

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Table File Items for the June 8, 2026 Regular School Board Meeting

5. Items for Discussion and Reports

- a. Superintendent Focus Areas Final Report. Superintendent Hillmann will present the end of year report on the superintendent's 2025-26 focus areas. An updated report is attached.
- c. 2026-27 Student Citizenship Handbook. Superintendent Hillmann will present the proposed changes to the 2026-27 Student Citizenship Handbook. An updated draft is attached.

6. Consent Agenda

- c. Overnight Field Trip Requests.
 - iii. Northfield Wrestling Coach Geoff Staab requests board approval to take 17 students to Wisconsin Dells, WI June 22-25, 2026 for team wrestling camp.
- d. Personnel Items.
 - i. Appointments
 - 18. Gretchen Bygd, 1.0 FTE Speech and Language Pathologist at Bridgewater beginning 8/27/2026. MA, Step 3.
 - 19. Abby Johnson, Long-Term Substitute EL EA for 7.25 hours/day at Greenvale Park beginning 8/31/2026-12/22/2026. Step 1, \$22.30/hr.
 - 20. Correction: Molly Knutelski, 1.0 FTE Grade 6 Launch Teacher at the Middle School beginning 8/27/2026. MA, Step 6.
 - 21. Noella O'Rourke, 1.0 FTE Director of Human Resources for the District beginning 7/1/2026. \$184,256/year + Step 4.
 - 22. Elizabeth Ostertag, 1.0 FTE Long-Term Substitute Office Specialist at Greenvale Park beginning 9/15/2026-2/3/2027. Class III, Step 4 - \$25.04/hr.
 - 23. Rhonda Pownell, Summer Plus Special Education EA/PCA for 6 hours/day at Greenvale Park beginning 6/17/2026-7/30/2026. Step 4, \$23.51/hr.
 - ii. Increase/Decrease/Changes in Assignment
 - 17. Janet Amundson, Special Education EA/PCA for 7 hours/day at the Middle School, change to Special Education EA/PCA for 6.75 hours/day at the Middle School effective 8/27/2026.
 - 18. Michelle Anderson, Special Education EA/PCA for 6.5 hours/day plus .25 hours/day supervisory at Greenvale Park, change to Special Education EA/PCA for 6.75 hours/day plus .50 hours/day supervisory at Greenvale Park effective 8/27/2026.
 - 19. Brynn Bahler, Summer Instructor Assistant for Community Education/Recreation, add Summer Instructor Lead effective 6/3/2026-8/31/2026. Step 2, \$16.37/hr.
 - 20. Kay Goodrich, Special Education EA/PCA for 7 hours/day at the Middle School, change to Special Education EA/PCA for 6.75 hours/day at the Middle School effective 8/27/2026.
 - 21. Madalyn Heinz, Early Childhood Teacher at the NCEC, add Summer Plus Teacher for 6.5 hours/day at Greenvale Park effective 6/17/2026-7/30/2026. \$40/hr.
 - 22. Beth Kuyper, Special Education EA/PCA for 7 hours/day at the Middle School, change to Special Education EA/PCA for 6.75 hours/day at the Middle School effective 8/27/2026.
 - 23. Bridget Luckman, General Education EA for 2 hours/day at Bridgewater, change to ongoing General Education EA for 2 hours/day at Bridgewater effective 6/10/2026.
 - 24. Sarah Marohl, Special Education EA/PCA for 1 hour/day, Kindergarten EA for 1 hour/day, Supervisory EA for 1.5 hours/day, and Nurse Lunch Coverage for .50 hours/day at Greenvale Park, change to Special Education EA/PCA for 1 hour/day, Supervisory EA for 1.5 hours/day, and Nurse Lunch Coverage for .50 hours/day at Greenvale Park effective 8/27/2026.
 - 25. Kim Norton, Hand-in-Hand Special Education EA/PCA for 6.10 hours/day at the NCEC, change to Special Education EA/PCA - RISE program for 6.75 hours/day at Spring Creek effective 8/27/2026.
 - 26. Jade Olson, Special Education EA/PCA for 6.75 hours/day at Greenvale Park, change to Special Education EA/PCA for 6.75 hours/day and Supervisory EA for .50 hours/day effective 8/27/2026.

27. Teri Quamme, Special Education EA/PCA for 6.25 hours/day plus .5 hours/day supervisory at the High School, change to Special Education EA/PCA for 6.5 hours/day plus .5 hours/day supervisory at the High School effective 8/27/2026.
 28. Lizbeth Ramirez, Supervisory EA for 2.25 hours/day and Special Education EA/PCA for 3.375 hours/day at Greenvale Park, change to Supervisory EA for .50 hours/day and Special Education EA/PCA for 6.75 hours/day at Greenvale Park effective 8/27/2026.
 29. Amanda Rezac, Special Education EA/PCA for 6.75 hours/day at the High School, change to Special Education EA/PCA for 7 hours/day at the High School effective 8/27/2026.
 30. Andrea Robbins, Early Childhood Special Education Coordinator at the NCEC, change to 1.0 FTE Early Childhood Special Education Teacher at the NCEC effective 8/27/2026. MA+40, Step 10.
 31. Lauren Salmon, Special Education EA/PCA for 7 hours/day plus .25 hours/day supervisory at Greenvale Park, change to Special Education EA/PCA for 6.75 hours/day at the Middle School effective 8/27/2026.
 32. Ann Shannon, Special Education EA/PCA - Resource program for 3.25 hours/day and Special Education EA/PCA - BEST program for 3.38 hours/day plus .5 hours/day supervisory at the High School, change to Special Education EA/PCA - BEST program for 6.75 hours/day plus .5 hours/day supervisory at the High School effective 8/27/2026.
 33. Lindsay Svien, Special Education EA/PCA for 3.38 hours/day and Kindergarten EA for 1 hour/day at Greenvale Park, change to Kindergarten EA for 1 hour/day at Greenvale Park effective 8/27/2026.
 34. Donna Torgeson, Special Education EA/PCA for 6.5 hours/day plus .5 hours/day supervisory at the High School, change to Special Education EA/PCA for 7 hours/day plus .5 hours/day supervisory at the High School effective 8/27/2026.
 35. Laura Vind, Special Education EA/PCA for 6.75 hours/day plus .5 hours/day supervisory at the High School, change to Special Education EA/PCA for 6.5 hours/day plus .5 hours/day supervisory at the High School effective 8/27/2026.
 36. Beth Winter, Special Education EA/PCA for 3.25 hours/day, Kindergarten EA for 1 hour/day, and Supervisory EA for 2.30 hours/day at Greenvale Park, change to Special Education EA/PCA for 3.38 hours/day, Kindergarten EA for 1 hour/day, and Supervisory EA for 2.25 hours/day at Greenvale Park effective 8/27/2026.
- iv. Retirements/Resignations/Terminations
4. Maria Acasio Carrizo, Administrative Assistant at Bridgewater, resignation effective 6/30/2026.
 5. Updated: Joseph Greenwood, Custodian Engineer at the High School, retirement effective 6/26/2026.
 6. Andrea Peterson, Assistant Gymnastics Coach at the High School, resignation effective 6/4/2026.
 7. Karl Viesselman, Assistant Track & Field Coach at the High School, resignation effective 6/10/2026.

*Conditional offers of employment are subject to successful completion of a criminal background check and Pre-work screening (if applicable)

7. Items for Individual Action

- c. Ice Arena Lease. The board is requested to approve the agreement between the City of Northfield and Northfield Public Schools for the lease of the city's ice arena. At the May 13, 2024 meeting, the board approved a letter affirming the district's commitment to leasing the ice arena up to a maximum of \$250,000 annually (including ice time) for an estimated 20 years. The district will use its lease/levy authority to fund the annual payment. An updated agreement is attached.

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

2025-26 Superintendent Focus Areas Update

June 2026 Update

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

Focus Area	Strategic Plan Alignment	June 2026 Update
<p>The superintendent will prioritize career and technical education by developing a school-to-work program for general education high school students beginning with the 2026-27 school year. (A school-to-work program already exists for students receiving special education services.)</p>	<p>Strategic commitment alignment:</p> <p>People, Learner Outcomes, Equity, Stewardship, and Partnerships.</p> <p>Primary benchmark alignment:</p> <p>4. All students exhibit physical, social and emotional well-being.</p> <p>7. All students graduate from high school with a plan to reach their full potential.</p>	<ul style="list-style-type: none"> ● This Work Based Learning Seminar and Experience course has been created and scheduled for the 2026-27 school year (p. 63 of the registration guide). ● The course has program approval from MDE to receive CTE funding. ● Brian Stevens, a longtime NHS teacher with a corporate background before becoming an educator, will teach the course (0.20 FTE). ● Planning and collaboration time has been allotted during the summer of 2026 for Mr. Stevens and Jacob Odell, who has led the work-based learning program for students receiving special education services.
<p>The superintendent will focus on supporting necessary system adaptations resulting from the district's priority-based budget reductions.</p>	<p>Strategic commitment alignment:</p> <p>People, Learner Outcomes, Equity, Communication, Stewardship, and Partnerships.</p> <p>Primary benchmark alignment:</p> <p>8. All employees report satisfaction in the workplace.</p>	<ul style="list-style-type: none"> ● Numerous adaptations were made during the school year in response to the district's 2025 priority-based reductions. ● Despite the reductions and corresponding stress on the system, several metrics showed year-over-year improvement: <ul style="list-style-type: none"> ○ The District Services Survey results

Focus Area	Strategic Plan Alignment	June 2026 Update
	<p>9. All parents report satisfaction with their children’s educational experience.</p> <p>10. The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability.</p>	<p>improved from 4.60 in 2024-25 to 4.65 in 2025-26 on a five-point scale (36 responses).</p> <ul style="list-style-type: none"> ○ The employee experience survey’s overall rating increased from 4.00 in 2024-25 to 4.10 on a five-point scale in 2025-26. There were 383 respondents in 2025-26 compared to 330 in 2024-25. This is the fourth consecutive year of improvement and the highest rating since we began the survey in 2018. The “top two box” was 76.86%. The “top two box” score is the sum of those who responded “Agreed” and “Strongly Agreed” to each statement. ○ The parent/caregiver survey’s overall rating increased for a fourth consecutive year from 4.10 in 2024-25 to 4.18 on a five-point scale in 2025-26. This is tied for the highest rating since the survey was implemented in 2019. The “top two box” was 78.40%. The “top two box” score is the sum of those who responded “Agreed” and “Strongly Agreed” to each statement. ● After experiencing the changes, the board approved reinstating a full-time Director of Instructional Services, restoring the Director of Human Resources from 0.60 FTE to full-time, restoring the second Assistant Principal position at Northfield High School, and adding a full-time social studies FTE at Northfield Middle School.
<p>The superintendent will prioritize thoughtful innovation by planning and executing the first Northfield School District Artificial Intelligence Development Academy.</p>	<p>Strategic commitment alignment: Learner Outcomes, Stewardship, and Partnerships.</p>	<p>The Artificial Intelligence Development Academy was completed over five sessions in the spring of 2026 (March 12 and 30; April 9 and 30; and May 7).</p>

Focus Area	Strategic Plan Alignment	June 2026 Update
	<p>Primary benchmark alignment:</p> <p>7. All students graduate from high school with a plan to reach their full potential.</p> <p>8. All employees report satisfaction in the workplace.</p> <p>10. The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability.</p>	<ul style="list-style-type: none"> ● 25 staff members registered to participate. ● 17 completed the academy. ● 100% of participants who completed the follow-up survey agreed or strongly agreed with the statement “The AI Academy was organized and a good use of my time.” ● 100% of participants who completed the follow-up survey agreed or strongly agreed with the statement “The things I learned in the AI Academy will benefit my work at Northfield Public Schools.” ● The topics covered in the AI academy included but were not limited to: <ul style="list-style-type: none"> ○ What is AI? ○ What is generative AI? ○ What are the ethics around the use of AI? ○ How do we use AI tools as a thought partner? ○ How do we use AI tools in lesson design? ○ Review of specific AI tools such as Notebook LM, Gemini Storybook, Gemini, Claude, ChatGPT, Perplexity, and Consensus. ● View the follow-up feedback from the academy’s participants.
<p>The superintendent will study enrollment to understand why families from other districts choose to open enroll in Northfield, as well as the reasons Northfield families select other education options for their children.</p>	<p>Strategic commitment alignment:</p> <p>People, Learner Outcomes, Equity, Communication, Stewardship, and Partnerships.</p> <p>Primary benchmark alignment:</p> <p>9. All parents report satisfaction with their children’s educational experience.</p> <p>10. The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure</p>	<ul style="list-style-type: none"> ● The district contracted with Teamworks to conduct an enrollment and demographic study. This was presented to the board on May 11, 2026. ● The district had a partnership with a January class at St. Olaf College to conduct focus groups with district residents who are choosing a different traditional public school district. This report was shared with board members in the board bulletin on March 2.

Focus Area	Strategic Plan Alignment	June 2026 Update
	financial stability.	
<p>The superintendent will continue seeking feedback from parents to improve BIPOC students' experiences and feelings of belonging.</p>	<p>Strategic commitment alignment:</p> <p>People, Learner Outcomes, Equity, Communication, and Partnerships.</p> <p>Primary benchmark alignment:</p> <p>4. All students exhibit physical, social and emotional well-being.</p> <p>9. All parents report satisfaction with their children's educational experience.</p>	<p>These meetings were held:</p> <ul style="list-style-type: none"> ● The Hispanic parent advisory committee met for the first time (virtually) on Nov. 20, Feb. 17, and April 23. ● The Indigenous parent advisory committee met on Oct. 8, Nov. 22, Jan. 22, and April 21. Daryl Kehler and Sybil Betsinger are now facilitating these meetings. ● The Black parent advisory committee met on Jan. 19, April 16, and will meet on June 19. Rico Bohren is now facilitating these meetings. Rich Torres will also assist in facilitation beginning with the 2026-27 school year. <p>Key discussion points:</p> <ul style="list-style-type: none"> ● The Hispanic parent advisory committee saw its largest participation in February, with specific discussion about how the district was responding to issues created by the federal government's Metro Surge operation. ● Conversations with the district's Indigenous parent advisory committee have led the district to join the "South of the River" consortium, which will provide Indigenous families with access to culturally relevant events across eight other school districts. ● This year's Black parent advisory committee has been focused on partnering meetings with established events, such as the Dr. Martin Luther King, Jr. and Juneteenth celebrations.
<p>These focus areas, in addition to the 41 job responsibilities, are organized around eight major topic areas included in the superintendent's evaluation.</p>		<ul style="list-style-type: none"> ● The district completed the design development phase.

Focus Area	Strategic Plan Alignment	June 2026 Update
<p>Also, the superintendent will focus on executing the design development, bid process, initial construction, and renovations associated with the Reimagine Northfield High School bond referendum</p>		<ul style="list-style-type: none"> ● Initial bids were approximately 20% more than projected. The superintendent, director of finance, and director of buildings and grounds worked closely with partners from Wold Architects and Knutson Construction as part of the value engineering process. Rebidding is due on June 16. ● Groundbreaking is scheduled for June 9.

Other notable achievements:

- The superintendent was recognized with the inaugural “Friend of HCI” award at its annual breakfast on April 15, 2026. It was presented by leaders of the District Youth Council.
- The superintendent’s office facilitated 26 “policy challenges” during the year. The policy challenges were quizzes intended to help staff become more acquainted with the depth of district policy.
- The superintendent was selected as the next executive director for the Minnesota Association of School Administrators and begins that role on July 1, 2026, after 17 years with the Northfield Public Schools, ten of those as superintendent.
- The district reinstated a printed annual report that was mailed to each district address. This was a result of feedback from the communications committee.
- The board renewed the 2017 operating levy for ten years [under its statutory authority](#). The [process spanned several months](#) and included a public meeting that was promoted by sending a postcard to each district address.
- The superintendent continued the “Doing Good Things for Kids” podcast in partnership with KYMN radio. Another ten episodes were published in 2025-26.
- The superintendent was a co-keynote speaker at the Minnesota Community Education Association annual conference.
- The superintendent was a presenter at the fall and spring MASA conferences.
- The district completed teacher negotiations in December 2025.
- Working alongside Director of Human Resources Molly Viesselman and Director of Finance Val Mertesdorf, the team will complete all 15 other labor agreements before the new superintendent begins on July 1.
- The district has completed the renewal of its contract to authorize Prairie Creek Community School for the next five years.
- The current superintendent served as an ambassador for the superintendent selection process, meeting or speaking with numerous candidates and sharing a holistic view of the district.
- The superintendent and incoming superintendent completed seven transition meetings — one at each school site — as a beginning for a smooth leadership handoff.
- The superintendent leaves the district in a financially strong position. The district has an “AA” bond rating (Standard & Poor’s) and an end-of-year projection of 18.5% fund balance. Of the districts in Minnesota rated by Standard & Poor’s, only three have a better bond rating than Northfield.
- Northfield Middle School was identified as a National Blue Ribbon School for 2025-26 by the Minnesota Department of Education, winning both the Exemplary High Performing and Exemplary Achievement Gap Closing School nominations. The program was dissolved by the United States Department of Education after the school was recommended by MDE. According to the middle school, only 200 Minnesota schools had received this designation since 1982. Of those 200 Minnesota schools,

only four were awarded the Blue Ribbon Award for both Exemplary High Performing and Exemplary Achievement Gap Closing. Northfield Middle School is one of these four schools and the only middle school in Minnesota to be identified for both awards in the same year.

- The district's academic performance continues to be strong, as evidenced by finishing in the top 10% of school districts in the state on the 2025 ACT and in the top 20% of districts testing ten or more students on the MCA assessments.
- The superintendent led the successful selection process for two elementary principals and the director of special services.
- The superintendent, in collaboration with the incoming superintendent, coordinated the selection process for the directors of instructional services and human resources.
- The superintendent facilitated the Legislative Action Committee, [which met eight times during the Minnesota Legislative session on Saturday mornings.](#)
- The superintendent continued to prioritize student voice through consistent engagement with the District Youth Council, including inviting students to the MASA/MSBA Day at the Capitol and to participate in job interviews for district-level administrative positions.
- The superintendent continues to prioritize exceptional communication, including publishing 24 district family updates and regular KYMN radio segments after each board meeting.
- The superintendent assisted the board in resuming its discussion of modifying school start times to align with research indicating health and other benefits for teenagers from beginning their school day later.



STUDENT CITIZENSHIP HANDBOOK

2026 - 2027

RIGHTS, RESPONSIBILITIES, DISTRICT POLICIES

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

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

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STAFF DIRECTORY

VISION, STRATEGIC COMMITMENTS, AND STUDENT DISCIPLINE PHILOSOPHY

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

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

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

PHILOSOPHY REGARDING LEARNING AND DISCIPLINE

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

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

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

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

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

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

ROLES AND RESPONSIBILITIES

Board of Education

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

Superintendent

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

Principal and Assistant Principals

The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal and assistant principals shall consult with parents/guardians/caregivers of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents/guardians/caregivers. For the purposes of the discipline guidelines that are enumerated in this document, the word “principal” means either the school principal, building administrator, or assistant principal.

Teachers

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

Other School District Personnel

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

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

Parents or Legal Guardians

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

Students

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

Community Members

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

ACCESS TO RECORDS

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

STUDENT APPAREL (DRESS AND APPEARANCE)

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

EQUAL OPPORTUNITY

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

FAIR TREATMENT

Rights/Opportunities	Responsibilities
<p>Students have the right to due process when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.</p>	<p>Students are responsible to treat all people respectfully and to follow rules and regulations that apply to them.</p>
<p>Students have the right to be informed of current school policies, rules and regulations that apply to them.</p>	<p>Students are responsible to be knowledgeable about and to follow school policies, rules and regulations that apply to them.</p>
<p>Students have the right to be informed of classroom expectations.</p>	<p>Students are responsible to be knowledgeable about and to meet classroom expectations and evaluation procedures that apply to them.</p>
<p>Students have the right to be treated respectfully by staff and other students.</p>	<p>Students are responsible to treat others, including other students and staff in a respectful manner. Students are also</p>

	expected to treat the property of others and the district responsibly.
Students have a right to be free from corporal punishment by staff.	Students have the responsibility to refrain from using force or physical contact for the purposes of inflicting physical and emotional harm on another.
Students have a right to be free from unreasonable physical contact from teachers and other staff except as physical restraint is necessary to prevent the student from injuring self, other persons, or property.	Students have the responsibility to respect the space and freedom of those around them. Students also have the responsibility to not engage in conduct that threatens to injure themselves, other persons, and property.

FREE SPEECH

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

HARASSMENT

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

LEARNING

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

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

NONDISCRIMINATION

Rights/Opportunities	Responsibilities
Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, gender identity, and status with regard to public assistance or disability. (Minnesota Human Rights Act)	Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to building principals as outlined in district Policies 413 and/or 522 . While not required, individuals can make complaints using this form .

PLEDGE OF ALLEGIANCE

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

PRIVACY

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

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

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

STUDENT SAFETY

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

DISCIPLINE GUIDELINES & DISCLAIMER

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

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

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

ABUSE, VERBAL

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

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

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

ALCOHOL, CANNABIS, OR CHEMICALS, POSSESSION OR USE

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

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

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

ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

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

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

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

ARSON

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

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

ASSAULT, AGGRAVATED

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

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

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

ASSAULT, PHYSICAL

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

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

BODILY HARM, INFLICTING

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

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

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

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

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

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

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

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

BURGLARY

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

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

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

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

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

Students who need to carry a cell phone or personal electronic device to school must have them turned off and stored out of sight during school hours. These devices may not be used to talk, take pictures, play games, record or text during school hours, including recess. The district is not responsible for lost, damaged or stolen phones or other electronic devices brought from home.

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

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

Incidents involving the unauthorized photography or recording

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

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

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

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

Causing a disruption with personal electronic devices, universal remote controls, laser pointers, speakers, headphones, bluetooth, or similar devices is not permitted. This includes, but is not limited to, causing a nuisance through the non-curricular use of cameras or other devices for photographic, audio, video, or digital recording and/or sharing of those recordings without student or staff permission. While school-issued devices will not be confiscated in most circumstances, they may have various apps or features disabled as a result of misuse.

Grades	First Occurrence	Second Occurrence	Third Occurrence
6-8	Confiscate and return at end of day	Confiscate and return at end of day	<ul style="list-style-type: none"> Confiscate and parent/guardian/caregiver pick up Students who have a fourth violation may be required to turn in their phone to the office each day
Incidents involving the unauthorized photography or recording			
Grades	First Occurrence	Second Occurrence	Third Occurrence
6-8	1-3 day suspension	3-5 day suspension	5-10 day suspension
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			

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

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

Causing a disruption with personal electronic devices, universal remote controls, laser pointers, speakers, headphones, bluetooth, or similar devices is not permitted. This includes, but is not limited to, causing a nuisance through the non-curricular use of cameras or other devices for photographic, audio, video, or digital recording and/or sharing of those recordings without student or staff permission. While school-issued devices will not be confiscated in most circumstances, they may have various apps or features disabled as a result of misuse.

Grades	First Occurrence	Second Occurrence	Third Occurrence
9- 12	<ul style="list-style-type: none"> Parent/caregiver will be contacted by administration and cell phone use plan will be created. For school-issued devices, restrictions may be enacted for the school-issued device. 	<ul style="list-style-type: none"> The student's device will remain in the office for the remainder of the day. Administration will notify parents/guardians with the student present, and will review the previously developed plan. 	<ul style="list-style-type: none"> Additional phone restrictions, including the removal of phone privilege on campus. Possible 1-3 day suspension

Incidents involving the unauthorized photography or recording			
Grades	First Occurrence	Second Occurrence	Third Occurrence
9- 12	1-3 day suspension	3-5 day suspension	5-10 day suspension
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			

DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism, submitting artificial intelligence generated work as one’s own without explicit disclosure, or collusion is prohibited. (Collusion means that this segment also applies to students who knowingly assist others in cheating on school assignments, tests, or plagiarism as outlined in this handbook.) Academic consequences may also be assigned. Incidents of academic dishonesty will be cumulative for the duration of attendance at each building.

Grades	First Occurrence	Second Occurrence	Third Occurrence or More
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal or behavior coach • Principal or behavior coach phone call to parent/guardian/caregiver • Restorative activity • Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Removal from class • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal or behavior coach • Principal or behavior coach phone call to parent/guardian/caregiver • Restorative activity • Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Removal from class • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal
6-8	<ul style="list-style-type: none"> • The teacher will address the student with evidence when the infraction occurs and notify parents/guardians/caregivers 	<ul style="list-style-type: none"> • All of the disciplinary action of the first occurrence will occur • The student will receive an automatic zero on the assignment or test and no 	<ul style="list-style-type: none"> • All of the disciplinary action of the first occurrence will occur • The Assistant Principal will initiate a parent/guardian/caregiver-student-

	<ul style="list-style-type: none"> • The student can receive a zero on the assignment, but may, at the teacher's sole discretion, set up an opportunity to re-do the assignment with supervision. • The teacher will file an incident referral form with the Assistant Principal. 	<p>make-up work will be offered to compensate for lost points</p> <ul style="list-style-type: none"> • The teacher will file an incident referral form with the Assistant Principal, who will conference with the student and notify parents/guardians/caregivers 	<p>counselor conference</p> <ul style="list-style-type: none"> • The student will receive one day of In-School Suspension (ISS).
9-12	<ul style="list-style-type: none"> • The teacher will address the student with evidence when the infraction occurs and notify parents/guardians/caregivers • The student can receive a zero on the assignment, but may, at the teacher's sole discretion, set up an opportunity to re-do the assignment with supervision. • The teacher will file an incident referral form with the Assistant Principal 	<ul style="list-style-type: none"> • All of the disciplinary action of the first occurrence will occur • The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points • The teacher will file an incident referral form with the Assistant Principal, who will conference with the student and notify parents/guardians/caregivers 	<ul style="list-style-type: none"> • All of the disciplinary action of the first occurrence will occur • The Assistant Principal will initiate a parent/guardian/caregiver-student-counselor conference • The student will receive one day of In-School Suspension (ISS).

DISRESPECTFUL BEHAVIOR

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

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

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

DISRUPTIVE BEHAVIOR

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Consequences will include but are not limited to one or more of the following options:	Consequences will include but are not limited to one or more of the following options:	Consequences will include but are not limited to one or more of the following options:

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

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

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

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

FALSE REPORTING/MISREPRESENTING THE TRUTH

Deliberately reporting false information is prohibited.

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

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

FIGHTING

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

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

FIRE ALARM, FALSE

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

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

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

FIRE EXTINGUISHER, UNAUTHORIZED USE

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

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

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

	<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal 		
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FIREARMS

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

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

FIREWORKS OR AMMUNITION

(Snaps, sparklers, firecrackers, smoke bombs, stink bombs, etc.) Possession, distribution or use of any type of fireworks or ammunition is prohibited. Police referral will be made when state law has been violated.

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

4-5	1 day suspension	2 day suspension	5 day suspension
6-8	1-3 day suspension	3-5 day suspension	5-10 day suspension
9-12	1-3 day suspension	3-5 day suspension	5-10 day suspension

FREEDOM OF EXPRESSION

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

Dress or appearance at a school location in the following manner is prohibited.

- Grades K-8: Hats or bandanas are not permitted without special permission of the building administrator.
- Dress or appearance that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Dress or appearance in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups (including but not limited to gang and/or hate symbols).
- Dress or appearance in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- Dress or appearance that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
- When, in the judgment of the administration (principal, assistant principal, and/or designee), a student’s appearance or mode of dress does not adhere to this policy, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified and other disciplinary measures may be taken.
- Administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- An organized student group shall receive administrative approval before recommending a form of dress for a specific student sponsored event.
- Any student who feels offended by an individual's dress may report that concern to staff, a teacher or to school administration in the building.

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

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

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

GAMBLING

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

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

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

GANG/THREAT GROUP ACTIVITY

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

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

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

HARASSMENT AND VIOLENCE

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

soliciting, distributing, or showing sexually inappropriate photos or videos. Depending on the content of the photography or video, the infraction may also be considered sexual misconduct. Parents/guardians/caregivers and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district [Policies 413](#) and/or [522](#). Reports should be made to:

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

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

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal or behavior coach • Principal or behavior coach phone call to parent/guardian/caregiver • Restorative activity • Other appropriate consequences determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal 	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Removal from class • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	<p>Consequences will include but are not limited to one or more of the following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Removal from class • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal 	Same/next day dismissal	<ul style="list-style-type: none"> • 3-5 day suspension • Police referral • Possible recommendation for expulsion
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			
6-8	• 1-3 day suspension	• 3-5 day suspension	• 5-10 day suspension

	<ul style="list-style-type: none"> ● Police referral 	<ul style="list-style-type: none"> ● Police referral 	<ul style="list-style-type: none"> ● Police referral ● Possible recommendation for expulsion
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			
9-12	<ul style="list-style-type: none"> ● 1-3 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Police referral ● Possible recommendation for expulsion
<i>Depending on the content of the photography or recording, the infraction may be considered sexual misconduct.</i>			

HAZING

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

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

INSUBORDINATION

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

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

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

OFFENSIVE BEHAVIOR

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

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

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

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

Falsifying signatures or data, forging notes is prohibited.

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

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

ROBBERY OR EXTORTION

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

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

	<p>following options:</p> <ul style="list-style-type: none"> • Student conference with the principal • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Removal from class • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal 		<ul style="list-style-type: none"> • Possible recommendation for expulsion
6-8	<ul style="list-style-type: none"> • 1-3 day suspension • Police referral • Restitution 	<ul style="list-style-type: none"> • 3-5 day suspension • Police referral • Restitution 	<ul style="list-style-type: none"> • 10 day suspension • Recommendation for expulsion • Police referral • Restitution
9-12	<ul style="list-style-type: none"> • 1-3 day suspension • Police referral • Restitution 	<ul style="list-style-type: none"> • 3-5 day suspension • Police referral • Restitution 	<ul style="list-style-type: none"> • 10 day suspension • Recommendation for expulsion • Police referral • Restitution

SAFETY VIOLATIONS

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

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

SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse, or sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Taking photos/video in locker rooms or bathrooms or soliciting or distributing, sharing, or showing sexually explicit photos or video of other students, staff, or school community members is prohibited. The use of

artificial intelligence (AI) to nonconsensually digitally alter or fabricate sexually explicit images known as “deepfakes” or “deepnudes” is prohibited. Distributing, sharing, or showing AI-altered sexually explicit images or video is prohibited. Parents/guardians/caregivers and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district [Policy 413](#) and/or [522](#). Reports should be made to:

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

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

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

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

	<ul style="list-style-type: none"> ● Possible recommendation for expulsion ● Police referral
9-12	<ul style="list-style-type: none"> ● 10 day suspension ● Possible recommendation for expulsion ● Police referral

TECHNOLOGY AND TELECOMMUNICATION MISUSE

Misuse of computer equipment or network/deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws is prohibited. It is expected that students will abide by [Policy 524.2 Acceptable Use of Technology and Telecommunications Systems By Students](#). Parents/guardians/caregivers are expected to read and discuss this policy with their child.

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

THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

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

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

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

THREAT, DIRECT/INDIRECT

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

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

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

TOBACCO, SMOKING, AND VAPING

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

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

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

TRANSPORTATION

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

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	Parent/guardian/caregiver contacted	Parent/guardian/caregiver contacted	<ul style="list-style-type: none"> ● Parent/guardian/caregiver meeting ● 1-3 days off the bus <p>Additional occurrences are individually considered. Students may lose their bus riding privileges for a longer period of time, including the remainder of the school year.</p>
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	Parent/guardian/caregiver contacted	Parent/guardian/caregiver contacted	<ul style="list-style-type: none"> ● Parent/guardian/caregiver meeting ● 1-3 days off the bus <p>Additional occurrences are individually considered. Students may lose their bus riding privileges for a longer period of time, including the remainder of the school year.</p>
6-8	Parent/guardian/caregiver contacted	<ul style="list-style-type: none"> ● Parent/guardian/caregiver contacted ● Up to 5 days off the bus 	<ul style="list-style-type: none"> ● Parent/guardian/caregiver meeting ● Up to 10 days off the bus <p>Additional occurrences are individually considered. Students may lose their bus riding privileges for a longer period of time, including the remainder of the school year.</p>

9-12	Parent/guardian/caregiver contacted	<ul style="list-style-type: none"> ● Parent/guardian/caregiver contacted ● Up to 5 days off the bus 	<ul style="list-style-type: none"> ● Parent/guardian/caregiver meeting ● Up to 10 days off the bus <p>Additional occurrences are individually considered. Students may lose their bus riding privileges for a longer period of time, including the remainder of the school year.</p>
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TRESPASSING

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

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

9-12	<ul style="list-style-type: none"> ● 1 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 1-3 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Police referral
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TRUANCY

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

UNAUTHORIZED AREAS

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

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

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

UNEXCUSED ABSENCE

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.
<i>Note: Minnesota Statute prohibits the use of suspension for students in Grades K-3.</i>			
4-5	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.
6-8	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.
9-12	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.	District school attendance/diversion plan procedures will be followed.

VANDALISM, MAJOR ACTS

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

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

VANDALISM, MINOR ACTS

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

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

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

	<ul style="list-style-type: none"> • Parent/guardian/caregiver in-person conference with the principal • Restorative activity • Removal from class • Restriction or loss of school privileges • Other appropriate consequences as determined by the principal 		
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VEHICLE, UNAUTHORIZED PARKING

[\(Policy 527 Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches\)](#)

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
9-12	Written parking violation warning	Administrative referral-student must report to office upon receipt of ticket	Loss of parking permit and/or tow at owners expense

WEAPONS (EXCLUSIVE OF FIREARMS)

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

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

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

MULTIPLE/CHRONIC VIOLATIONS & UNIQUE SITUATIONS

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

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

ADDITIONAL DISCIPLINE INFORMATION

CORPORAL PUNISHMENT AND PRONE RESTRAINT

The district strictly prohibits corporal punishment and the use of prone restraint by employees or agents of the district. Corporal punishment involves the hitting or spanking of a person with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm. Prone restraint means placing a child in a face-down position. ([Policy 507](#))

DISCIPLINE PROCEDURES

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

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

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

CANINE SEARCH - PURPOSE AND PROCEDURE

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

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

A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of [Policy 527](#).

EFFECT OF DISCIPLINARY ACTION ON STUDENT RECORD

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

MODIFICATION OF CONSEQUENCES

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

PARENTAL COMPLAINTS OR QUESTIONS ABOUT DISCIPLINE

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

PHYSICAL RESTRAINT

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

POLICE REFERRAL

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

PUBLICATION OF DISCIPLINE POLICY

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

SCHOOL DISTRICT LOCKER POLICY

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

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

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

SPECIAL EDUCATION OR DISABLED STUDENTS

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

UNIQUE SITUATIONS

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

DEFINITIONS

“Detention” requirements for a student to remain in school or attend school outside normal school hours: Detention does not include withholding recess from students. Detention may be assigned during recess if a student causes or is likely to cause serious physical harm to other students or staff; with written parent permission; or for students receiving special education services, the student’s individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

“Dismissal” means dismissing a student from school for less than one school day.

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

“Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

"Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title I services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections [121A.41](#); [121A.575](#), clauses (1) and (2); [121A.031](#), subdivision 4, paragraph (a), clause (1); [121A.61](#), subdivision 3, paragraph (r); and [122A.627](#), clause (3).

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

"Pupil" means any student:

- (1) without a disability under 21 years of age; or
- (2) with a disability under 22 years old who has not received a regular high school diploma or for a child with a disability who becomes 22 years old during the school year but has not received a regular high school diploma, until the end of that school year; and
- (3) who remains eligible to attend a public elementary or secondary school.
 - (b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under [Minnesota Statutes, section 125A.02](#).

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

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

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

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

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

POSSIBLE DISCIPLINARY CONSEQUENCES

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

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

EXPELLABLE OFFENSES

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

R – Recommended; **P** – Possible; **E** – Elementary; **H** – High School; **M** – Middle School; **N/A** - Means not applicable because a recommendation for expulsion was required for a previous violation

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

TITLE IX AND HUMAN RIGHTS REPORTING INSTRUCTIONS

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

Reports should be made to:

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

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

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



Northfield High School
Activities Office

Extended Overnight Request Form

Staff Member(s) Responsible (Name and phone): **Geoff Staab, Jules Doliscar, and Josten Coleman**

School and Program: **Northfield Wrestling**

Date of Requested Trip:

1. What group is taking this trip? **Wrestling**
2. Estimated # of Students: **17** # Adult Supervisors: **3**
3. Destination: **Wisconsin**
4. Date/Time of Departure: **8:00 am 6/22/26**
5. Date/Time of Return: **4:00 pm ish 6/25/26**
6. State purpose and/or educational value of trip (attach information to form if needed).
Team wrestling camp
7. Name the manner of travel and the carrier.
Parents/coaches
8. State housing arrangements (must include name, address and phone number of hotel).
**Chula Vista water park
1000 Chula Vista Pkwy, Wisconsin Dells, WI 53965**
9. List of coach, parent or guardian contact info.(Attach)

Geoff Staab 612-501-2765



10. List participants (reminder to have participants complete parent/guardian permission form if applicable). (Attach)

Talyn	Blankenberger
Zane	Engels
Maddix	Fredrickson
Sam	Harner
Tate	Heiden
Charlie	Johnson
Easton	Johnston
Jake	Larsen
Liam	MALEY
Eros	Notario Ascencio
Wyatt	Pagel
Drew	Pribyl
Achilles	Skillings
Caden	Staab
Xander	Stavenau
Myburgh	Vos
Ezekiel	Williams

11. Indicate who will be in charge of supervising the trip (roles and responsibilities).
Geoff Staab
12. State the safety precautions and procedures for emergencies while on the trip.
There is an athletic trainer on site
11. Give budget costs, how the trip will be funded and estimated cost per student.

Wrestlers have already paid for their entrance fees which includes camp fees and room, board, and waterpark pass.



NORTHFIELD

12. List any proposed precautions, special needs, special concerns, student concerns, - if applicable. NA

Signature of Staff Member Responsible: [Handwritten Signature]

Date field trip request was submitted to Principal: 6/8/26

Principal/Administrator Signature and Date: [Handwritten Signature]
6/8/26

Approved: Not Approved:

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

ICE RENTAL AGREEMENT

This ICE RENTAL AGREEMENT (this “Agreement”) is made and entered into by and between the City of Northfield, Minnesota, a home rule charter city and political subdivision of the State of Minnesota (the “City”), and Independent School District 659, a body corporate and politic existing under the laws of the State of Minnesota (the “District”) and runs from August 1, 2026 through June 30, 2046 (the “Term of the Agreement”), unless terminated earlier by law or as provided herein.

WHEREAS, the Northfield Economic Development Authority, Minnesota, a public body corporate and politic and political subdivision of the State of Minnesota (the “EDA”), is the fee owner of certain real property located in the City, Rice County, Minnesota (PID No. 22.11.1.54.009), whereon the City is newly constructing and equipping and will begin operating an ice arena (the “Ice Arena”); and

WHEREAS, the District desires to rent the Ice Arena during certain dates and times.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions contained herein, the parties mutually agree as follows:

1. Premises. The City will rent the use of the Ice Arena to the District at the times mutually agreed upon and pursuant to the rental schedule to be set forth annually and attached in **Addendum A**, which is attached hereto and made a part hereof.
2. Ice Time. During the Term of the Agreement, the District shall have the right to use the Ice Arena described in this Agreement on the dates set forth annually in **Addendum A**. By or before August 15th of each year, the District shall provide the manager of the Ice Arena (the “Manager”) with an ice time (“Ice Time”) request for the upcoming hockey season. The District is entitled to at least 300 hours of Ice Time per hockey season under this Agreement. The Ice Time schedule shall be negotiated and mutually agreed upon by the authorized agents of the parties hereto by September 15th of each year and shall be memorialized in an annual amendment to **Addendum A**. During this process, the District shall be given priority over all other users for up to 300 hours of Ice Time during the hockey season. The City may schedule any Ice Time requests the District makes after September 15th of each year on a first come, first serve basis with other users.
3. Rent for Use. The District shall pay the City for the Ice Time at the hourly rate set forth the City’s Fee Schedule (“Hourly Rent”). The current rates for the Hourly Rent are set forth in **Addendum B**. The City annually adopts its Fee Schedule and will send Notice to the District by June 30 of each year of Hourly Rent adjustments. Ice Time will be billed in quarter hour increments. The City will bill the District monthly for the Ice Time used in the last previous month. The City shall deposit Hourly Rent payments into its general operating fund for the Ice Arena.

4. Rent for Improvements. In addition to the Hourly Rent reflected in Paragraph 3, the District agrees to pay the City \$200,000.00 per year for the District's share of the costs of the Ice Arena as set forth in **Addendum C** (the "Improvement Rent"). The District will pay this amount to the City on or before July 15 of each year, commencing July 15, 2026, and continuing through and including June 30, 2046. The City shall use such funds for costs associated with the construction, maintenance, or operation of the Ice Arena.
5. Annual Rent Cap. The District's total rent obligation, made up of Hourly Rent paid pursuant to Paragraph 3 and Improvement Rent paid pursuant to Paragraph 4, shall not exceed \$250,000.00 per District fiscal year (July 1-June 30) unless otherwise agreed to in writing by the parties ("Annual Rent Cap"). This Annual Rent Cap shall not impact, amend, or otherwise affect the District's rights or obligations under this Agreement, including, but not limited to, its right to Ice Time under Paragraph 2.
6. Maintenance. The City shall employ appropriate personnel to operate and maintain the Ice Arena and shall maintain and implement a hiring process that requires criminal background checks for any City employee or representative working at the Ice Arena during the District's Ice Time. The City shall be solely responsible for maintaining the ice surface and all common space utilized by the District pursuant to this Agreement in good condition and order for their intended purpose and to provide:
 - Heating, ventilation and air conditioning (HVAC);
 - Electricity to the Ice Arena in reasonable amounts necessary for the District's use;
 - Such other utility services, including gas, water, garbage removal and sewer;
 - Expendables such as light bulbs, toilet paper and similar items;
 - Trash disposal receptacles;
 - Resurfacing of ice during District usage; and
 - Plowing and shoveling of the Ice Arena parking lot and sidewalks.
7. Locker Rooms. The City agrees to provide locker rooms for the District's exclusive use during the hockey season each year, consistent with the period set forth in **Addendum A**, which shall include both a High School Boys and Girls Locker Room. The City will provide normal cleaning and maintenance to these locker rooms. Any improvements the District chooses to make to the High School Boys and Girls Locker Rooms, such as replacement of locker stalls, will be the District's responsibility.
8. Signage. The District agrees to comply with the Ice Arena signage policy. The District shall not post advertisements in any portion of the Ice Arena without prior written approval from City.
9. District Use of Ice Arena and Parking Lot. During the District's use of the Ice Arena, the District will use reasonable means to prevent any conduct, noise, odor, or other condition in or around the Ice Arena that unreasonably interferes with the use or enjoyment of the Ice Arena or nearby property. Unreasonable interference includes behavior, activity, or conditions that materially disrupt operations, create safety concerns, damage property, or

generate repeated complaints from persons at the Ice Arena or on adjacent premises. The District will not permit, and will use reasonable means to address, any criminal activity in or around the Ice Arena by its employees, volunteers, or representatives, including crimes involving physical violence, injury to persons or property, or possession of contraband or controlled substances. Further, the District shall:

- Keep the locker rooms and dry land area in good order;
- Immediately give notice to the Manager of any damage to the Ice Arena caused by the District or its employees, volunteers, or representatives or by others during the District's use of the Ice Arena to the extent the District has notice of such damage. The District will be responsible for the reasonable cost of repairs or replacements to the extent any damage is caused by the misuse or negligence of the District or its employees, volunteers, or representatives. If the parties disagree as to whether the District is responsible for the damage or as to the scope of any required repair or replacement, the parties shall meet and confer in good faith to resolve the dispute within 10 business days of identifying the damage at issue;
- Cooperate with Ice Arena staff;
- Pay for and provide any security measures necessary or desired to secure its equipment, appliances or other valuables, and provide the Manager with access to those security measures;
- Follow the Ice Arena's no smoking, no tobacco, no alcohol and no cannabinoid product use policies and other premises policies regulating permissible activities and not knowingly allow any smoking of any kind or drinking of alcohol within the Ice Arena or surrounding property;
- Maintain and implement a hiring process that requires criminal background checks for any District staff or coaches working at the Ice Arena;
- Share use of the Ice Arena parking lot on a first-come, first-served basis. District may not prohibit, regulate or obstruct use of the Ice Arena parking lot by others.

9. Alterations. The District shall not make alterations to any portions of the Ice Arena without the City's advance written consent. "Alterations" means additions, substitutions, installations, improvements, and similar changes to the physical condition of any portion of the Ice Arena.
10. Indemnification. The City and the District shall each be responsible for the acts of their respective officers, employees or agents, and not the acts of the other party's officers, employees or agents.
11. Insurance. The City and the District agree to keep in effect policies of commercial general liability insurance to insure against liabilities up to \$500,000 for each claim and \$1,500,000 for each single occurrence or sufficient to cover the liability limits outlined in Minnesota Statutes section 466.04, as it may be amended, whichever is greater.

The City shall maintain property insurance on the Ice Arena in its full value. If a covered loss occurs and the City elects not to use any property insurance proceeds to repair or rebuild the Ice Arena and the District's use of the Ice Arena is materially impaired, the District's obligation to pay Improvement Rent shall abate, and the District shall be entitled to a

proportionate share of the insurance proceeds based on the total amount of Improvement Rent paid by the District as of the date of loss as compared to the total cost of construction of the Ice Arena. This amount shall be determine using the formula: $D = P \times (R \div C)$, using the following key:

- D = the District's proportionate share of the property insurance proceeds
- P = the total property insurance proceeds received by the City
- R = the total amount of Improvement Rent paid by the District as of the date of loss
- C = the total cost of construction of the Ice Arena

12. Termination. If the Ice Arena is damaged or destroyed, the parties shall have the option to amend this Agreement to terminate the remaining portions of the Agreement. This option may be exercised by either party by giving written notice to the other party not more than 90 days from the date of such damage. If either party exercises this option to terminate this Agreement, the City will refund to the District the prorated portion of the Improvement Rent for the period beginning on the date of the damage through the end of the fiscal year. Notwithstanding anything is this Agreement to the contrary, the District shall have the right to terminate this Agreement, on a yearly basis, if the School Board of District does not appropriate funds sufficient to continue the Agreement.
13. Entire Agreement. This Agreement, along with its addenda and any amendments hereto, is the complete and exclusive statement of the terms agreed upon and shall supersede all prior negotiations, understandings or agreements. Any alterations, variations, modifications or waivers of the Agreement shall only be valid when they are agreed to in writing and signed by authorized representatives of the District and the City.
14. Law. Minnesota law shall be used to construe and interpret this Agreement, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the State of Minnesota.
15. Data Practices. All of the data created, collected, received, stored, used, maintained, or disseminated by the City in the performance of the Agreement is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, the Family Educational Rights and Privacy Act (FERPA), 20 USC § 1232g and rules and regulations promulgated under these laws.
16. No Assignment. Neither party shall assign this Agreement or any of the rights, duties or payments arising under this Agreement to any third party without the written consent of the other.
17. Notices. All notices required under this Agreement must be in writing and provided to the designated contact person for the other party. The parties shall keep each other informed in writing of any change in the designated contact person. At the time of the execution of this Agreement, the following persons are the designated contacts:

District Contact

City Contact

Activities Director

Facilities Manager

18. Compliance with Laws & Severability. The District shall comply with all applicable state, federal and local laws. If any portion of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected and the rights and obligations of the parties under this Agreement shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
19. Interruption of Services. The City explicitly does not warrant that any services it supplies to the Ice Arena and the rented portions of the Ice Arena will not be interrupted. Services may be interrupted because of accidents, repairs, alterations, improvements, or any reason beyond the reasonable control of the City. The District has no obligation to pay Hourly Rent for Ice Time it could not utilize because of any interruption of service. No interruption shall make the City liable to the District for monetary damages of any nature except as otherwise set forth in this Agreement. The City may enter the any portion of the Ice Arena at reasonable times, and at any time in the case of an emergency, to make repairs, alterations, improvements, and additions either required or advisable to preserve the safety and physical condition of the Ice Arena.
20. No Warranty of Conditions of Premises. Except as expressly provided for herein, the City makes no warranties or representations of any kind in connection with the quality or condition of the Ice Arena and makes no warranties that the rented portions of the Ice Arena are fit for the District's particular purpose. The District shall rely solely upon any prior inspections the District may have made. The District acknowledges that it is renting the Ice Arena based upon the District's own investigation and inspection thereof.
21. Waiver. Failure on the part of either party to complain of any action or non-action on the part of the other party, no matter how long the same may continue, shall not be deemed to be waiver of any of rights hereunder. No waiver at any time of any of the provisions of this Agreement by either party shall be construed as a waiver of any of the other provision hereof, and a waiver of any provision shall not be construed as a waiver at any subsequent time of the same provision.
22. Anti-Discrimination. The District, its officers, agents, employees, volunteers and invitees shall follow all non-discriminatory rules and regulations, imposed by the City for users of the Ice Arena.

IN WITNESS WHEREOF, the undersigned parties hereby acknowledge that they have read and understand the agreement documents and have executed this Agreement on the dates recorded below.

INDEPENDENT SCHOOL DISTRICT 659

Date:.....

By _____
Its Board Chair

By _____
Its Superintendent

C
ITY OF NORTHFIELD, MINNESOTA
T
Y

Date:_____

By _____
Its Mayor

By _____
Its City Clerk

ADDENDUM A

ICE TIME SCHEDULE

[To Be Updated Annually]

ADDENDUM B

RATES

[To Be Updated Annually]

Rink Rental	Fee
ISD 659 Practice and Games	\$180 per hour
ISD 659 Game Fee	\$185 per game

ADDENDUM C

ICE ARENA IMPROVEMENT RENTS

Payment No.	Annual Payment Date	Improvement Rent Amount
1	July 15, 2026	\$200,000.00
2	July 15, 2027	\$200,000.00
3	July 15, 2028	\$200,000.00
4	July 15, 2029	\$200,000.00
5	July 15, 2030	\$200,000.00
6	July 15, 2031	\$200,000.00
7	July 15, 2032	\$200,000.00
8	July 15, 2033	\$200,000.00
9	July 15, 2034	\$200,000.00
10	July 15, 2035	\$200,000.00
11	July 15, 2036	\$200,000.00
12	July 15, 2037	\$200,000.00
13	July 15, 2038	\$200,000.00
14	July 15, 2039	\$200,000.00
15	July 15, 2040	\$200,000.00
16	July 15, 2041	\$200,000.00
17	July 15, 2042	\$200,000.00
18	July 15, 2043	\$200,000.00
19	July 15, 2044	\$200,000.00
20	July 15, 2045	\$200,000.00

