that provides for annual training and certification of the operator in.

1) Safe operation of a type III vehicle.
2) Understanding student behavior, including issues relating to students with disabilities.
3) Encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately.
4) Knowing and understanding relevant laws, rules of the road, and local school bus safety policies.
5) Handling emergency situations.
6) Proper use of seat belts and child safety restraints.
7) Performance of pretrip vehicle inspections.
8) Safe loading and unloading of students, including, but not limited to:

a) Utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions.

b) Refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane.

c) Avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location.

d) Placing the type III vehicle in "park" during loading and unloading.

e) Escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile., and

9) Compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statutes section 144.057 or Minnesota Statutes chapter 245C for day care employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minnesota Statutes section 171.321, subdivision 2.

e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.

g. A person who sustains a conviction, as defined under Minnesota Statutes 609.02, of violating Minnesota Statutes section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's

license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.

h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, subdivision1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statutes chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.

j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, Subd. 2 (See Section II.B., above).

k. Documentation of meeting the requirements listed in this section must be maintained under a separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. **Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement**

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.

c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.

d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes section 171.321, subdivision 2.

e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes section 171.02, subdivisions 2a(h) - 2a(j).

f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.

g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.

2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.

3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Model School Bus Driver Training Program. This includes procedures in the event of a crash (accident).

C. School bus drivers and bus assistants for special education students requiring special transportation service because of a disability shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of pupils with disabilities, assist pupils with

disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of a disability. The information shall state:

1. The student's name and address.
2. The nature of the student's disabilities.
3. Emergency health care information.
4. The names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the pupil's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

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

B. All school vehicles shall be state inspected in accordance with legal requirements.

C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.

D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

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

superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

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

Policy 709 Student Transportation Safety
Adopted: Unknown; Updated: 05.2013, 07.2013, 12.2014; Substantive Updates: 10.24.2022, 07.10.2023, 08.12.2024, 10.26.2026; Statutory Update: 09.08.2025; Non-Substantive Update: 12.08.2025

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

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16 and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subd 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of a School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minnesota Rules 1993, part 3520.5120
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)

49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References: MSBA/MASA Model Policy 416 (Drug, Alcohol, and Cannabis Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Resources: Minnesota Department of Public Safety: *School Bus Resources* (accessed 10/12/25)
National Highway Traffic Safety Administration: *Guideline for the Safe Transportation of Pre-school Age Children in School Buses* (Feb. 1999) (accessed 10/12/25)

Policy 710 CO-CURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of the policy is to make clear to students, parents, and staff Northfield Public Schools policy regarding co-curricular transportation.

II. GENERAL STATEMENT OF POLICY

The district may provide transportation for co-curricular activities. The determination as to whether to provide transportation for students, spectators or participants to and from co-curricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in co-curricular activities shall be advised by the administration as to the transportation arrangements made, if any.

II. ARRANGEMENT OF CO-CURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling or coordination of transportation for co-curricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for co-curricular transportation, participating students and their families who wish to participate are responsible for arranging for or providing their own transportation.

III. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

IV. TRANSPORTATION TO AND FROM TEAM EVENTS

In cases when the school district has arranged for transportation for out-of-town co-curricular team activities, students who are team members are expected to ride the team bus to and from the event. Parents/guardians wishing to transport their child home from an event may do so after signing-out their child with the coach or staff member in charge of the specific group. Upon request, parents may be required to provide identification to the school staff member in charge of the group when picking up their child from the event.

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from co-curricular activities conducted at locations other than school, where attendance is optional.

Policy 710 Co-Curricular Transportation
Adopted: 09.22.2008; Non-Substantive Update: 10.04.2022

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

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

Policy 711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the district shall be equipped with a fully enclosed box for placement and operation of a video camera and plainly placed signs notifying riders that their conversations or actions may be recorded.

2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the district, but cameras may be rotated from bus to bus without prior notice to students.

3. Video cameras will be placed on a particular school bus, to the extent possible, where the district has received complaints of inappropriate behavior.

B. Use of video recordings

1. A video recording of the actions of student passengers and/or employees may be used by the district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.

2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g and the rules and/or regulations promulgated thereunder.

3. Video recordings may be viewed by school administrators and/or the contracted bus company management on a random basis and/or when

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

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

Policy 711 Video Recording on School Buses
Adopted: 08.08.2022; Non-Substantive Update: 10.04.2022

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

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

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

Policy 712 VIDEO RECORDING OTHER THAN ON BUSES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. **Placement.**

1. District buildings and grounds may be equipped with video cameras.

2. Video recording may occur in any district building or on any district property.

3. Video recording is prohibited in the interior of restrooms, changing rooms, and locker rooms.

B. **Use of video recordings.**

1. Video recordings may be viewed by district officials on a random basis and/or when problems have been brought to the attention of the district. "District officials" include the superintendent or their designee, licensed school administrators, high school activities director, the director of human resources, the director of buildings and grounds and their administrative assistant.

2. A video recording of the actions of students and/or employees may be used by the district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in district buildings or on school grounds.

3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations as outlined.

C. **Security and maintenance.**

1. The district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations as outlined.

2. Only designated school officials have access to the camera equipment and operations system. For the purposes of this policy, school officials are the superintendent or their designee. Only the school officials will handle the camera or copies of video segments.

Policy 712 Video Recording Other Than On Buses
Adopted: 08.08.2022; Non-Substantive Update: 10.05.2022; Substantive Update: 01.12.2026

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

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

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

Resources: U.S. Department of Education: FAQs on Photos and Videos under FERPA (Accessed 10.12.2025)

Policy 713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

Northfield Public Schools recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the Board of Education will assume control over and/or oversee funds for student activities as required by Minnesota Statutes and set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and co-curricular activities

The board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

B. Extracurricular activities

The board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

C. Non-student activities

In overseeing student activity accounts under this policy, the board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Co-curricular activity

A "co-curricular activity" means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the board.

B. Curricular activity

A "curricular activity" means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (noncurricular/supplementary) activity

An "extracurricular (noncurricular/supplementary) activity" means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public purpose expenditure

A "public purpose expenditure" is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and co-curricular activities

1. All money received on account of co-curricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the board upon properly allowed itemized claims.

3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:

    a. in compliance with school district policies and procedures;
    b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
    c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
    d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
    e. in a manner which meets a public purpose.

5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report annually which will be reviewed by the board in July. The report will list the activity, type of fundraisers, timing, purpose, and results.

Policy 713 Student Activity Accounting
Adopted: 08.26.2019; Updated: 07.12.2021, 01.27.2022; Non-Substantive Update: 10.05.2022

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

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)

Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

Policy 714 FUND BALANCES

I. PURPOSE

The purpose of this policy for Northfield Public Schools is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.

B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.

C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.

E. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently

unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.

F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.

G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.

H. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

I. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

II. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

III. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

IV. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Director of Finance. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of

expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

V. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Policy 714 Fund Balances
Adopted: 07.11.2011; Non-Substantive Update: 10.05.2022

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

***Legal References**:* Statement No. 54 of the Governmental Accounting Standards Board

Cross References: None

Policy 719 Copyright

I. PURPOSE

The purpose of this policy is to ensure that the use of copyrighted materials at Northfield Public Schools aligns with legal and ethical standards.

II. GENERAL STATEMENT OF POLICY

Copyrighted materials, whether print or non print, may not be duplicated by district personnel without first receiving written permission from the copyright holder through proper procedures or complying with district guidelines.

III. PROCEDURES

The Board of Education therefore directs that unlawful copies of copyrighted materials may not be

1. Produced on district-owned equipment or any other equipment on district property.

2. Used with district-owned equipment or other equipment on district property.

Any district employee who willingly and knowingly violates the copyright policy shall be held personally liable for infringement and may be subject to disciplinary action. Copyrighted materials shall be treated as the property of the copyright holder, with all rights and limitations specified in the law.

Employees who use copyrighted materials that do not fall within the "fair-use" or "public display" guidelines within the copyright law must be able to substantiate that the materials meet one or more of the following criteria.

1. The materials were purchased from an authorized vendor by the employee or the district, and that a record of the purchase exists.

2. The materials are copies covered by a licensing agreement between the copyright owner and the district or the employee.

3. The materials are being evaluated by the user to reach a decision about future purchase or licensing agreement. A valid agreement permitting such use must exist.

Adopted: 12.08.2008; Reviewed: 07.01.2019, 02.22.2024

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

Cross References: *Ref: United States Code, Title XVII*

Policy 721 GRANT WRITING

I. PURPOSE

The purpose of this policy is to provide guidance for Northfield School District staff members, parents, students or district stakeholders who are writing grants to financially support programs or activities of the district. All grant applications for programs or activities must align with the vision and strategic commitments of the district.

II. GENERAL STATEMENT OF PHILOSOPHY

The district recognizes the value of accessing resources from external funding streams. Grants can provide significant funding resources for programs and activities for staff and students. As a result, opportunities for learners are increased throughout our community.

III. DEFINITIONS

Grants are soft money funds awarded by the government, a corporation, a family or a community for a specific purpose over a limited period of time and do not require repayment to the grantor. Grants are generally given to school districts for two basic purposes:

1. As seed money to start up new or innovative programs that improve student learning.

2. To facilitate reform or bring about change that will improve student achievement in academic or non-academic areas. The district recognizes that grants will not solve general funding issues, but that grants can help improve students' experience.

IV. GRANT APPLICANT RESPONSIBILITIES

It is the role of the grant applicant to find funding sources, develop an innovative idea, write a plan of action, write measurable learning outcomes and review the final application. It is also the grant applicant's responsibility to follow these procedures:

A. All grant applications must be written to support the district's mission and goals, be financially feasible, and demonstrate a commitment from all affected district departments or buildings.

B. All grant applications must be approved by the Program Administrator and the Director of Finance prior to submission to the granting agency.

C. All grants will receive a financial and procedural review by the Director of Finance.

D. All grant applications more than $15,000 must be approved by the board.

E. Grant applicants must designate a responsible person to administer the grant who will regularly communicate with the building principal or district administrator and the Director of Finance to make sure that the intent and financial responsibilities of the grant are met.

F. Financial accountability is the responsibility of the applicant and the building principal or district administrator and the Director of Finance. Any unspent money will be disbursed per the guidelines of the grant. Any overage not pre-approved by the Director of Finance will be coded to the building or program budget. Depending on the situation, the responsible party may become personally liable for the overage.

G. All grants funded with federal monies will be required to follow the district's Fiscal Compliance and Procedures Manual.

H. All grants will follow usual district accounting and contractual practices unless otherwise approved by the board.

Policy 721 Grant Writing
Adopted: 12.8.08; Revised: 04.25.16; Updated: 03.09.2020; 02.27.2023

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

Legal References:
2 C.F.R. § 200.1 (Definitions: Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
2 C.F.R. § 200.214 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Federal Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (Federally-owned and Exempt Property)
2 C.F.R. § 200.313(d) (Equipment)
2 C.F.R. § 200.314 (Supplies)
2 C.F.R. § 200.315 (Intangible Property)
2 C.F.R. § 200.318 (General Procurement Standards)
2 C.F.R. § 200.319(c) (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Financial Reporting)
2 C.F.R. § 200.339
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.474 (Transportation Costs)
2 C.F.R. § 200.475 (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

Northfield Public Schools

Fiscal Compliance and Procedure Manual

July 2016

Rev. 1/9/2020

Preface

It is the intention of Northfield Public Schools (the "District") to comply with all federal, state, and local fiscal laws. The regulatory citations covering fiscal management practices are:

- IDEA 34
- EDGAR
- UGG/2 CFR –Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (referred to as "Part 200.XXX" herein)
- Minnesota Statute 471.345 – Uniform Municipal Contracting Law

It is also the intention of Northfield Public Schools to ensure special education expenditures are necessary, reasonable, and allowable. The procedures and practices used to accomplish these tasks are outlined in this manual. It is the goal of the management of the District to ensure these practices and procedures are followed.

Organization Structure

The Superintendent is the sole direct hire by the District Board of Education ("Board"), with all other District employees reporting directly or indirectly to the Superintendent. The Director of Finance is primarily responsible for overseeing the financial functions of the District.

The District is a part of the Cannon Valley Special Education Cooperative (CVSEC) whose Special Education Director also serves as the District's Special Education Director. Northfield Public Schools is the fiscal host for CVSEC. CVSEC employs two coordinators who ensure programmatic compliance. The Special Education teachers and Education Assistants assigned to work with students with disabilities are supervised by the Building Principals.

The Federal special education dollars do not flow through CVSEC. Each member district is responsible for their own allocation.

Financial Accounting System

The District's accounting is maintained on SMART Finance and SMART HR which is run on the Region V Computer Services (RegionV) server. Training and other assistance is also offered by RegionV. The SMART system enables the following to be incorporated regarding awards received:

- CFDA Title and Number
- Federal Award ID Number
- Fiscal Year of Award
- Federal Agency

Revenues and expenditures are recording according to the UFARS manual maintained and updated by MDE.

Code of Conduct

Each employee must perform their duties to the best of their abilities and perform those duties in an ethical and honest manner.

Through words and actions, an employee will conduct oneself in the following manner:

- Act honestly and ethically in carrying out one's employment duties and responsibilities;
- Comply with all policies and procedures pertinent to one's job duties, and all state/federal laws, rules, and regulations;
- Cooperate fully with internal or external auditors in all areas of their examinations;
- Report suspected code of conduct and ethics violations, significant internal control weaknesses, evidence of theft, embezzlement, unlawful use of public funds or property or other irregularities/wrongdoings through appropriate District channels as designated; and,
- Report any evidence of theft, embezzlement, or unlawful use of public funds or property, other public resources to the District's Superintendent or the District's Director of Finance.
- Medically related and personally identifiable financial information (such as Social Security numbers) shall be restricted to those District personnel with the need to know the information to perform his or her job, and otherwise held confidential.

In order to assure accountability, the District, and each of its individual employees will account for all activities, accept responsibility for those activities, and disclose information/results in a transparent manner.

Financial/Cash Management System and Internal Controls

The Director of Finance is responsible for preparing the upcoming annual budget by June 30 and supervising the remainder of the Finance Department staff. A mid-year budget revision is typically prepared in December in conjunction with the District's Truth in Taxation presentation. Year-end financial reports are provided to the Superintendent by the Director of Finance as compiled and audited by the accounting firm designated by the Board. Individual budgets by federal award are also submitted to MDE for approval via the Minnesota Department of Education's EDRS (Education Data Reporting System) and SERVS (State Education Record View and Submission System) Financial systems.

The Director of Finance works within the approved budget and requests funds on SERVS. The payment requests on SERVS are documented by reports from the District's accounting software and reviewed and approved by the Director of Finance. Funds are requested on SERVS after the payment has been made and the SERVS draws are supported by reports from the financial accounting system.

The Payroll person maintains the payroll. There is an Accounting Generalist responsible for Accounts Payable and another Accounting Generalist responsible for Accounts Receivable and Special Education. The Accounting Generalist - Accounts Payable oversees the requisition

process and ensures proper coding of all requisitions. The Director of Finance reviews all payments for appropriateness prior to payment.

The duties (setting up new vendors, making deposits, issuing checks, bank account reconciliation, etc.) are divided among the Finance Department staff (i.e., "separation of duties") to accomplish adequate internal controls, within the limit the small staff can accommodate. The Board serves as the final internal control function by reviewing financial reports monthly.

Allowability and Procurement

When requesting materials or services, District employees shall ensure the following guidelines are followed:

- The purchase is necessary for the provision of services.

- No employee, officer or agent may participate in the selection, award or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. A conflict of interest may arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Where a potential conflict of interest arises, the individual must recuse him or herself from the selection, award or administration of a contract.

- If a conflict of interest occurs, the supervisor will conduct an investigation and determine appropriate disciplinary action. If the offense is considered minor in nature (minor meaning employee was unaware of conflict, and there was not significant financial implications) first offense will warrant a verbal reprimand and training on conflict of interests. Second offense warrants a written reprimand that will be placed in the employee's personnel file and additional training on conflict of interests. Third offense, the employee will be placed on a corrective action plan that (1) if not followed will lead to the employee being terminated and (2) is placed in the personnel file.

- If the conflict is determined to be egregious in nature (egregious meaning employee knew of the conflict of interests and there was significant financial implications), the employee will be placed on leave (either paid or unpaid, this will be determined by the supervisor), until an investigation is completed. Upon completion of the investigation, if it is determined a known conflict existed and significant financial ramifications are involved the employee may be terminated.

- If any employee becomes aware of any conflict of interest, such conflict of interest shall be reported to his or her supervisor as soon as practicable. If the supervisor is the person with the conflict of interest, the person who becomes aware of the conflict of interest shall report such conflict to the supervisor's supervisor.

- There is no soliciting or acceptance of gratuities, favors, or anything of monetary value from contractors or subcontractors. This does not apply to situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value ($5.00 or less).

- All procurement transactions provide full and open competition to the maximum extent practicable.

- Purchases/costs must be reasonable and allowable under federal program regulations. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the existing circumstances at the time the cost is incurred. There must be no acquisition of unnecessary or duplicative items.

- No state or local preference is granted.

- Minority owned businesses, Women's business enterprises and labor surplus area firms will be considered when possible. The Director of Finance periodically will consult with the building principals to adhere to this requirement.

- State and local inter-governmental agreements will be considered when appropriate. The Director of Finance periodically will consult with the building principals to adhere to this requirement.

- When accessing a vendor, the District will ensure that no purchases are made from debarred and suspended vendors. The District will utilize www.sam.gov to check for debarred and suspended vendors. Accounts Payable shall perform this check when setting up the new vendor in our SMART system and annually thereafter.

- For all methods of procurement, the records retained shall include the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract. The records, including bids or proposals received, shall be retained by the District for at least three years. If any litigation, claim or audit is started before the expiration of the three year period, the records must be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

- All District contracts paid from Federal funds shall contain the contract provisions specified in Appendix II to Part 200 as appropriate for the transaction, including, but not limited to;
    - Remedies
    - Termination
    - Equal Employment Opportunity
    - Davis Bacon Act
    - Contract Work Hours and Safety Standards Act
    - Clear Air Act

Micro-Purchase: A micro-purchase is an acquisition of supplies and services of $10,000 or less.

- Micro-purchases can be made without soliciting competitive quotations if the District determines the cost is reasonable and allowable.
- The District will, to the extent practicable, distribute micro-purchases equitably among qualified suppliers.
- The $10,000 limit applies to purchases made with Federal dollars. The limit for other purchases is $25,000 as per Minn. Stat. 471.345 Sub. 5a, provided, " If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt."

Simplified Acquisition: A simplified acquisition of supplies and services costing more than $10,000 and less than $250,000. This $10,000 - $250,000 range is for purchases made with Federal dollars. The range for other purchases is $25,000 - $175,000 as per Minn. Stat. 471.345 Sub. 4a, "the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof."

- The District will obtain price and rate quotes from at least two qualified sources; more if possible when a larger number of vendors are available.
- Price/rate quotes will include documentation from vendors such as written quote, Internet price search (screen shot of internet site for documentation) or written documentation of a phone call that includes vendor name, vendor number and information given by vendor. Documentation will be kept on file.
- A cooperative bidding process through a state, local or regional entity (otherwise known as a "Cooperative Purchasing Venture") that solicits bids on behalf of the cooperative members in compliance with these procedures shall satisfy the requirements of this procedure.

Competitive Proposals: A competitive proposal is an acquisition of material, products and services costing more than $250,000.

- If appropriate, the District will utilize a sealed bid process.
- A sealed bid is appropriate when a complete, adequate and realistic specification or description of good or service is available. Such description shall not contain features which unduly restrict competition. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirement of procurement.
- Two or more responsible bidders are willing and able to compete effectively for the business.
- Selection among the responsive and responsible vendors can be made principally based on prices and it's a firm, fixed price contract.
- Whether or not a sealed bid is appropriate, the District will award the contract to the responsible vendor whose proposal is most advantageous to the District, considering price and other factors and who has the ability to perform the contract terms successfully.

- For all requests for bids or proposals, the District retains the right to reject all bids or proposals received if there is a sound documented reason and shall include in the bid documents the statement, "The District retains the right to reject any or all offers."
- The invitation to bid or submit a proposal shall be publicly advertised in a local newspaper designated as the District's "official newspaper". All sealed bids shall be publicly opened at a time and place prescribed in the invitation to bid, at least two weeks after the invitation to bid or submit a proposal is published in the local newspaper.
- Where required by Section 200.325, bid and/or performance bonds shall be required.

Non-Competitive Proposal: The District will only use a non-competitive proposal when:

- The item is only available from a single source
- There is public emergency that will not permit delay
- The federal awarding agency or pass-through expressly authorizes non-competitive proposals in response to a written request from the District, or
- After soliciting a number of sources, competition is determined inadequate.

Special Education Requisition Procedure

1. Board of Education adopts line item amounts recommended by Director of Finance for Special Education purchases of supplies or services.

2. Special Education teacher wants to purchase services, supplies and/or materials for the SPED classroom or for an individual student, which are one of the following:
    a. Item specific to one SPED student identified as needed in the student's IEP
    b. Items needed in the SPED classroom to deliver the education program for the SPED students that would not be needed in a General Ed classroom
    c. Other teacher supply items that would not be needed in a General Ed classroom.

3. The teacher fills out the online requisition form entitled "Special Education Teachers - Mandated Documentation" (Appendix 1). The teacher then submits the requisition to the special education administrative assistant or attaches the requisition into Employee Self Serve (a module of our SMART Finance system), which goes to the special education administrative assistant. The special education administrative assistant creates a purchase order and attaches the mandated documentation.

4. The special education administrative assistant routes the purchase order to the Director of Special Services for approval. The administrative assistant and Director of Special Services checks for proper coding of the purchase and approves the purchase in the SMART Finance system if:
    a. The amount of the requisition fits within the remaining budget amount available and appears to be a good use of the funds. If the requisition amount exceeds the amount

available, the Director of Special Services checks with the Director of Finance whether the requisition may be approved, as required by the IEP.

b. The purchase is consistent with the IEP for the individual student or meets one of the other criteria mentioned in (2) above.

5. Once approved by the Director of Special Services, the order is placed.

6. After the item is received, the special education administrative assistant forwards the mandated documentation, the Purchase Order, packing slip, the IEP when appropriate, invoice and any other pertinent paperwork to the District Office Accounts Payable.

7. Accounts Payable pays the bill and files the paperwork after confirming that all necessary paperwork has been submitted with proper approvals.

8. Contracts for Service are initiated by the Director of Special Services. The Director of Special Services oversees the delivery of the service to ensure the service provided meets the terms of the contract. The special education administrative assistant ensures the contract is valid when an invoice is received. The special education administrative assistant creates a purchase order and routes it to the Director of Special Services for approval. Accounts Payable pays the invoice when the approved purchase order, invoice and other supporting documentation is received.

Small purchases may be made by purchasing items and requesting reimbursement. All receipts submitted for payment or reimbursement using this process must be submitted on a voucher and include all paperwork noted in 1-8 above and be in compliance with Board Policy 412.

Staff Travel

Travel Costs: Travel cost is the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the District. (No reimbursement shall be made for alcoholic beverages or for dependents.)

Mileage reimbursement will be paid to staff for travel between their regular work location and other locations at which they are assigned to work. Reimbursement will be made monthly based on mileage logs submitted. Mileage is reimbursed at the current IRS rate or as otherwise established by the Board.

When a staff member determines that it would be beneficial to attend a conference or workshop, the staff member completes a Staff Development Request form and submits it to the Director. The request includes justification for the travel and an estimate of costs associated with the travel. The Director either approves or denies the request. If the request is approved, the employee will submit the registration materials. Upon return, itemized receipts for reasonable

travel expenses will be submitted as part of the employee's monthly mileage reimbursement request. The employee will follow the procedures set forth in Board Policy 412.

Food

Costs for food at a meeting for professional development or other purpose shall be incurred only if:

- A working lunch is necessary. I.e., there is a genuine time constraint that requires a working lunch.
- The portion of the agenda to be carried out during the lunch is substantive and integral to the overall purpose of the meeting.
- The cost of the working lunch is reasonable.
- The cost is carefully documented to ensure the working lunch is both reasonable and necessary.

Inventory Management

The District will keep an inventory listing of equipment items purchased with special education funds. "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds $5,000. Items that do not meet the $5,000 threshold but are "sensitive" in nature (such as portable technology devices) will be included on the inventory. Inventoried equipment purchased with Special Education funds shall be labeled with a tag that says "Northfield Public Schools – Purchased with Special Education funds" and will include an identification number. Property records of all equipment and "sensitive" items will be maintained. A physical inventory of all equipment and "sensitive" items shall be conducted and the results reconciled with the property records at least once every two years. Any loss, damage or theft must be investigated. When equipment is no longer needed it will be disposed of properly and in accordance with federal, state, and local laws, with the goal to ensure the highest possible return.

All items not meeting the definition of equipment shall be considered supplies. Supplies shall not be inventoried; however, each employee shall be responsible to effectively control and account for all supplies trusted to their care. Each employee shall properly safeguard supplies and ensure they are used solely for authorized purposes.

All property of the District shall be insured to the extent necessary to protect the financial interest the District has in the property.

Time and Effort Reporting

Time and effort reporting will be completed for all employees of the District paid through Federal dollars. Time and effort reporting records shall accurately reflect the work actually performed.

For employees funded through a single cost objective, a semi-annual certification stating that the employee worked solely on activities related to a single cost objective will be kept. This certification will be signed by the supervisor after-the- fact.

For employees paid through multiple cost objectives, a semi-annual time report or Personnel Activity Report (PAR) will be kept. The report will be prepared and signed by the employee after-the-fact, reflecting actual work performed.

The budget and payroll will initially be based on an estimate of the cost objective(s) that the employee will be working on. A comparison of actual costs based on the semi-annual activity reports to budgeted distributions will be made at the end of the fiscal year. If the comparison shows a difference between budgeted and actual, adjustments will be made such that the final amount charged to the Federal award is accurate, allowable and properly allocated.

Third Party Billing

Third party billing for Medical Assistance and MinnesotaCare is primarily the responsibility of Northfield Public Schools. The District shall seek reimbursement from third parties for the cost of services provided by the District staff whenever the services provided are otherwise covered by the child's health coverage. This will be done in accordance with Minn. Stat. Sec. 125A.21, Subd.2.

Third party revenues received shall be coded UFARS Source Code 071 and used to benefit students with IEPs in accordance with Minn. Stat. section 125A.31, Sub.3.

Participation of Private School Students

The District will control and administer federal special education funds used to provide equitable participation services to parentally-placed private school children with disabilities.

A timely and meaningful consultation will occur with representatives of private schools located in the member Districts that will include discussion of the child find process, the calculation of proportionate amount, and how the services will be provided. Such consultation shall be documented.

The District will maintain control over the funds, property, and program decisions. The District will ensure that proportionate share funds are used to meet the special education and related services needs of eligible students with disabilities and are not used for the general needs of the private school. The District will track the required expenditures by fiscal year. Any unused funds at the end of the fiscal year will be spent during the following one-year carryover period.

Transportation

The IEP team will determine whether a child is eligible for specialized transportation, whether it be for accommodations, special equipment or an aide. The case manager will communicate with the District Transportation Department in order to initiate transportation and the MARSS

Coordinator the appropriate transportation category - transportation code 03 for students with specialized transportation outlined in the IEP or code 06 for a general education student who requires transportation in order to access specialized instruction through a care and treatment facility.

Record Retention

Financial records, supporting documents, statistical records, etc. relating to Federal awards shall be retained for at least three years from the date of submission of the final expenditure report, or for ongoing grants, the date of the submission or the quarterly or annual financial report.

Procedures for Responding to the Comparability Report

Data collected:

- Grade span of each elementary school
- Number of students at each school
- Number of certified staff (following the guidelines provided by MDE of staff members to count)

Response needed to be in compliance:

- Determine where the noncompliance exists
- District administrators and principals meet to determine best response
- If hiring additional staff is the response, the request and reasoning goes to the school board for approval
- Principal proceeds with hiring staff

Appendix 1
Special Education – Mandated Documentation

This document is a requirement in accordance with Northfield Public Schools Fiscal Compliance and Procedures Manual which provides guidance on how to purchase items using Special Education funds.

Northfield PUBLIC SCHOOLS

Special Education Requisition

Staff Name:_____ Building: _____ Date of Request: _____

Item Requested:
- ☐ Instructional Supplies
- ☐ Non-instructional Supplies
- ☐ Tests or testing supplies
- ☐ Textbooks
- ☐ Staff Development (attach registration form)
- ☐ Other: _____

Vendor: Name: _____

Address: _____ Phone: _____

City, State, Zip: _____

Item/Catalog #	Description	Price Each	Quantity	Total Cost
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
	Shipping & Handling		1	$ 0.00
			Total Cost	$ 0.00

Allowabiliy: The first two questions must be answered "NO" for the purchase to be allowable and eligible for State Special education Funding.

1. In the absence of special education needs, would this cost exist? -
2. Is this cost also generated by a student without disabilities? -

Coding Information

Is the purchase for an individual student or multiple students? _ -

Disability: _

If the cost is specific to one child, is the service documented in the student's IEP?

a) If "Yes" – please attach the IEP goals/adaptions page

b) If the cost is not related to a students need, what is the purpose of the purchase?

Explain how the item(s) will be used:

For local purchases (i.e., Cub Foods, Menards, etc.):

a. Submit a requisition BEFORE purchasing item(s).
b. An approved Purchase Order will be prepared and given to you.
c. Purchase the item(s) with the Purchase Order (total amount cannot exceed 10% above the approved amount)
d. Return Itemized Receipt to the Jackie DuLac in the District Off.

For office use only:

Code: 01–___ ___ ___–___ ___ ___–___ ___ ___–___ ___ ___–___ ___ ___ ___ _%

Code: 01–___ ___ ___–___ ___ ___–___ ___ ___–___ ___ ___–___ ___ ___ ___ _%

Approved by: _____ Date: _____

***PLEASE RETURN PACKAGING SLIPS TO JACKIE DULAC AT THE DISTRICT OFFICE, ONCE ITEMS ARE RECEIVED** 9/17

Policy 722 PUBLIC DATA AND DATA SUBJECT REQUESTS

I. PURPOSE

The Northfield School District recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, recorded, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible

authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

"Inspection" means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of Minnesota Statutes section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

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. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority using the Policy 722 Public Data Request Form.

1. A request for public data must include the following information:

   a. Date the request is made.
   b. A clear description of the data requested.
   c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.), and
   d. Method to contact the requestor (such as phone number, address, or email address).

2. Unless specifically authorized by statute, the district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

   a. The requested data does not exist.
   b. The requested data does exist but either all or a portion of the data is not accessible to the requestor.
      1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
      2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
   c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the district will conclude that the data is no longer wanted and will consider the request closed.

2. The district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

4. The district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the district does not keep the data in that form or arrangement.
5. The district is not required to respond to questions that are not about a particular data request or requests for data in general.

C. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not

inspect the data or collect the copies within five business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

V. REQUEST FOR SUMMARY DATA

A. A request for the preparation of summary data shall be made using the Policy 722 Data Request Form directed to the responsible authority.

1. A request for the preparation of summary data must include the following information:

a. Date the request is made.
b. A clear description of the data requested.
c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.), and
d. Method to contact requestor (phone number, address, or email address).

B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:

1. The estimated costs of preparing the summary data, if any.

2. The summary data requested.

3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays.

4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.

C. The district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the district for any purposes other than those stated to the

individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.

C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.

D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.

E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.

G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner of the Minnesota Department of Administration shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.

I. Data on individuals that have been successfully challenged by an individual must

be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.

J. After completing, correcting, or destroying successfully challenged data, the district may retain a copy of the commissioner's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

A. All requests for individual subject data must be made in writing directed to the responsible authority.

B. A request for individual subject data must include the following information:

1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian.
2. Date the request is made.
3. A clear description of the data requested.
4. Proof that the individual is the data subject or the data subject's parent or guardian.
5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.), and
6. Method to contact the requestor (such as phone number, address, or email address).

C. The identity of the requestor of private data is private.

D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

E. Policy 515 Protection and Privacy of Pupil Records addresses requests of students or their parents for educational records and data.

VIII. COSTS

A. Public Data

1. The district will charge for copies provided as follows:

a. One hundred (100) or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
b. More than 100 pages or copies on other materials are charged

based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

1) The actual cost of making copies includes employee/vendor time, the cost of the materials onto which the data is copied, and mailing costs (if any).
2) Also, if the district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.

2. The district may assess costs associated with the preparation of summary data as follows:

a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems.
b. The district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. ANNUAL REVIEW AND POSTING

A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

B. Copies of the policies shall be easily available to the public by posting them on the district's website.

Data Practices Contacts

Responsible Authority:
Dr. Tim Anderson
201 Orchard Street South, Northfield, MN 55057
507.663.0629; tanderson@northfieldschools.org

Data Practices Compliance Official:
Val Mertesdorf
201 Orchard Street South, Northfield, MN 55057
507.663.0629; vmertesdorf@northfieldschools.org

Policy 722 Public Data and Data Subject Requests
Adopted: 07.01.2019; Non-substantive Update: 10.20.2021, 07.13.2026; Substantive Updates: 10.24.2022, 01.12.2026; Updated: 09.08.2025

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Resources: MN Department of Administration: Actual Cost
MN Department of Administration: Copy Costs
MN Department of Administration: Education Data

NORTHFIELD PUBLIC SCHOOLS ISD NO. 659
PUBLIC DATA REQUEST FORM

To be completed by the requestor

Requestor Name (not required):	**Phone Number:***
Address:*	**Email Address:***
Date of Request:	
Description of the information requested: (attach additional pages if necessary)	
Manner in which responsive data is to be provided: **Inspection only _____ Copies only**_____ Both inspection and copies**_____** * Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified. **Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	
For office use only	
Date request received: **Date of response:**	**Request received by:** **Response provided by:**

Policy 724 RECORDS RETENTION SCHEDULE

I. PURPOSE:

The purpose of the Northfield Public School Records Retention Schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes 138.17.

II. GENERAL STATEMENT OF POLICY

The schedule establishes minimum retention periods for records based on their administrative, fiscal, legal and historical value. It lists records series common to school districts and how long to keep them.

III. ADOPTING THE GENERAL SCHEDULE

1. The Minnesota Historical Society was notified that Northfield Public Schools ISD 659 officially adopted the entire original retention schedule on April 14, 1986.

2. The Minnesota Historical Society signed and returned the notification form. This provides continuing authority for record retention based on the most current revision of the retention schedule. The district now has the authority to dispose of government records as indicated on the schedule.

3. Retention periods listed on the schedule represent the minimum amount of time that records must be retained. Once that retention period has been reached, records may either be destroyed or transferred to the State Archives, as indicated on the schedule. If some records series needs to be retained longer than the listed retention, then a building or department policy should be established for those records.

4. Records identified on the schedule as archival may not be transferred to a local historical society, museum, public library, or interested individual without the specific, written permission of the State Archivist, Minnesota Historical Society.

5. The retention stated on the schedule applies to any form of the record. However, if the decision is made to change the form of the record the original record MAY not be authorized to dispose of. If changing the form of a record is being considered, contact the Minnesota Historical Society's Division of Archives and Manuscripts for procedures.

IV. DESTRUCTION REPORTING

Records that are destroyed according to the general schedule should be reported to the Minnesota Department of Administration and the Minnesota Historical Society (M.S. 138.17, subd. 7). Use a copy of the report, "Records Destruction Report" (RM-00065) for this purpose.

V. RECORDS NOT ON THE GENERAL SCHEDULE

Records not listed on the schedule cannot be destroyed without submitting either an "Application for Authority to Dispose of Records" (PR-1) or a "Minnesota Records Retention Schedule" (RM-00058).

The PR-1 form is used to request one-time authority to dispose of records. Since an approved PR-1 gives authority to dispose of only those records listed on the form, it is recommended that PR-1 be only used for obsolete records (records no longer being created).

For ongoing authority to dispose of records not listed on the general schedule, complete a "Minnesota Records Retention Schedule". This form can be obtained from the Information Policy Office.

VI. RESOURCES

This schedule was developed by the Department of Administration and the Minnesota Historical Society in cooperation with the Department of Children, Families & Learning (currently the Minnesota Department of Education), and officials from Minnesota school districts. It was funded by a grant from the National Historical Publications and Records Commission.

Questions about the schedule:
Department of Administration
Data Practices Office
200 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
651-296-6733

Questions about archival records:
Minnesota Historical Society
Minnesota State Archives
345 W. Kellogg Blvd.
St. Paul, MN 55102
651-259-3000

Policy 724 Records Retention Schedule
Adopted: 12.08.2008; Non-substantive Updates: 02.22.2024

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

Recipients of *School District General Records Retention Schedule*
revised January, 2000

Enclosed for the consideration and use of your school district is the revised edition of the *School District General Records Retention Schedule*, which has been approved by the Records Disposition Panel. For important information about the *Schedule*, please refer to the introduction written by Charles Rodgers of the Minnesota Historical Society State Archives Department which can be found following the *Schedule* cover.

Your school district may, or may not, need to complete and submit the Notification of Adoption form enclosed. This depends on the Schedule presently in place in the school district.

If your school district has not previously adopted a records retention schedule, or adopted its own approved records retention schedule, and would like to adopt this revised version, two steps must be completed. First, all or part of the *School District General Records Retention Schedule* must be adopted by the school board. Once that is accomplished, the school district must submit the Notification of Adoption form to the Records Disposition Panel. The Minnesota Historical Society will sign and return the Notification of Adoption form to the school district. At that point the school district will have the authority to dispose of records in accordance with the schedule.

In addition, if your school district has been part of a consolidation at any time, and the newly consolidated school district did not adopt the previous version of the general schedule and notify the Department of Administration of that adoption, the two steps set forth in the previous paragraph must be accomplished. Once the school district receives the signed Notification of Adoption from the Minnesota Historical Society, the consolidated school district will have the authority to dispose of records in accordance with the revised *Schedule*.

If your school district adopted the previous version of this general schedule, the school district does <u>not</u> need to complete and submit the Notification of Adoption form. The Minnesota Historical Society will assume that school districts which adopted the previous version will now utilize this revised *Schedule*.

If your school district has not previously adopted a records retention schedule, or developed its own schedule approved by the Records Disposition Panel, and does not adopt the revised *School District General Records Retention Schedule* the school district DOES NOT have authority to destroy records without seeking approval to destroy specific records pursuant to Chapter 138 of Minnesota Statutes. Any destruction of records without prior approval is a violation of the law.

Resources

Questions about this schedule, data practices or for additional copies:

Department of Administration
Information Policy Analysis Division
305A Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
Voice: 651/296-6733
800/657-3721
Fax: 651/205-4219

Questions about archival records:

Minnesota Historical Society
State Archives Department
Minnesota History Center
345 Kellogg Boulevard West
St. Paul, MN 55102-1906
Voice: 651/297-4502
Fax: 651/296-9961

SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

STATE OF MINNESOTA
Department of Administration

Information Policy Analysis Division
January, 2000

SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

Purpose of the General Records Retention Schedule

Records are vitally important to the operation of any organization; they serve as the organization's memory and are evidence of past events and the basis for future actions. When created, maintained and disposed of in an orderly and systematic manner, records can be a tremendous asset; when treated in a haphazard and disorderly manner, they can reduce the effectiveness of an organization and increase its costs substantially.

The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes 138.17. The basis of any good records management program is the implementation of a well-developed records retention schedule. A retention schedule is a plan for the management of your records.

This School District General Records Retention Schedule establishes **minimum retention periods** for school district records based on their administrative, fiscal, legal and historical value. It lists record series common to school districts and identifies how long to retain them.

This schedule was originally developed by the Department of Administration and the Minnesota Historical Society in cooperation with the Department of Children, Families and Learning (formerly the Department of Education) and officials from Minnesota school districts. It was funded in part by a grant from the National Historical Publications and Records Commission.

This revised schedule was updated by school district staff, representatives of the Minnesota Association of School Business Officials, Minnesota Association of School Administrators, Minnesota School Board Association, the Department of Administration and the Minnesota Historical Society.

Adopting and Using the General Schedule

1. To begin disposing of records according to the general schedule, you must notify the State Archives Department of the Minnesota Historical Society that your school district has officially adopted the schedule. The enclosed form, "Notification of Adoption of School District General Records Retention Schedule," is used for this purpose.

A school district that has adopted the previous version of this general schedule does not need to notify the Minnesota Historical Society that it is adopting this revised edition of the General Records Retention Schedule for School Districts. It will be assumed that school districts which have adopted the previous version will now utilize this revised version.

2. You may adopt the entire schedule even though your school district may not have all the records listed on it. We recommend that you adopt the entire schedule. However, if this is not possible, you may adopt individual sections.

3. The Minnesota Historical Society will sign and return the Notification form to you. You will then have the authority to dispose of your government records as indicated on the schedule.

4. Compare the records in your office with the records listed on the schedule. Retention periods listed on the schedule represent the minimum length of time that you must retain your records. Once that retention period has been reached, you may either destroy them, transfer eligible records to the State Archives, or retain permanently in the school district. If you need to retain some record series longer than the listed retention, you should establish an agency policy for those records.

5. Records identified on the schedule as historical may be transferred to a local historical society, museum, public library, or interested individual with the specific, written permission of the state Records Disposition Panel.

6. The retention stated on the schedule applies to any form of the record (paper, computer tape or disk, microfilm, optical disk, electronic media, etc.). Especially in the case of electronic records, it the responsibility of the school district to identify the official record copy in whatever form it is. An official record is a record received or created in the transaction of public business as determined by the school district. However, if you decide to change the form of a record (for instance, you microfilm a paper record) you may not be authorized to dispose of the original record. If you are considering changing the form of a record, contact the Minnesota Historical Society, State Archives Department, 651-297-4502.

7. Data Practices Classifications are effective as of the printing of this retention schedule. Because data practices issues change regularly, classifications may have changed. For current information on data practices, consult Minnesota Statutes, Chapter 13, or call the State of Minnesota, Department of Administration, Information Policy Analysis Division at (651) 296-6733.

Destruction Reporting

After you destroy records according to the general schedule, send a report to the Minnesota Department of Administration and the Minnesota Historical Society (M.S. 138.17, Subd. 7). Use a copy of the enclosed "Records Destruction Report" (RM-00065) for this purpose. This report may be submitted annually or as records are destroyed.

Records not on the General Schedule

Records not listed on this schedule cannot be destroyed without submitting either an "Application for Authority to dispose of Records" (PR-1 form) or a "Minnesota Records Retention Schedule" (RM-00058).

The PR-1 form is used to request one-time authority to dispose of records. A reproducible copy of the PR-1 form is enclosed. Since an approved PR-1 gives you authority to dispose of only those records listed on the form, we recommend that you use the PR-1 only for obsolete records (records no longer being created).

For ongoing authority to dispose of records not listed on the general schedule, complete a "Minnesota Records Retention Schedule." This form can be obtained from the Department of Administration, Information Policy Analysis Division , (651) 296-6879.

Duplicate Records

This retention schedule concerns itself only with the school district's official record copy and the retention periods assigned reflect that. It is each school district's responsibility to identify the official record copy and to identify when to destroy any other copies of identical records, after they have lost their legal, fiscal, historical and administrative value. Duplicate copies need not be retained.

Category Definitions

Record Series Description: A record series is a group of records clustered together because they all relate to the same topic and have the same retention period.

Retention Period/Statute: The retention cited is the minimum amount of time a record must be kept. A number printed alone, e.g. 10, means ten years. The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 1985 records is January, 1989. Statutes listed here cite specific retention periods for the records series.

Archival: If a Y, meaning yes, appears in this column these records must be retained permanently by the school district, because they have historical value. Records of closed school districts may be transferred to the State Archives for selection and disposition. These include defunct school districts that consolidate or merge with existing school districts and inter-district cooperative centers that dissolve. The records of closed school districts are at particular risk because there is often no clearly authorized custodian except for the State Archives as mandated by M.S. 138.17.

Data Practices Classification: This phrase refers to records classified by the Minnesota Government Data Practices Act or other state or federal laws. The classification system includes: public, private, confidential, nonpublic or protected nonpublic. More than one classification may apply.

Data Practices Statute: This phrase refers to the statute or law which cites the data practices classification of the record series.

Minnesota Historical Society
State Archives Department
Minnesota History Center
345 Kellogg Blvd., West
St. Paul, MN 55102-1906
(651) 297-4502 Fax: (651) 296-9961

NOTIFICATION OF ADOPTION OF SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

1. Complete this form and send the original and 2 copies to the State Archives Department at the above address.
2. Destruction of records according to the general schedule is **NOT** permitted until this form is signed by the Minnesota Historical Society.

School District (Name and Number)	County	Telephone (Include Area Code)
Street Address		City, Zip Code

This is to notify the Minnesota Historical Society that the school district named above has officially adopted the Minnesota School District General Records Retention Schedule. School districts are advised to adopt the entire schedule. If this is not possible, individual sections may be adopted. ("X" the appropriate items.)

☐ The School District Adopts the Entire Schedule.

☐ The School District Adopts Only the Following Sections:

☐ Administration	☐ Food Service	☐ Personnel
☐ Buildings	☐ Finance	☐ Student
☐ Community Education	☐ Health and Safety	☐ Transportation
☐ Curriculum	☐ Payroll	

Name/Title of School District Official (print)	Signature of School District Official	Date

The Minnesota Historical Society acknowledges your Notification of Adoption of the School District General Records Retention Schedule. You are authorized to retain and dispose of records as indicated on the Schedule.

Director or Designee, Minnesota Historical Society
Date

DEPARTMENT OF ADMINISTRATION

Information Policy Analysis Division
305A Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
(651) 296-6733 or (800) 657-3721
FAX: (651) 205-4219

RECORDS DESTRUCTION REPORT

INSTRUCTIONS

1. Print or type all information.
2. Use this form to report records destroyed under authority of a General Records Retention schedule or an approved agency retention schedule.
3. Report only records that are physically destroyed, not records transferred to the Minnesota Historical Society.
4. Reports can be submitted annually or as records are destroyed.
5. Send the original of this report to the Records Management Program at the above address.
6. Second a copy of this report to: State Archivist, MN Historical Society, MN History Center, 345 Kellogg Blvd. W., St. Paul, MN 55102-1906.
7. For additional space, use revise side.

Agency	Person Reporting Destruction	Date Report Submitted
Address	City, Zip	Telephone ( )

General Schedule Name or Agency Schedule Number (e.g. "City Gen. Sch." or "87-123")	Section of Schedule Where Record is Listed	Item No. As Listed on Schedule	Record Title (use same title listed on schedule)	Inclusive Dates	Date Destroyed	Quantity* (Cubic Feet)

***VOLUME CHART TO DETERMINE CUBIC FEET**

Letter Size Drawer	=1.5	Record Center Box 12" x 15" x 10"	=1.0	3 x 5 Card	= 0.1	Total Cubic Feet Destroyed (include records listed on back)
Legal Size Drawer	=2.0			4 x 6 Card	=0.2	
Shelving 4' Letter	=2.3	Transfer Case 24" x 16" x 11"	=2.5	5 x 8 Card	=0.3	
Shelving 4' Legal	=3.0			Printouts 1	=1.25	

General Schedule Name or Agency Schedule Number (e.g. “City Gen. Sch.” or “87-123”)	Section of Schedule Where Record is Listed	Item No. As Listed on Schedule	Record Title (use same title listed on schedule)	Inclusive Dates	Date Destroyed	Quantity* (Cubic Feet)

RM 0065-06 (3/99)

MINNESOTA HISTORICAL SOCIETY

STATE ARCHIVES DEPARTMENT

APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

FOR USE BY RECORDS PANEL

Application No. Date

Instructions:

1. This form does not provide continuous authority to dispose of similar records and cannot be used to approve a records retention schedule.
2. Complete original and three copies. Photocopies are acceptable.
3. Complete items 1 through 6 and item 8. Use reverse side to continue records description. If more space is needed, use plain paper.
4. Send original and two copies to the **State Archives Department, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906.**
5. Retain one copy until your approved copy is returned. The approved copy will be your authority to dispose of records. It should be retained permanently.
6. Additional copies of this form are available from the address above or by telephoning (651) 297-4502. (FAX: (651) 296-9961).

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provision of such chapter and this act by specific reference to this section."

1. Agency or Office	2. Division or Section	3. Quantity of Records _____ Cubic Feet

4. Location of Records	5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records:
6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.	**AUTHORIZATION:** Under the authority of M.S. 138.17, it is hereby ordered that The records listed on this application be destroyed, except as shown in item 7.
_____ Authorized Signature (Type name below)	_____ Director, Minnesota Historical Society Date
_____ Name Date	_____ Legislative or State Auditor Date
_____ Title Phone	_____ Attorney General Date

7. Exceptions to Destruction. (For use by Records Disposition Panel).

8. **Description of Records.** Describe each record series or type of record separately. Number each series, beginning with "1".

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates

MINNESOTA HISTORICAL SOCIETY

STATE ARCHIVES DEPARTMENT

TRANSFER OF RECORDS TO STATE ARCHIVES

MHS USE ONLY	
Received By	
Date	No. Boxes
Comments	

Instructions:

1. Pack all records in standard records storage boxes, unless otherwise authorized by Archives staff.
2. Sequentially number boxes.
3. Records must be in labelled folders or otherwise clearly identified.
4. Retain one copy of this form for your records. Send original with your records to State Archives at the address below.
5. Transferred records cannot be withdrawn from the Archives except in special circumstances. Records are available for use in the Society's Research Center at **345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906 - (651) 297-4502, (FAX: 651 296-9961).**
6. For additional space, use reverse side.

Agency	Division/Section	Telephone ( )
Address	City, State, Zip Code	
Name/Title of Person Transferring Records (Print or Type)	Signature	Date

RECORDS TRANSFERRED

Box Number	Description of Records in Each Box (including files, titles, and subtitles)	Inclusive Dates of Records

Box Number	Description of Records in Each Box (including files, titles, and subtitles)	Inclusive Dates of Records

State of Minnesota
School District General Records Retention Schedule
Table of Contents

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School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00100	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 Year following completion of audit	No	Public
ADM00200	Election Records	Ballots, Notices, Notifications, Publications	1 Year after Canvas or Challenge	No	Public
ADM00300	Annual Reports to Board of Education	Reports Generated by District (PER, Accountability Reports, formal Annual Report in Accordance With MN Statute 120B.11	Retain permanently; has historical value, MS 120B.11	Yes	Public
ADM00310	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 Years	No	Public
ADM00400	Authority to Dispose of Records (If Applicable)	Application for Authority to Dispose of Records form	6 Years	No	Public/Private MS 13.43 MS 13.32 MS 13.39
ADM00500	Boundary Changes - District	Consolidation, Detachment, Annexation, and Dissolution	Retain permanently; has historical value	Yes	Public
ADM00600	Calendar - Adopted and Actual	Number of Days and Length of Day by School and Grade Level, Reflecting Updated Activities During the Year.	3 Years MS 127A.41, Subd. 5	No	Public
ADM00700	Census, Annual School	1979 and Earlier	Retain permanently; has historical value	Yes	Private MS 13.32
ADM00710	Census, Annual School	1980 - Current	3 Years	No	Private MS 13.32

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00720	Census, Certified Reports	Conducted Once Per Decade	Permanent	No	Public
ADM00800	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's Records of Closed Rural Schools Which Were Consolidated into the Independent District.	Transfer to the State Archives for Selection and Disposition	Yes	Public
ADM00900	Correspondence/ Administrative	Superintendent, Principal, Assistant Principal and Other Administrators Unless Otherwise Specifically Addressed Elsewhere in Records Retention Schedule	3 Years	No	Public/Private MS 13.32 MS 13.43
ADM01000	Court Case/Trial information	Litigation Correspondence	10 Years	No	Public/Private MS 13.32 MS 13.43 MS 13.90
ADM01010	Court orders		1 Year after Action is Completed	No	Public/Private MS 13.32 MS 13.43
ADM01100	Grant Applications	Successful	3 Years -- For Federal Funds three (3) years after completion of the activity for which the funds were used. 20 U.S.C. Section 1232f(a)	No	Public
ADM01110	Grant Applications	Unsuccessful	1 Year	No	Public

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01200	Inservice Workshops	Attendance Records, Agenda and Materials (Employee Right to Know, Blood Borne Pathogens, Etc.)	3 Years	No	Public
ADM01300	Inter District Cooperatives	Includes Vocational, Special Ed and Special Purpose Cooperatives formed by Joint Powers Agreements. Records Should Be Retained and Disposed of in Accordance With the Retention Periods for the Specific Series of Records Listed in Schedule	Retain permanently; has historical value	Yes	Public
ADM01400	Minutes	Board Minutes	Retain permanently; has historical value	Yes	Public
ADM01410	Minutes	Officially Designated Committees	Retain permanently; has historical value	Yes	Public
ADM01420	Minutes	Other Than Referred to in ADM01300, ADM 01400, and ADM 01410	1 Year	Yes	Public
ADM01430	Minutes - Tape Recordings	Board Minutes Only	Until Transcribed and Approved	No	Public
ADM01440	Board Policies		3 Years after Change	No	Public
ADM01500	Negotiations - See Personnel				
ADM01600	Newsletters and Publications	District Generated	Retain permanently; has historical value	Yes	Public
ADM01610	Newsletters and Publications	Student Generated School Newspapers	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01700	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and Scrapbooks.	Retain permanently; has historical value	Yes	Public
ADM01800	Media Center/Librarian Reports		3 Years	No	Public
ADM01900	Video Tapes	Building Security/Transportation Tapes	Until Relooped	No	Private/Public MS 13.32 MS 13.43
ADM02000	E-Mail		Same as Correspondence	No	Private/Public MS 13.32 MS 13.43

School District General Records Retention Schedule

Section: Building

Item	Title	Examples and Descriptions	Retention Period	Archival	Data Practices Classification/ Statute
BLD00100	Accident/Damage Records	School Property-Related	10 Years	No	Public
BLD00200	Building Maintenance Records		Until Obsolete	No	Public
BLD00300	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years	No	Public
BLD00400	Building Program Records	Current and Projected Needs. Review and Comment	10 Years	No	Public
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item	No	Public

School District General Records Retention Schedule

Section: Building

Item	Title	Examples and Descriptions	Retention Period	Archival	Data Practices Classification/ Statute
BLD00100	Accident/Damage Records	School Property-Related	10 Years	No	Public
BLD00200	Building Maintenance Records		Until Obsolete	No	Public
BLD00300	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years	No	Public
BLD00400	Building Program Records	Current and Projected Needs. Review and Comment	10 Years	No	Public
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item	No	Public

School District General Records Retention Schedule

Section: Community Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CED00100	Annual Reports	See Finance			
CED00200	Applications by individuals for Adult Education		1 Year	No	Private MS 13.32
CED00300	Certificate of Compliance	Verifies Cooperation Between District and Other Governmental Agencies. Joint Powers Agreements	Permanent, MS 471.59	No	Public
CED00400	Class Schedule - Master		1 Year	No	Public
CED00500	Financial Records	See Finance			
CED00600	Grants	See Administration			
CED00700	Minnesota DCF&L Reports	Early Childhood Family Education, Home School, Adult Basic Education, English As A Second Language, General Education Development, Other State Programs	6 Years	No	Public/Private MS 13.32
CED00800	Minutes	See Administration			

School District General Records Retention Schedule

Section: Curriculum

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CUR00100	Class Lists-Elementary and Secondary		1 Year	No	Private MS 13.32
CUR00200	Class Schedules		1 Year	No	Public
CUR00300	Curriculum Development	Support Data, Recommendations, Programs and Procedures	6 Years	No	Public
CUR00400	Daily Plan Books - Teacher's		1 Year	No	Public
CUR00500	Duty Rosters - Teacher's		1 Year	No	Public
CUR00600	Grade Books - Teacher's		1 Year	No	Private MS 13.32
CUR00700	Textbooks	Adoptions	6 Years	No	Public
CUR00710	Textbooks	Inventories	6 Years or Until Obsolete	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00100	General Correspondence	See Administration	3 Years and DCF&L Audit	No	Public
FDS00200	DCF&L/Federal USDA Reporting	Commodities, Milk Program	3 Years and DCF&L Audit, 7 C.F.R & 210.8	No	Public
FDS00300	Application /Agreement With State Agency	Free/Reduced Price Meal Policy Statement	3 Years and DCF&L Audit, 7 C.F.R & 210.3	No	Public
FDS00400	Free/Reduced Price Meal Applications	All Approved and Denied Applications, DHS Free School Meal Notices, Notice of Denial to Parents, Rosters of Eligible Students, Verification Records	3 Years and DCF&L Audit, 7 C.F.R. & 245.6	No	Private MS 13.32
FDS00600	Service Agreements/Catering Contracts	Head Start, Meals On Wheels, Etc.	3 Years and DCF&L Audit, 7 C.F.R & 210.3	No	Public
FDS00700	Food Production information	Daily Food Production Record, Menus	3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00800	Daily Meal Count Report With Edit Checks		3 Years and DCF&L Audit, 7 C.F.R. & 210.7	No	Private/Public MS 13.32
FDS00900	Monthly Payment Vouchers		3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Private/Public MS 13.32
FDS01000	On Site Review Record		3 Years and DCF&L Audit, 7 C.F.R. & 210.8	No	Private/Public MS 13.32
FDS01100	Financial Records	Breakfast, Lunch, Ala Carte, Etc. (Supporting Documentation May include invoices, Purchase orders, Etc.) Student, Adult Federal and State Income and All Other Sources	3 Years and DCF&L Audit, 7 C.F.R. & 210.20 and 210.5	No	Private/Public MS 13.32
FDS01200	Inventory	Audit Trail for USDA Commodity Usage, Year End Physical Inventory	3 Years and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Quotes (Unsuccessful and Successful)	1 Year and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Bid (Unsuccessful and Successful) Request Summaries	6 Years and DCF&L Audit	No	Public
FDS01420	Inventory (Food and Supplies)	Requisitions (for Moving Supplies or Equipment Within District)	3 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS01500	Cashier's Reports	Daily, Weekly, and Monthly	6 Years and DCF&L Audit, 7 C.F.R. 210.8 and 210.20	No	Public
FDS01600	Operating Reports	Breakfast, Lunch, and A'La Carte Participation Reports	3 Years and DCF&L Audit	No	Public
FDS01610	Operating Reports	Revenue and Expenditure Reports	6 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00100	Abstracts/Deeds/Title Papers/Mortgages	See Buildings			
FIN00200	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of Lading, Purchase orders, Acknowledgments/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers (Merchandise Purchased, Services Rendered, Travel Expenses), 1099	6 Years	No	Public/Private MS 13.43
FIN00210	W-9 form		6 Years after Final 1099 Issued	No	Public/Private MS 13.43
FIN00300	Year-End Financial Reports	Revenue and Expenditure Summary Transaction Reports	Retain Permanently	No	Public
FIN00305	Year-End Financial Reports	Revenue and Expenditure Detailed Transaction Reports	Retain Permanently	No	Public
FIN00310	Year-End Financial Reports	UFARS Revenue and Expenditure Report to State	Retain Permanently	No	Public
FIN00315	Year-End Financial Reports	Special Funded Projects Report	Retain Permanently	No	Public
FIN00320	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (1932 and Earlier)	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00325	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (Post 1932)	Retain Permanently	No	Public
FIN00330	Year-End Financial Reports	Accounts Receivable, Numbered Receipts, Accounts Receivable Invoices, Remittance Advice	6 Years	No	Public
FIN00335	Year-End Financial Reports	General Ledger, General Journals, Journal Entries, Disbursements Journal, Check Register Adopted and Revised Budget, Budget Publications, Balance Sheet, Receipts Journal	Retain Permanently	No	Public
FIN00400	Audit Reports		Retain permanently; has historical value	Yes	Public
FIN00500	Bank Statements/ Reconciliation's	Checks, Cancelled, Returned or Voided. (Must Be original Check - Not Microfiche)	6 Years	No	Public/Private MS 13.43
FIN00510	Bank Statements/ Reconciliation's	Statement of Pledged Securities	6 Years after Expiration	No	Public
FIN00600	Bonds and Coupons	Bond Ledgers/Registers	Until Debt Is Retired and Audit	No	Public
FIN00700	Bond Issues - Official Statements	Enabling Documentation	Permanent	No	Public
FIN00800	Building and Land Contracts	See Buildings			

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00900	County Auditor Statements	Tax Settlement Report and Taxes Receivable Report	6 Years	No	Public
FIN01100	Insurance Documents	Fidelity/Surety Bonds	6 Years after Expiration	No	Public
FIN01110	Insurance Documents	Insurance Bids, Health, Dental, Life etc. (Accepted and Rejected)	6 Years	No	Public
FIN01120	Insurance Policies	Health, Property, Liability, etc., Policies, Amendments and Waivers	20 Years	No	Public
FIN01200	Inventory	Year End Inventory List, Warehouse Listing, Library Holdings	3 Years	No	Public
FIN01300	Leases/Agreements		3 Years after Expiration	No	Public
FIN01400	Levies		6 Years	No	Public
FIN01500	Property Appraisals		Until Superseded	No	Public
FIN01600	Sealed Bids	Successful and Unsuccessful	6 Years after Award	No	Public
FIN01700	Quotes	Successful and Unsuccessful, MS 471.345	1 Year after Receipt	No	Public
FIN01800	Student Activity Accounts	Cash Receipts, Vouchers, Cancelled Checks, Ledgers, and Journals	6 Years	No	Public
FIN01900	Transportation - Annual Report		6 Years	No	Public
FIN02000	Transportation Contracts	With Independent Contractors	6 Years	No	Public

School District General Records Retention Schedule

Section: Heath & Safety

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
HSF00100	Infectious Disease and Occupational Exposure Files*	Files On Each Employee Dealing With Safety and Training On Diseases Such As Hepatitis and Aids. Retain in Employee's Medical File.	3 Yrs. after Separation	No	Public/Private MS 13.43
HSF00200	OSHA - Citations of Penalty	Notifications of Violations by the District	Until Violation Has Been Corrected	No	Public/Private MS 13.43
HSF00300	OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	5 Yrs. after Accident	No	Public/Private MS 13.43
HSF00400	OSHA - Employee Exposure Records	Any information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents.	30 Yrs. after Termination or Retirement	No	Public/Private MS 13.43
HSF00500	Safety Committee Agendas and Minutes		3 Years	No	Public
HSF00600	Training Records - Right to Know		3 Yrs. after Separation	No	Public

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY00100	Cafeteria Plan Records		6 Years	No	Public/Private MS 13.43
PAY00300	Check Requests for Manual Checks	Lost or Missing Check Replacement, etc.	2 Years	No	Public/Private MS 13.43
PAY00400	Dues Deduction Authorization	Union Dues	3 Years	No	Public/Private MS 13.43
PAY00500	Garnishments	Wage Garnishment, Notice of Bankruptcy, Wage Levy and Related Documents	3 Years after Expiration	No	Private MS 13.43
PAY00700	Payroll Register	Name; Address; Date of Birth; Occupation; Rate of Pay; Compensation Earned Each Week	Permanent, 29 C.F.R. & 1627.3(a)	No	Public/Private MS 13.43
PAY00800	Pera Eligibility Sheets and Reports		6 Years	No	Public/Private MS 13.43
PAY00900	Prior Years' Quarterly FICA		6 Years	No	Public/Private MS 13.43
PAY01000	Quarterly Report of Local Government	Employees and Wages (Weeks or Hours Worked)	3 Years	No	Public/Private MS 13.43
PAY01100	Salary Deduction Sheets		6 Years	No	Public/Private MS 13.43
PAY01200	Voluntary Withholdings	Requests for Withholding (United Way, Savings Bonds, etc)	2 Years after Expiration or Until Superceded	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY01300	Stop Payment Orders and Bonds		6 Years	No	Private MS 13.43
PAY01400	Tax Reports	Federal, Minnesota and Other States	6 Years	No	Public/Private MS 13.43
PAY01500	Tax Sheltered Annuity - Contracts		Permanent, 29 C.F.R. & 1627.3(b)(2)	No	Private MS 13.43
PAY01600	Tax Sheltered Annuity - Authorization	457 and 403(B) Plans	Permanent	No	Private MS 13.43
PAY01700	Time Sheets		6 Years	No	Public/Private MS 13.43
PAY01800	TRA / PERA - Retirement Remittance Report	Monthly and Annual Reports	6 Years, MS 354.52	No	Public/Private MS 13.43
PAY02000	W-2 Statements (Employer's Copy)		6 Years	No	Public/Private MS 13.43
PAY02100	W-4 Statements		Until Superceded or 6 Years after Termination	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00100	Employee Medical Records*	Any information Concerning the Health Status of An Employee Which Is Made or Maintained by A Physician, Nurse, or Other Health Care Personnel, or Technician.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00110	Employee Medical Records*	Includes Medical and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00120	Request for Leave	Requests for Leave (Vacation , Sick, Personal, etc.)	6 Yrs. after Termination	No	Public/Private MS 13.43
PER00200	Leave of Absence Reports	Formal Reports to PERA, TRA, etc., Regarding Unpaid, Board-Approved Leaves	6 Years	No	Public/Private MS 13.43
PER00210	Discrimination Claim Records	Sexual Harassment and Discrimination	Until Final Disposition of the Charge or Action	No	Public/Private/ Confidential MS 13.43 MS 13.39
PER00220	First Report of Injury*	If Maintained With Worker's Compensation File, Retain for 20 Years.	Permanent, MS 176.151	No	Private MS 13.43 MS 176.231

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00300	Applications for Employment/Resume/ Interview Documents	Licensed and Classified - Not Hired. Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	2 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00310	Applications for Employment/Resume/ and Supporting Documentation	Licensed and Classified - Hired (in personnel file). Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other doc	6 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00400	Arbitration Decisions		Permanent	No	Public/Private MS 13.43
PER00500	Contracts and Assignments		6 Yrs. after Termination	No	Public
PER00700	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)		3 Years, 29 C.F.R. 1602.39	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00900	Grievance Files	Employee Grievances and/or Complaints Filed Under A Labor Agreement or Personnel Rules. This Also Related to Arbitration Files and Related Court Cases.	Permanent	No	Public/Private MS 13.43
PER01000	Insurance: Group Master Policies, Contracts and Agreements	See Finance			
PER01100	Insurance: Reports	Insurance Census, Premium Reports, Etc.	6 Years	No	Public/Private MS 13.43
PER01200	STARS Report	Annual STARS Report to State	1 Year Until Superceded	No	Public
PER01300	Insurance Records: Enrollment Cards		Until Superseded	No	Public/Private MS 13.43
PER01400	Insurance Records: Employees On Leave of Absence	Employees on Leave of Absence, Family Medical Leave Act, Long-term Disability, Retired Teachers, Surviving Spouse, Terminated Employees	2 Years after Insurance Coverage Terminates	No	Public/Private MS 13.43
PER01800	Labor Contracts	Contracts Between School District Management and Various Bargaining Units including: Correspondence, Salary Schedules, Personnel Policies.	Permanent	Yes	Public
PER02000	Long Term Disability Claims/Awards		10 Years after Final Settlement of Claims	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02100	Job Descriptions		Until Superseded	No	Public
PER02200	Mediation Records		Permanent	No	Public
PER02300	Negotiations Records	Costing Records, Negotiations Strategy Session Tapes	2 Years after Completion of all BMS Certified Negotiations. MS 471.705(1a)	No	Public/Private MS 471.705
PER02400	Pay Equity: Classification Studies and Working Papers		Until Superseded	No	Public
PER02500	Pay Equity: Summary		Permanent	No	Public
PER02700	Personnel Files - Individual	Containing Citations, Personal History, Employee References, and Letters of Appointment/Promotion, Performance Records, Termination/Resignation, I-9 form, Evaluations, All Personnel and Employment Records, including, but not limited to, Documents Relating	6 Yrs. after Termination	No	Public/Private MS 13.43
PER02720	Personnel: Deficiency Reports	Letters of Advice, Reprimands, Letters of Deficiency, Letter of Direction and Correction, Notices of Suspensions.	6 Years after Termination or by Mutual Agreement To Expunge	No	Public/Private MS 13.43
PER02730	License and Certifications	Notice of Voluntary Surrender of Teaching License	Until Superceded	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02740	Employee's Response Letter to Any Document in Personnel File		Same As Document To Which They Are Responding MS122A.40, Subd. 19	No	Private MS 13.43
PER02750	Seniority Lists		Full period the system is in effect and at least one (1) year after termination, 29 C.F.R. 1627.3(b)(2)	No	Public
PER02800	Recruitment Records	Relating to Posting, Recruitment, Selection, and Appointment to Each Position, Advertising	2 Years	No	Public/Private MS 13.43
PER03000	Unemployment Claims/Compensation	Claims for Unemployment	2 Years after Claim Resolution	No	Public/Private MS 13.43
PER03100	Worker's Compensation - Claims	Injury Reports and Correspondence Dealing With injuries.	20 Years	No	Private MS 13.43 MS 176.231
PER03200	Worker's Compensation	Claims Summary, Summary information From Carrier	6 Years after Termination	No	Public/Private MS 13.43 MS 176.231

School District General Records Retention Schedule

Section: Special Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
SPC00100	Special Education Records		The permanent record of the student's name, address, phone number, grades, attendance, and grade level completed may be maintained without time limitation 34 C.F.R. 300.573(b)	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00200	Accident Reports - Student		Permanent	No	Private MS 13.32
STD00300	Achievement and Standardized Tests Results	Testing As Determined by District	Permanent	No	Private MS 13.32
STD00400	Emergency Care Information		Until Superceded or 3 Years after Graduation/Leave District	No	Private MS 13.32
STD00500	Attendance and Membership Data	Summary of Yearly Attendance by Student As Recorded in Cumulative File	Permanent	No	Private MS 13.32
STD00510	Attendance and Membership Data	MARRS Data - Detailed	3 Years	No	Private MS 13.32
STD00600	Health and Immunization information		At least five (5) years after the student attains the age of majority (18), so until the age of (23) MS 123.70, Subd. 7	No	Private MS 13.32
STD00610	School Nurse Notes	Anecdotal Records	6 Years after Graduation/Leave District	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00610	Health Room Log	Daily Record of Student Reporting to Health Room (Excluding Anecdotal Records)	6 Years after Graduation/Leave District	No	Private MS 13.32
STD00700	Cumulative File	Including Record of Access, Log In/Out Record for Review or Transfer of Student Records	Permanent	No	Private MS 13.32
STD00800	Demographic Information	District Census	Permanent	No	Public/Private MS 13.32
STD00810	Demographic Information	Student Directory information	1 Year	No	Public
STD00820	Demographic Information	Student Family information, including Dissolution or Custody Orders, etc.	Until Leave District or Superceded by Subsequent order, whichever sooner	No	Public/Private MS 13.32
STD00900	LEP Reports	Home Language Reports (LEP)	3 Years	No	Public/Private MS 13.32
STD01000	Extra and Co-curricular Participation Records	Team Results, Participation, Contracts, (If included in Cumulative File - Permanent Retention)	1 Year	No	Private MS 13.32
STD01100	Homeschool Records		Permanent	No	Private MS 13.32
STD01200	Preschool Screening		Permanent	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD01300	Nonresident Pupil Attendance Applications/Agreements		3 Years after Graduation	No	Private MS 13.32
STD01410	School Performance Data	Yearly Report Cards	1 Year after Transfer of Permanent Cumulative File	No	Private MS 13.32
STD01420	School Performance Data	Transcripts	Permanent	No	Private MS 13.32
STD01500	Auxiliary Organization Records	Clubs, interest Groups, Student Councils, Athletic Associations	Retain permanently; has historical value	Yes	Public
STD01510	Auxiliary Organization Records	Graduation Programs	Retain permanently; has historical value	Yes	Public
STD01520	Auxiliary Organization Records	Activity Funds - Treasurer's Records, Bylaws, Membership Records, Meeting Minutes	Retain permanently; has historical value	Yes	Public
STD01530	Driver Education Files		1 Year	No	Public

School District General Records Retention Schedule

Section: Transportation

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
TRN00100	Claims for Transportation Aid		3 Years	No	Public
TRN00200	Contractor Correspondence/Reporting		3 Years after Completing Contract	No	Public
TRN00300	Contracts With Independent Contractors		3 Years after Completing Contract	No	Public
TRN00400	Equipment Inventories	See Buildings			
TRN00500	Equipment Maintenance Records		Life of Equipment	No	Public
TRN00600	Minnesota DCF & L Reports	Annual Reports and Student Ridership Categories	3 Years	No	Public
TRN00700	Pupils Transported for Aid Entitlement	Lists Containing Names of Students	3 Years, MS+D19 127A.41	No	Private MS 13.32
TRN00800	Transportation Mileage Records		3 Years	No	Public
TRN00900	Transportation Reimbursements		6 Years	No	Public

Procedures for Policy 724 – Retention and Destruction of Student Records for Special Education Students

I. PURPOSE

School district records can only be destroyed pursuant to a records retention schedule that has been adopted by the School Board and approved by the Records Disposition Panel of the State of Minnesota or by special permission. Minn. Statute §138.17.

II. GENERAL STATEMENT

The following procedures regarding the retention and destruction of student records for special education students are adopted by the school district, pursuant to:

A. The requirements of 20 U.S.C. §123f requiring that records relating to the expenditures of federal funds be maintained for five years after completion of the activity for which the funds were used.

B. The requirements of the Family Educational Rights and Privacy Act (FERPA), 34 C.F.R. §99.10 which states that educational records may not be destroyed if there is an outstanding request to inspect the records by the parent or eligible student.

C. The requirements of the Individuals and Disabilities Education Act's (IDEA) regulations which require school districts to "...inform parents when personally identifiable information collected, maintained, or used..." pursuant to the IDEA, "...is no longer needed to provide educational services to the child..." 34 C.F.R. § 300.573 and therefore will be destroyed by the district. Before the information is destroyed, the district is advised to provide "Notice" to the student of the District's procedure at the last IEP meeting prior to graduation. IDEA regulations also provide that "information must be destroyed at the request of the parents if they are no longer needed for education purposes." However, a permanent record of a student's name, address, and phone number, his or her grades, attendance records, classes attended, grade level completed, and year completed may be maintained without time limitations." 34 C.F.R. § 300.573.

III. GENERAL STATEMENT OF PROCEDURES

Northfield Public Schools will retain educational records for students with disabilities for a period of five years beyond the student's 21's birthday. In addition, special education records will not be destroyed if there is an outstanding request for the record by the adult student or court appointed guardian. Also, adult students or their court appointed legal guardian will be notified about this practice at the time the student is:

a. dismissed from special education services,
b. graduates from school, or
c. ages out of school.

This will constitute notice and no further notice will be given at the end of the five years.

Adult students, or their court appointed legal guardian, will be asked to sign an acknowledgement (Notice of Special Education File Retention Procedure) of the district's procedure to destroy the records after five years and that the "Notice" has been given. A copy of this notice will be retained by the District. Results of achievement and other

standardized tests will be retained permanently. When the student reaches the age of at least 26, all special education records will be destroyed, with the exception of the final Individual Education Program (IEP) plan, the most recent Evaluation Report, and the Exit Report: Summary of Performance. These records will be kept an additional five years (until the student reaches age 31) at which time they will be destroyed.

Legal guardians must provide documentation to the District establishing their rights to make decisions on behalf of the adult student.

Legal Reference

20 U.S.C. § 1232f 34
C.F.R. § 300.573 & 34 C.F.R. § 99.10 (Family Educational Rights and Privacy Act) (FERPA)
Doe v. Arnig, 651 F. Supp. 424, 37 Educ. L.R. (D. Mass. 1987)

NOTICE OF SPECIAL EDUCATION FILE RETENTION PROCEDURE

In accordance with the procedure adopted by the Northfield Public Schools and approved by the Minnesota Records Disposition Panel, notice is hereby being given as to the length of time that your special education file will be maintained.

The record will be retained until five years after your 21st birthday in accordance with the District's retention schedule. At that time, the contents will be destroyed with the exception of the final IEP, the most recent Evaluation Report, and the Exit Report: Summary of Performance. These remaining records will be kept an additional five years at which time they too will be destroyed. The following records will be maintained without time limitation; standardized and achievement tests results, student's name, address, phone number, grades, attendance and grade level completed.

By signing this notice, you are acknowledging the retention procedure. No further notice will be given.

_____ _____
Adult Student or Legal Guardian Date

_____ _____
Witness Date

Student Copy

In accordance with the procedure adopted by the Northfield School District and approved by the Minnesota Records Disposition Panel, notice is hereby being given as to the length of time that your special education file will be maintained.

The special education record will be retained until five years after your 21st birthday in accordance with the District's retention schedule. At that time, the contents will be destroyed with the exception of the final IEP/IIIP, the most recent Evaluation Report, and the Exit Report: Summary of Performance. These remaining records will be kept an additional five years at which time they too will be destroyed.

_____ _____
Adult Student or Legal Guardian Date

_____ _____
Witness Date

Revised July 2012

Policy 801 EQUAL ACCESS TO SECONDARY SCHOOL FACILITIES BY STUDENTS

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time in the Northfield School District.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of this school district not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.

C. Student use of facilities under this policy does not imply district sponsorship, approval, or advocacy of the content of the expression at such meetings.

D. The district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

E. In adopting and implementing this equal access policy the district will not:

1. Influence the form or content of any prayer or other religious activity.
2. Require any person to participate in prayer or other religious activity.
3. Expend public funds beyond the incidental cost of providing the space for student-initiated meetings.
4. Compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee.
5. Sanction meetings that are otherwise unlawful.
6. Limit the rights of groups of students based on the size of the group.
7. Abridge the constitutional rights of any person.

III. DEFINITIONS

A. “Noninstructional time” means time set aside by the school one hour before actual classroom instruction begins or one hour after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place. Students wanting to hold a limited open forum more than one hour before classroom instruction begins or more than one hour after classroom instruction ends may be granted permission by the building principal and must be

scheduled through community education.

B. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

C. "Secondary school" means any school with enrollment of pupils ordinarily in grades 6 through 12 or any portion thereof.

D. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.

E. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.

F. "Student" means a Northfield School District actively enrolled student in a secondary school including the middle school, high school, Portage or Area Learning Center.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this district shall uniformly provide that:

A. A meeting held pursuant to this policy is voluntary and student-initiated.

B. There is no sponsorship of the meeting by the school or its agents or employees.

C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity.

D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.

E. Nonschool persons may not direct, control or regularly attend activities of student groups.

V. PROTOCOLS

A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:

1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
2. The activities or meetings are voluntary and student-initiated. The principal may

require assurances of this fact.

B. Student groups meeting under this policy must comply with the following rules:

1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.

C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.

D. The building principal has responsibility to:

1. Keep a log of application information.
2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
3. Note the condition of the facilities and equipment before and after use.
4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute district sponsorship of the meeting or activity.
5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

E. The district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The district will provide no additional or special transportation.

F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.

G. District employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.

H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

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

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. Of Westside Community Schools v. Mergens, 496 U.S. 226 (1990)
Good News Club v. Milford Central School, 533 U.S.98, (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist.1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Min. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

Policy 802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The Northfield School District, as a public trust, will manage and efficiently utilize its property, equipment, instructional materials, and fixed assets. Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material. Equipment, instructional materials, and fixed assets of the district which are obsolete, surplus or no longer usable or repairable will be disposed of in a fair and reasonable manner. Refer to the Fiscal Compliance and Procedure Manual for the disposition of federally funded purchases.

II. DEFINITIONS

A. "Obsolete" property, equipment, instructional materials and fixed assets are those materials which have been reviewed by district staff and deemed no longer usable for any district purposes.

B. "Contract" means an agreement entered into by the district for the sale of supplies, materials or equipment.

C. "Official newspaper" is a regular issue of a qualified legal newspaper.

III. MANNER OF DISPOSITION

A. **Authorization.**
The superintendent or their designee is authorized to properly dispose of obsolete material. Disposition by sale will follow the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board.

B. **Priority for Disposition.**
The manner of disposition shall be:

1. Reuse
2. Sell
3. Donate
4. Recycle
5. Dispose

C. **Contracts More Than $175,000.**

1. If the estimated value of the equipment or materials exceeds $175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper and via electronic media. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law. Notwithstanding the foregoing, the district shall have the right to reject all bids.

3. A record shall be kept of all bids for one year and shall include the names of bidders, amounts of bids, and an indication of the successful bid. All bids shall conform to the bidding practice of the district.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.

5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.

6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

7. For any sale, a cashier's check or wire transfer for the winning bid amount will be required before equipment is transferred to the winning bidder, unless a payment plan is agreed upon as part of the bidding process. The board may approve exemptions for individual vendors with a previous positive payment history with the district. The approved vendors will be included as an addendum to this policy.

D. **Contracts From $25,000 to $175,000.**
If the amount of the sale is estimated to exceed $25,000 but not to exceed $175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible,

and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt. For any sale, a cashier's check or wire transfer for the winning bid amount will be required before equipment is transferred to the winning bidder, unless a payment plan is agreed upon as part of the bidding process. The board may approve exemptions for individual vendors with a previous positive payment history with the district. The approved vendors will be included as an addendum to this policy.

E. **Contracts Less Than $25,000.**
If the amount of the sale is estimated to be $25,000 or less, the contract may be made either upon quotation or in the open market, at the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt. For any sale, a cashier's check or wire transfer will be required before equipment is transferred to the purchaser, unless a payment plan is agreed upon as part of the sale process.The board may approve exemptions for individual vendors with a previous positive payment history with the district. The approved vendors will be included as an addendum to this policy.

F. **Electronic Sale of Surplus Supplies, Materials, and Equipment.**
Notwithstanding the other procedural requirements of this policy, the district may contract to sell supplies, materials, and equipment which are surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

G. **Notice of Quotation.**
Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

H. **Sales to Employees.**
No officer or employee of the district shall sell or procure for sale or possess or control for sale to any other officer or employee of the district any property or materials owned by the district unless the property and materials are not needed for public purposes and are sold to a district employee after reasonable public notice, at a public auction or by sealed response if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A district employee may purchase no more than one motor vehicle from the district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

I. **Exceptions for Surplus School Computers.**
A district may bypass the requirements for competitive bidding and is not subject to any

other laws relating to district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. Another school district.
2. The state department of corrections.
3. The board of trustees of Minnesota State Colleges and Universities.
4. The family of a student residing in the district whose total family income meets the federal definition of poverty.
5. A charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

J. **Disposing of Surplus Books.**
Notwithstanding Minnesota Statutes, section 471.345, governing school district contracts made upon sealed bid or otherwise complying with the requirements for competitive bidding, other provisions of this section governing school district contracts, or other law to the contrary, the school district may dispose of school books, including library books, books from an individual classroom library, and textbooks including other materials accompanying a textbook. The school district may dispose of surplus books by donating them to a family of a student residing in the district or a charitable organization under section 501(c)(3) of the Internal Revenue Code.

K. **Transfer to Another Public Entity.**
The district may transfer its personal property for a nominal amount or without consideration to another public corporation for public use.

Policy 802 Disposition of Obsolete Equipment and Material
Adopted: 10.27.2008; Updated: 05.2013, 07.01.2019, 08.08.2022, 04.27.2026; Reviewed: 12.15.2022; Statutory Update: 10.28.2024, 09.08.2025

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

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Sale of Purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

Policy 805 WASTE REDUCTION, RECYCLING, ENVIRONMENTAL PROTECTION AND COMPLIANCE

I. PURPOSE

It is the policy of the Northfield School District to reduce waste, encourage recycling and promote conservation of resources.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps.

B. "Mixed municipal solid waste" means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.

C. "Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.

D. "Postconsumer materials" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

E. "Rechargeable battery" means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the commissioner of the Pollution Control Agency (PCA).

F. "Recyclable commodities" means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources.

G. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.

H. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use.

I. "Resource conservation" means the reduction in the use of water, energy, and raw materials.

J. "Reusable commodities" means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition.

K. "Source-separated compostable materials" means materials that:
1. Are separated at the source by waste generators for the purpose of preparing them for use as compost.
2. Are collected separately from mixed municipal solid waste and are governed by state licensing provisions.
3. Are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the commissioner has determined that no other person is willing to accept the paper for recycling.
4. Are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility.
5. May be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the commissioner determines that no other person is willing to accept the materials.

L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. Reusing the product in its original form.
2. Increasing the lifespan of a product.
3. Reducing material or the toxicity of material used in production or packaging. or
4. Changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

IV. WASTE DISPOSAL

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

B. Each district facility shall also collect at least three recyclable materials such as, but not limited to paper, glass, plastic and metal.

C. The district will transfer all recyclable materials collected to a recycler and, to the extent

practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the district is located.

D. Prior to entering into a contract for the management of mixed municipal solid waste, the district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the district will:

1. Determine the potential liability to the district and its taxpayers for managing waste in this manner.
2. Develop and implement a plan for managing the potential liability.
3. Submit the information in (1) and (2) above to the PCA.

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

E. The district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. Solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility.
2. The land unless approved by the PCA.
3. The waters of the state, an individual sewage treatment system, or in a storm water or wastewater collection or treatment system unless:
    a. Permitted to do so by the operator of the system and the PCA.
    b. The district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month.
    c. The district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

F. The district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling in solid waste or in a wastewater disposal system.

G. The district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not

been removed for reuse or recycling in a solid waste processing facility or in a solid waste disposal facility.

H. The district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minnesota Statute section 216B.241, subdivision 2.

I. The district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the district. The district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed.

J. The district may not place yard waste in:
1. Mixed municipal solid waste.
2. A disposal facility.
3. A resource recovery facility, except for the purposes of reuse, composting, or co-composting.
4. A plastic bag unless exempt as specified in Minnesota Statutes section 115A.931(c), (d), or (e).

K. The district may not place a telephone directory in:
1. Solid waste.
2. A disposal facility.
3. A resource recovery facility, except a recycling facility.

L. The district may not place major appliances in mixed municipal solid waste, or dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

M. The district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube.

N. The district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The district may provide financial incentives to any person, including public or private civic groups, to collect the batteries.

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

A. Any facility to be utilized in the performance of business operations by Northfield School

District or any subcontractor shall not be a facility listed on the EPA List of Violating Facilities pursuant to 40 CFR 15.20.

B. Northfield School District will comply with all requirements of Section 306 of the Clean Air Act, as amended, and Section 508 of the Clean Water Act, as amended, and all regulations and guidelines issued thereunder.

C. Northfield School District will promptly notify the Department of Environmental Quality of any notification received from the Director of the Office of Federal Activities, EPA, indicating that a facility utilized or to be utilized by Northfield School District is under consideration to be listed on the EPA List of Violating Facilities.

VI. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than 10 percent, the district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the district.

B. When purchasing commodities and services, the district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste.

C. Whenever practicable the district will:

1. Purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material.
2. Purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight.
3. Purchase paper which has not been dyed with colors, excluding pastel colors.
4. Purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives.
5. Use reusable binding materials or staples and bind documents by methods that do not use glue.
6. Use soy-based inks.
7. Purchase printer or duplication cartridges that:
    a. Have 10 percent post-consumer material.
    b. Are purchased as remanufactured.
    c. Are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minnesota Statutes section 115A.03, subdivision 25b.
8. Produce reports, publications, and periodicals that are readily recyclable.
9. Purchase paper which has been made on a paper machine located in Minnesota.
10. Print documents on both sides of the paper where commonly accepted publishing

practices allow.

D. The district may not use a specified product included on the prohibited products list published in the State Register.

E. In developing bid specifications, the district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material.

F. When a project involves the replacement of carpeting, the district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids.

VII. OTHER

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

Policy 805 Waste Reduction and Recycling
Adopted: 10.27.2008; Updated: 04.2012, 11.24.2014, 12.2014, 05.2016, 08.2017, 07.01.2019; Non-Substantive Update: 08.08.2022; Updated: 08.14.2023

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

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (Recycling Requirements; Public Entities; Commercial Buildings; Sports Facilities)
Minn. Stat. § 115A.46 (Regional and Local Solid Waste Management Plan; Requirements)
Minn. Stat. § 115A.471 (Public Entities; Managing of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposing of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products; Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subd. 2 (Public Utilities; Energy Conservation and Optimization)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References: None

Policy 806 CRISIS MANAGEMENT

I. PURPOSE

The purpose of this policy is to direct the Northfield School District administration to develop crisis management plans to coordinate protective actions prior to, during and after any type of emergency or potential crisis situation.

II. GENERAL STATEMENT OF POLICY

A. The district will engage in ongoing emergency planning within the district and with first responders and other relevant community organizations. The district will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to district staff to enable them to act appropriately in the event of a crisis.

B. The superintendent, the director of buildings and grounds, and other district administration and/or the administration of each building shall develop crisis management plans. The crisis management plan will be maintained, updated and revisions distributed to the appropriate personnel on an annual basis before the beginning of each school year.

C. Student safety is a priority in our schools. 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. The crisis management plan includes an outline of the district's threat assessment procedures.

Policy 806 Crisis Management
Adopted: 11.24.2008; Reviewed: 07.01.2019; Non-Substantive Update: 08.26.2021, 08.08.2022, 01.26.2023, 07.08.2024, 09.08.2025, 09.28.2026

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

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, et seq. (Title IX)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
Comprehensive School Safety Guide:
https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf

Resources: I Love U Guys Foundation, Standard Response Protocol https://iloveuguys.org/The-Standard-Response-Protocol.html
Safe and Sound Schools https://safeandsoundschools.org/

Policy 807 HEALTH AND SAFETY

I. PURPOSE

The purpose of this policy is to assist the Northfield School District in promoting health and safety, reducing injuries, and complying with federal, state and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

A. The district will implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter district buildings and grounds.

B. All district employees have a responsibility for maintaining a safe and healthy environment within the district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the district will form a Safety Advisory Committee ("the committee") to be appointed by the superintendent. The committee will meet at least four times during the school year.

III. PROCEDURES

A. The Director of Buildings and Grounds, with direction from outside consultants and professionals, is responsible for planning and implementation of this policy.

B. Based upon recommendations from the committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the Director of Buildings and Grounds on an annual basis. This policy can be viewed on the district's website. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

C. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the committee shall evaluate other available resources and generally accept best practice recommendations from outside consultants and professionals. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

D. The district shall monitor and make good faith efforts to comply with

any new or amended laws, rules or regulations to control potential hazards.

IV. PROGRAM AND PLANS

A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the committee. These plans are maintained with the health and safety files in the Buildings and Grounds office and are listed on the district website.

B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.

C. The administration shall conduct and/or arrange safety inspections and drills with the Institute for Environmental Assessment (IEA). Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition or unsafe practice.

D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form to a supervisor or administrator and shall be documented by the receiving party. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.

E. In the event of an accident or incident, the district shall order an investigation to determine the cause(s) of the accident or incident in order to prevent a similar incident. All accidents or incidents must be reported to the immediate supervisor as soon as possible. The Director of Buildings and Grounds shall make reports to governing state or federal agencies as appropriate or required by law.

V. BUDGET

The superintendent, or their designee, each year shall prepare preliminary revenue and expenditure budgets for the district's health and safety program. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be

implemented, conducted and administered within the fiscal restraints of the budget so adopted.

VI. COMMUNICATION

The district regards communication of health and safety issues as a continual process. Health and safety procedures are communicated through safety training at the beginning of an employee's new job assignment, whenever material, process, or procedural changes are implemented, and whenever the employer notices deficiencies in safe work practices.

In addition to training, posters, employee handbooks, handout materials and computer-based learning may also be utilized to communicate job safety and health information.

Safety communication also takes place through distribution of safety committee meeting minutes, which includes accident information, reported employee concerns, inspection findings, and status updates on safety items.

VII. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the district's health and safety program to be achieved. Within applicable budget limitations, district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable district policies.

Policy 807 Health and Safety
Adopted: 05.29.2012; Updated: 07.08.2013, 08.2013, 06.2014, 12.2014, 06.2015, 07.01.2019, 02.27.2023

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

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Health and Safety Projects)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program; Applicability)
Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program; Alternative Forms of Committee)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Policy 808 KEY ACCESS CONTROL TO BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to ensure the safety of all Northfield School District students, staff, volunteers and visitors along with ensuring the security of the buildings.

II. GENERAL STATEMENT OF POLICY

This policy governs the issuance, surrender and replacement of both metal keys and identification badges which function as electronic keys. This document refers to "key(s)" as both metal keys and electronic identification badge access cards.

III. STAFF IDENTIFICATION BADGE CARDS

The district requires permanent school employees, substitute employees and volunteers/visitors to wear appropriate identification. As identification badges are also electronic keys, employees will not surrender their badge to any other party or leave their badge in a compromised location except as described below.

In limited circumstances an employee may loan their badge to another employee or substitute who is completing a specific task to ensure seamless operations of the school day. Examples could be a teacher loaning their badge to an educational assistant who retrieves photocopies for them or loaning their badge to a substitute who is opening a door for students to return from recess while the regular staff member is supervising other students. In cases like these, the badge should be promptly returned to the staff member following completion of the task.

Employees who loan their badge to another employee or substitute are responsible for their actions. A violation of this policy may result in disciplinary action.

IV. STAFF BUILDING METAL KEYS

The district shall issue permanent school employees and substitute employees metal keys as outlined in the procedures for this policy. Employees will not surrender their metal keys to any other party or leave their metal keys in a compromised location.

Policy 808 Key Access Control to Buildings and Sites
Adopted: 02.08.2016; Reviewed: 07.01.2019; Updated: 02.27.2023

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

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Cross References: MSBA/MASA Model Policy 903 and Procedures (Visitors to School District Buildings and Sites)

Procedures to Policy 808 - Key Access Control to Buildings and Sites

I. General Guidelines for Building Metal Keys

The Buildings and Grounds Department will be responsible for issuance and record keeping of all metal keys.

a. Lost metal keys will be reported immediately to the building Principal(s) and the Director of Buildings and Grounds.
b. Replacement cost for standard (regular access) metal keys **$50.00** per key. ***The replacement cost will be charged to the person who is responsible for the metal key or keys.*** Replacement metal keys will not be reissued until a fee is paid.
c. Replacement cost for metal **Building Master** keys **$250.00** per key. ***The replacement cost will be charged to the person who is responsible for the metal key or keys.*** Replacement metal keys will not be reissued until a fee is paid.
d. Replacement cost for metal **Grand Master** keys **$500.00** per key. ***The replacement cost will be charged to the person who is responsible for the metal key or keys.*** Replacement metal keys will not be reissued until a fee is paid.
    1. Broken or non-working metal keys will be returned to the Buildings and Grounds with no replacement charge and reissued if necessary.

A. Permanent School Employees

1. All metal keys are issued by the District and will remain property of the District.
    a. All metal keys must be returned to the Buildings and Grounds Department upon completion of service.
2. Metal keys are issued on the basis of need. The needs of the employee will be determined by the building Principal and Buildings and Grounds.
    a. Metal keys are to be safeguarded and remain solely in the possession of the person whom they were issued.
3. Access requirements are reviewed and contingent on job requirements.
    a. Issuance of the Building Master metal key is typically limited to building maintenance personnel and Administrators.

B. Substitute Employees

1. "Substitute" metal keys will be issued to individuals who are subbing within the buildings of Northfield Public Schools.
    a. Such metal keys will be temporary and need to be turned in at the end of the assignment.
    b. Metal keys are to be safeguarded and remain solely in the possession of the person whom they were issued.

II. General Guidelines for Building Identification Badge Keys

A. Permanent School Employees

1. The District's identification badge system is multifunctional and allows staff to:

a. Gain access to the building(s) where they work.
b. Clock in and clock out for their shifts using one of the District's proxy readers (hourly staff).
c. Pay for breakfast or lunch in the District cafeterias.
d. Check out materials from the District's media centers.
e. Free access to sporting events, excludes finals or sections.

2. All building identification badge keys are issued by the District and will remain property of the District.
    a. All identification badge keys must be returned to the Human Resources or the Buildings and Grounds Department upon completion of service.
    b. Lost identification badge keys will be reported immediately to the building Principal(s) and the Director of Buildings and Grounds.
    c. Replacement costs for lost identification badge keys will be **$10.00.**

        - Broken or non-working identification badge keys will be returned to the Human Resources or Buildings and Grounds with no replacement charge and reissued if necessary. Broken identification badge keys need to be turned in when a replacement badge key is issued.

3. Access requirements are reviewed and contingent on job requirements.

4. Building access represents recognition of trust and responsibility.
    a. Person(s) accessing District Buildings after normal hours will review procedures for entering and leaving that building. Part of this will be learning the procedures for arming or disarming the alarm system of that building.
    b. Person(s) accessing District Buildings before and after hours and which results in triggered false alarms will carry consequences outlined below. Each instance will be reviewed by the appropriate administration to determine the problem and the offender. There will be reasonable discretion used when there is an honest mistake or error. Fines will be administered by Human Resources and all fines need to be paid within 10 days upon receipt. Fines may be paid in cash, check or by credit card.

- **Finable offenses:**

1. Not properly following the proper check-in and check-out procedures at the alarm, thus resulting in a false alarm.
    a. Failure to disarm or arm the building.
    b. Failure to write your name in the designated whiteboard (if applicable to building) to indicate to others whether you are in the building.

2. Not adhering to the rules of the Building Use Policy/Agreement with Community Services. Times must be accurate which will allow for administration or other designated school/building official to properly lock and unlock doors electronically.

3. Offenses:

a. **1st Offense**: Meeting with building administrator or designated "other" building official to go over the process for arming and disarming the building. This will be signed off by both parties.
b. **2nd Offense:** $50.00 fine and meeting with the Director of Buildings and Grounds.
c. **3rd Offense:** $50.00 fine and restricted use of Identification Badge Key to "regular" Monday-Friday building hours for 6 months.

B. Substitute Employees

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

C. Volunteers/Visitors

Visitors and volunteers to school buildings are required to follow the processes and procedures in place in each district school building.

Adopted: 02.08.2016; Revised: 07.01.2019; 04.06.2022; Reviewed: 02.272023

Procedures 808 KEY ACCESS CONTROL TO BUILDINGS AND SITES
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Cross References: Policy 903 and Procedures - Visitors to School District Buildings and Sites

Policy 809 NAMING OF SCHOOL DISTRICT BUILDINGS

I. PURPOSE

The purpose of this policy is to establish guidelines for the naming of Northfield School District buildings.

II. GENERAL STATEMENT OF POLICY

The district shall ensure that namings preserve the long-standing traditions, values, culture, and prestige of the district. The naming of school buildings is the responsibility of the Board of Education. When naming a building, the board may select the name itself, solicit public feedback, and/or appoint a committee to make recommendations to the board. The board will make the final decision.

III. STANDARDS FOR THE NAMING AND RENAMING OF SCHOOL DISTRICT FACILITIES

A. All district-owned buildings shall be named in accordance with the following standards:

1. Buildings shall not be named for people, individuals or families, either historical or contemporary.

2. School buildings. Schools shall be given names which are indicative of the areas in which they are located. These include, but are not limited to, names of neighborhoods, townships , and natural features such as bodies of water or characteristic flora (as long as the neighborhood or township is not named after an individual or family).

3. District buildings. Sites which serve a district-wide function shall be named to illustrate the nature of their role in the district.

Policy 809.1 SPONSORSHIP OF SCHOOL DISTRICT OWNED PROPERTY

I. PURPOSE

The purpose of this policy is to establish guidelines for the paid sponsorships of Northfield School District owned property including equipment, materials, office space, classrooms, athletic fields/courts/competition spaces, science labs, auditoriums, vehicles and other areas/items as determined by the Board of Education.

II. GENERAL STATEMENT OF POLICY

The district shall ensure that paid sponsorships of school property preserve the long-standing traditions, values, culture, and prestige of the district.

III. SPONSORSHIP

A. The district recognizes that circumstances exist when the district may enter into an agreement with a business, foundation, or other corporate entity for the specific sponsorship of district property in exchange for a specific financial or other contribution to the district.

1. Approving the paid sponsorships of school property valued at $25,000 or less is the responsibility of the superintendent and director of finance. Approving the paid sponsorships of school property valued at greater than $25,000 is the responsibility of the board. The superintendent and director of finance shall have the authority to negotiate agreements for sponsorship valued at greater than $25,000, but shall consult with the board before negotiating such agreements.

2. Sponsorship shall not be granted to businesses, foundations, or other corporate entities whose products, practices, or communications run counter to the mission, vision and policies of the district.

3. All revenue from the granting of sponsorship must be used according to a plan specified by the board.

B. Transferability and Renewability. If a sponsorship is granted by a written agreement, those rights may be transferred or renewed as permitted by the written agreement.

C. Limit of Sponsorship

1. On the Part of the District. The district's right to use the name and other brand elements of the sponsor is permitted by express agreement with the sponsor.

2. On the Part of the Sponsor. The party after whom a district property is named has no decision-making rights as to the purpose of the district property unless specifically provided for in the written agreement between the parties. The district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district's mission and purpose, statutory obligation, or the local authority of the board. In turn, the named party has no liability with respect to that district property unless provided for in a specific contract between the parties. Any such limits must be included in any sponsorship agreement.

D. Termination of Sponsorship. In addition to any remedies for breach of the written agreement granting sponsorship, the parties may terminate a sponsorship agreement in advance of the scheduled termination date under the following conditions:

1. Termination by the District. The district reserves the right, at its sole discretion, to terminate the sponsorship without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute.

2. Termination by the Named Party. The sponsor may, without refund of consideration, at its sole discretion, terminate its acceptance of the sponsorship prior to the scheduled termination date, in the event that the district directly brings the named party into disrepute.

Policy 809.1 Sponsorship of School District Owned Property
Adopted: 10.12.2020; Reviewed: 01.26.2023; Updated: 05.28.2024

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

Legal References: Minn. Stat. §123B.025 (School Sponsorship and Advertising Revenue)

Cross References: MSBA/MASA Model Policy 706 (Acceptance of Gifts)
Northfield Public Schools Policy 809 (Naming of School District Buildings)

Procedure for Spending Advertising and Sponsorship Revenue at Northfield Public Schools



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.

Procedures 809.1 SPONSORSHIP OF SCHOOL DISTRICT OWNED PROPERTY
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Adopted: 08.11.2025

Policy 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidance for community use of the Northfield School District facilities and equipment.

II. GENERAL STATEMENT POLICY

The Board of Education encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes. The board expects members of the community who use facilities and equipment to do so with respect for district property and an understanding of proper use.

III. USE AND SCHEDULING OF SCHOOL FACILITIES AND EQUIPMENT

A. The board may authorize the use of school facilities and equipment by community groups, churches or individuals. It may impose reasonable regulations and conditions upon the use of school facilities and equipment as it deems appropriate.

B. The Community Education Department shall be charged with the process of scheduling school facilities, equipment and special areas. Requests for use of school facilities and equipment by community groups, churches or individuals shall be made through the Community Education Department. Administration will present recommended procedures for the processing and review of requests to the board.

C. The board may require a rental fee for the use of school facilities and equipment. Such fee may include the cost of custodial and supervisory service and energy use if deemed necessary. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the district to ensure payment for damages and any liability for injuries. The board may also require a deposit or surety bond for the proper use and repair of damage to school facilities and equipment. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the board.

D. If unforeseen circumstances arise that necessitate rescheduling the use of school facilities, the district may cancel the facility use agreement. If a facility use agreement is canceled, the district will refund the facility use rental fee, which was paid to the district. The district is not responsible for expenses incurred to any group or individual due to cancellation or scheduling change by the district due to unforeseen circumstances.

E. If a new facility comes online mid-year, the Director of Community Education and the Superintendent of Schools will set rates for that facility in consultation with the school board chair.

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

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

Procedures to Policy 902 - Use of School District Facilities and Equipment

Northfield Public Schools encourages and promotes public use of district owned facilities and provides these procedures to manage this use.

A. Use priority

All groups or individuals wishing to use school facilities outside the school day are required to apply for such use and meet all the requirements of facility usage. Use of district facilities is assigned in the following priority:

1st Priority	Regular school district curricular activities and programs.
2nd Priority	School district co-curricular activities and events.
3rd Priority	School district Community Education programs and activities.
4th Priority	Community and other non-school use receiving an approved facility use permit from Community Education based on the classifications set forth in this policy.

B. Classifications

Class I All school district usage

- Regular school district curricular activities and programs.
- School district co-curricular activities and events.
- School district Community Education programs and activities.

1. No rent, energy, or service fees charged *(i.e. custodial, or other district personnel).*
2. No permit fee. Activity must be scheduled on the facility use calendar.

Class II Public activities and not-for-profit community organizations

- Meetings and events of tax-supported entities such as city, township, and county governments as defined by State Statute *(i.e. public hearings, elections).*
- Non-profit youth groups *(i.e. scouts, 4-H clubs, athletic organizations, etc.).*
- Extension Classes from local colleges.
- Charitable group meetings.
- Organized community services.
- Citizen and civic groups *(i.e. Rotary, Lions, VFW, American Legion, Chamber of Commerce).*
- Political party meetings and conventions.
- Religious and church organizations.
- Charter and private schools.

1. Rental and energy fees charged for the first two hours the space is rented. An energy fee will be charged for all hours of usage per space per day.
2. May be charged service fees depending on schedule and event needs *(i.e. food service, custodial, auditorium technician or other district personnel).*
3. Proof of a $1 million minimum liability insurance policy is required before the permit will be added to the facility calendar. Additional coverage may be required at the sole discretion of the Director of Community Education.
4. $35.00 non-refundable application fee required.

Class III Local for-profit enterprises

- Business and commercial organizations within district boundaries.

- Non-profit organizations not within district boundaries.

1. Rental and energy fees charged for each hour of use.
2. May be charged service fees depending on schedule and needs *(i.e. food service, custodial, auditorium technician or other district personnel)*.
3. Proof of liability insurance required before the permit will be added to the facility calendar.
4. $35.00 non-refundable application fee required.

Class IV Non-local for-profit enterprises

- Business and commercial organizations out of district boundaries.

1. Rental and energy fees charged for each hour of use.
2. May be charged service fees depending on schedule and needs *(i.e. food service, custodial, auditorium technician or other district personnel)*.
3. Proof of liability insurance required before the permit will be added to the facility calendar.
4. $80.00 non-refundable application fee required.

- **Long-term contracts**
  Individual contracts will be written for groups who use the facilities on a consistent and long-term basis upon consultation with the Community Education Director.

1. Rental and energy fees negotiated.
2. May be charged service fees depending on schedule and needs *(i.e. food service, custodial, auditorium technician or other district personnel)*.
3. Proof of liability insurance required.
4. Subject to approval of the Board of Education.
5. $35.00 non-refundable application fee required.

C. Regulations

1. The district reserves the right to grant or deny permission for use of facilities in accordance with Federal Equal Access Laws.

2. Authorization for use of district facilities shall not be considered a Northfield Public School District endorsement or sponsorship of the activity taking place.

3. Permit holder use shall not interfere with any major maintenance, construction, or alteration projects.

4. The responsibility for injury to persons, or damage to school property, including equipment, must be assumed by the organization individual/s making the application.

5. Evidence of insurance is required of applicants requesting use of district facilities. Based on consultation with the district's insurance carrier, the Director of Community Education can waive the requirement for liability insurance for small sponsoring groups who do not have liability insurance.

6. Groups using district facilities will be required to provide responsible adult supervision of their activities.

7. Alcohol, cannabis and cannabinoid as defined in District Policy 418, and illegal chemical substances in any form are prohibited on school premises. Exceptions require permission of the board.

8. District buildings and vehicles are tobacco, smoking and vaping free. Smoking, vaping or use of tobacco, or cannabis and cannabinoid as defined in District Policy 418, are prohibited in all district buildings.

9. Weapons and firearms in any form are not allowed on district property except with administrative authorization for instructional programs and/or law enforcement personnel. Exceptions require permission of the board.

10. The board will review annually the rental and service fees that cover maintenance, operations and staffing of facilities.

11. Facility rental fees will be charged based on the classification placement of the user at the time of the request.

12. The district will comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination in regards to the use of its facilities.

13. All facility use requests must be accompanied by a $35.00 or $80.00 non-refundable application fee.

14. All requests for facility use must be made at least two weeks in advance of the event.

15. Any group requesting use of school facilities shall not advertise the event until receiving an approved permit from Community Education.

16. Any requests for facility use not covered by this policy shall be referred to the Director of Community Education.

17. District facilities are not available to private groups for personal activities such as wedding dances, receptions, private parties, graduation parties or other privately sponsored activity.

18. The district reserves the right to require partial or full payment at the time the permit is signed.

19. Permits that require a change will be charged a $10.00 fee per change order. All changes must be made minimally one week in advance.

Outdoor facilities, excluding Memorial Field, the Varsity baseball field, and the Varsity softball field, are open to the public at no charge on a first-come, first-served basis when not occupied by district programs. (Permits will be granted for the Varsity baseball field and Varsity softball field to local non-profit associations on a case-by-case request.) Individuals or groups may reserve outdoor facilities in advance by obtaining a permit from Community Education. Groups that use fields and tracks may be assessed a custodial fee for clean up of trash and garbage and any other unforeseen costs due to the use.

HOURLY RENTAL FEES *

	CLASS II	CLASS III	CLASS IV
Category A	**$11.00**	**$20.00**	**$39.00**
Classroom Dressing Room Lounge Similar Small Space Energy Fee	**$1.00**	**$1.00**	**$1.00**
Category B	**$14.00**	**$25.00**	**$50.00**
Small Gym (DO, NCEC, Balcony Gym) Fitness/Weight Room/Locker Room Wrestling Room Small Media Center (Elementary) Energy Fee	**$2.00**	**$2.00**	**$2.00**
Category C	**$16.00**	**$29.00**	**$57.00**
Medium Gym (Spring Creek, BW, GVP, Aux) Cafeteria Large Media Center (MS, HS) High School Auditorium Energy Fee	**$5.00**	**$5.00**	**$5.00**
Category D	**$18.00**	**$32.00**	**$64.00**
Large Gym (HS, MS) Energy Fee	**$5.00**	**$5.00**	**$5.00**
Category E	**$18.00**	**$32.00**	**$64.00**
Middle School Auditorium (includes hallway) Energy Fee	**$7.00**	**$7.00**	**$7.00**
Category F	**$25.00**	**$45.00**	**$90.00**
MS Pool/Locker Room(s) Energy & Chemical Fee	**$12.00**	**$12.00**	**$12.00**

Rental fees are per hour.

* Necessary custodial, food service or other personnel charges are not included in these fees.
* Fees may be adjusted on an annual basis as determined by the Consumer Price Index (CPI).

School equipment (audio-visual, technology, etc.) may only be used on district property. Equipment must be applied for at the same time the facility use permit application is placed. Special arrangements may have to be made to have trained personnel in charge. Fees are billed at 100% for all users. Equipment will be checked after use and the permit holder will be charged for any damage at the full cost to replace the equipment.

Equipment Item *(per day/per event costs)*	***Northfield***
Microphone (standard)	*$ 10.00*
Microphone (cordless)	*$ 10.00*
Overhead Projector	*$ 10.00*
LCD Projector	*$ 10.00*
Slide Projector	*$ 10.00*
Choral Risers (per section)	*$ 10.00*
Shell	*$ 100.00*
Grand Piano (Plus cost of tuning)	*$ 100.00*
Television	*$ 20.00*

Procedures to Policy 902 Use of School District Facilities and Equipment
Adopted: 11.24.2008; Revised: 05.2011; Updated: 08.12.2019 and fee increases effective 07.01.2020; Updated: 04.10.2023, 05.012024

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

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

Policy 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

II. STAFF/VISITOR IDENTIFICATION BADGES

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

A. Permanent School Employees:

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

B. Substitute Employees:

"Substitute" badges will be issued to individuals who are subbing within the buildings of the district. Such badges must be worn whenever the individual is in school buildings. Substitute badges need to be turned in at the end of the assignment.

C. Visitors/Volunteers:

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

D. Post-Secondary Enrollment Options Students:

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

III. VISITOR LIMITATIONS

A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with district procedures and regulations or if the visit is not in the best interest of students, employees or the district.

B. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:

1. Require the driver or other person in charge of the vehicle to move it off school district property.
2. Provide for the removal of the vehicle, if unattended, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.

C. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalties. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Policy 903 Visitors to School District Buildings and Sites
Adopted: 11.24.2008; Reviewed: 07.01.2019; Updated: 01.08.2024, 04.14.2025

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

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

Northfield PUBLIC SCHOOLS

Procedures to Policy 903 - Visitors to School District Buildings and Sites

Northfield Public Schools recognizes the importance of parents and community members supporting our schools by observing classroom instruction and volunteering in our schools. We welcome visitors. However, we reserve the right to closely monitor school visitors and volunteers in order to minimize disruption of instruction.

Standards for individuals who wish to observe/visit a classroom or program:

1. Classroom observations/visits should be scheduled at least two days in advance with the building administrator or their designee.
2. Observations shall be limited to 60 minutes duration to avoid disruption or distractions in the classroom, unless the building administrator believes there are compelling reasons for a longer visit.
3. The number of visits/observations shall be limited to three per school year to minimize disruption to instruction. This limit does not include times when parents are invited to a classroom for a special event or presentation, or when serving as a volunteer with a teacher.
4. Observations/visits will be limited to one visitor at a time, unless the request is for both parents.
5. Observers/visitors will remain in the location directed by the teacher to minimize the disruption to instruction.
6. Observers/visitors will not look at work samples nor gather information about any student, other than their own child, who is present in the classroom or instructional program.
7. The building administrator or their designee may be present during the observation in order to facilitate discussion or respond to questions that may arise. A follow-up meeting may be scheduled to address questions or concerns.

Standards for all individuals who observe instruction *or* volunteer within the school:

1. In order to maintain a safe and secure school environment, all visitors and volunteers are required to sign in at the school office, wear a visitor's badge while in the school or on school grounds and sign out when leaving the building. (see Board Policy 903)
2. To protect the learning environment, visitors and volunteers are asked not to bring younger children with them, nor utilize any personal electronic equipment such as audio or video recording devices and cell phones.
3. Visitors and volunteers must respect and observe the privacy rights of students as provided under state and federal law. (see Board Policy 515)
3. A visit may be ended by the building administrator or their designee at any time if classroom activities or instruction are being disrupted. (see Board Policy 903)

Northfield PUBLIC SCHOOLS

Classroom Observation/Volunteer
Confidentiality Acknowledgement

Thank you for visiting or volunteering in our schools. Your involvement and support in educating our children is greatly appreciated.

While in our schools, you may encounter or become aware of information about student grades, test scores or other information about specific students; overhear conversations between school staff regarding students; and observe student interactions, including behavioral incidents that may need to be addressed by school staff.

Due to data privacy laws, we are asking that you sign this form indicating that any information you obtain related to any student will remain confidential.

_____

Printed Name of Volunteer/Observer

_____ _____

Signature of Volunteer/Observer Date

Adopted: 05.06.2011; Reviewed: 07.01.2019

Policy 904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for the distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner that does not disrupt the educational program nor interfere with the educational objectives of the Northfield School District.

II. GENERAL STATEMENT OF POLICY

A. The district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting, within the limitations and provisions of this policy.

B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

A. "Distribution" means the electronic or physical circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.

B. "Materials" include all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, tangible objects, and their digital equivalent.

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C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the district.

D. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested.
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct, excretory functions, or lewd exhibition.
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

E. "Minor" means any person under the age of eighteen (18).

F. "Material and substantial disruption" of a normal school activity is defined as any disruption that interferes with or impedes the implementation of a compulsory or voluntary school activity. For expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.

G. "School activities" means any activity sponsored by the school.

H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as outlined in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.

B. Requests for distribution of materials will be reviewed by the superintendent or their designee on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:

1. Is obscene to minors.
2. Is libelous or slanderous.
3. Is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
4. Advertises or promotes any product or service not permitted to minors by law.
5. Advocates violence or other illegal conduct.
6. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin).
7. Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Permission for nonschool persons to distribute materials on district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to the following:

1. Whether the material is educationally related.
2. The extent to which distribution is likely to cause disruption of or interference

with the district's educational objectives, discipline or school activities.

3. Whether the materials can be distributed from the office or other isolated locations to minimize disruption of traffic flow in hallways.
4. The quantity or size of materials to be distributed.
5. Whether distribution would require assignment of district staff, use of district equipment or other resources.
6. Whether distribution would require that nonschool persons be present on school grounds.
7. Whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

A. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

B. No one will coerce a student or staff member to accept any publication.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave district property immediately and, if necessary, the police will be called for assistance.

VII. IMPLEMENTATION

District administration may develop any additional guidelines and procedures necessary to implement this policy.

Policy 904 Distribution of Materials on School District Property by Nonschool Persons
Adopted: 12.08.2008; Reviewed: 07.01.2019; Updated: 12.02.201; Reviewed: 12.21.2023

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

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

Policy 906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the Northfield School District so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the district.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of this district to provide information to staff regarding known predatory offenders that are moving into the district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.

B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.

C. The superintendent, in conjunction with the building principal or their designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials will ask the school resource officer for assistance in providing instruction to staff and students. Additional law enforcement officials may assist the school resource officer as needed.

D. Minnesota Statute 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.

III. DEFINITIONS

A. "Criminal history conviction data" is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA).

B. "Law enforcement agency" means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release.

C. "Notification or Disclosure by Law Enforcement Agency"

1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses

to the offense committed by the offender. There will be no disclosure to school districts.

2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

D. "Offender Fact Sheet" is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender's residence.

1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the district.
2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.

E. "Risk Level Assessment" is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification.

F. "Risk Levels"

1. "Level I" – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
2. "Level II" – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
3. "Level III" – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

IV. PROCEDURES

A. <u>Level II Notification</u>

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the district's care while they are on or near the district's premises or under the control of the district, the district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the district

that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.

2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and district administrators. This would include transportation, food service and buildings and grounds supervisors. Additionally, notification includes any contracted transportation service.
3. Principals of schools in close proximity to the Level II predatory offender's residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the district if it determines the release is for the purpose of securing the schools and protecting individuals under the district's care while they are on or near school premises.
5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the district unless a determination has been made that dissemination of the data will help secure the school or protect students.

B. <u>Level III Notification</u>

1. The superintendent shall notify the law enforcement agencies within the district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the district receives this information, the superintendent shall determine on a case-by-case basis whether the district will notify parents and students of the time, date, and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or their designee shall attend the community notification meeting.

5. When the district receives information that a Level III predatory offender is moving into the district, in addition to following the procedures specified above, the district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the district of the contents of the Offender Fact Sheet.

Policy 906 Community Notification of Predatory Offenders
Adopted: 12.08.2008; Reviewed: 07.01.2019; Updated: 01.22.2024; Non-Substantive Update: 05.27.2025

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 244.052 (Predatory Offenders; Notice)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 U.S.C. 20901 *et seq.* (Jacob Wetterling, Megan Nicole Kanka, and Pam Lychner Sex Offender Registration and Notification Program)
Department of Administration Advisory Opinion: 98-004

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Policy 907 REWARDS

I. PURPOSE

The purpose of this policy is to authorize the Northfield Board of Education to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the Northfield School District or against school district property.

II. GENERAL STATEMENT OF POLICY

The board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, board members, or school district property. The board also believes that the fact that the board may offer a reward may have a deterrent effect on the commission of such crimes.

III. APPROVAL OF OFFERING OF REWARDS

The board shall approve the offering of any rewards by the district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

IV. ESTABLISHMENT OF PROCEDURES

The superintendent will develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

Policy 907 Rewards
Adopted: 12.15.2004; Reviewed: 07.01.2019, 12.21.2023

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

Legal References: Minn. Stat. § 123B.02, Subd. 22 (General Power of Independent School Districts)

Cross References: None

Policy 950 LAND ACKNOWLEDGEMENT

I. PURPOSE

The purpose of this policy is to formalize a statement from the Northfield School District that recognizes and respects Indigenous peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous peoples and their traditional territories.

II. GENERAL STATEMENT OF POLICY

A "land acknowledgement" is a formal statement from a city, province, state, institution of higher education, or other cultural institution that affirms and recognizes the Indigenous peoples of a particular place and their historic, ongoing, and future relationships with those lands and waters.

III. HISTORY

A. The Wahpekute Tribe were the earliest known people to occupy the region around Northfield, Minnesota and lived here for thousands of years.

B. The 2020–21 District Youth Council's Equity and Inclusion subcommittee, on behalf of the District Youth Council, proposed a land acknowledgement be formally adopted by the Board of Education.

IV. LAND ACKNOWLEDGEMENT STATEMENT

The Northfield School District recognizes that we reside on the homeland of the Wahpekute Tribe of the Dakota Nation. We acknowledge the wrongdoings, previous and ongoing, and strive to repair and strengthen our relations with Indigenous peoples.

V. DISSEMINATION OF THE LAND ACKNOWLEDGEMENT STATEMENT

A. Sharing the land acknowledgement statement

1. The land acknowledgement statement will be read at the school board organizational meeting in January, at the board meeting nearest Indigenous Peoples Day and at Northfield High School and Area Learning Center senior graduations.

2. The land acknowledgement statement will be published on the district's website, in the district's nature areas located at its elementary schools, on meeting agendas and at a prominent location in each school building office.

3. The land acknowledgement statement may be read in other circumstances as determined by an administrator.

Policy 950 Land Acknowledgement

Adopted: 06.14.2021; Reviewed: 12.21.2023

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