

INDEPENDENT SCHOOL DISTRICT NO. 659
REGULAR SCHOOL BOARD MEETING

Monday, August 12, 2024 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom

[Zoom Link](#)

AGENDA

1. Call to Order
2. Agenda Approval/Table File
3. Appointment of Board Member
4. Public Comment
5. Announcements and Recognitions
6. Items for Discussion and Reports
 - a. Northfield Area Learning Center (ALC) Improvement Showcase
 - b. Northfield High School Improvement Showcase
 - c. Discussion of Commissioner's Review and Comment on Proposed Referendum
 - d. Student Citizenship Handbook
 - e. Fall 2024 Bond Referendum
7. Consent Agenda
 - a. Minutes
 - b. Gift Agreements
 - c. Fiscal Year Organization Action
 - d. Overnight Field Trips
 - e. Policy Revisions
 - f. Financial Report
 - g. Personnel Items
8. Items for Individual Action
 - a. Resolution Relating to the Election of School Board Members and Calling the School Board Election
 - b. Policy 441 Use of Technology and Telecommunications Systems by Employees
 - c. Ratification of Employment Action
9. Items for Information
 - a. Filing for School Board
 - b. Staff Breakfast and Program
 - c. 2024-25 e-Learning Plan
10. Future Meetings
 - a. Monday, August 26, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - b. Monday, September 9, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
 - c. Monday, September 23, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
11. Adjournment

NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM

Monday, August 12, 2024 ~ 6:00 p.m. ~ Regular Board Meeting
Northfield District Office Boardroom
[Zoom Link](#)

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Monday, August 12, 2024, Regular School Board Meeting

1. Call to Order
2. Agenda Approval/Table File
3. Appointment of Board Member. At the July 8, 2024 regular school board meeting, the board approved by roll call vote, the Resolution Declaring a School Board Vacancy Caused by Illness or Prolonged Absence effective June 19, 2024 for board member Noel Stratmoen. Pursuant to Minnesota Statute 123B09, subd. 4, the board is requested to appoint a school board member to fill the seat until Mr. Stratmoen is again able to resume his duties as a board member or for the remainder of the unexpired term, whichever date is earliest.

The board approved by roll call vote, to direct Chair Gonzalez-George to recommend a former board member with service as recently as 2020 to fill the vacancy created by Mr. Stratmoen's temporary resignation. The chair contacted the five former board members that had served on the board as recently as 2020. Four of the five former board members indicated they had limited capacity or interest at this time. Dr. Rob Hardy immediately indicated he was willing to fill Mr. Stratmoen's vacancy. Dr. Hardy served as an elected board member for eight years, being first elected in 2012.

Board Chair's Recommendation: Motion to appoint Dr. Rob Hardy to immediately fill the seat of Noel Stratmoen until Mr. Stratmoen is again able to resume his duties as a board member or for the remainder of the unexpired term, whichever date is earliest.

4. Public Comment
Public comment for this school board meeting may be made in person at the beginning of the meeting and must comply with the district's public comment guidelines.
5. Announcements and Recognitions
6. Items for Discussion and Reports
 - a. Northfield Area Learning Center (ALC) Improvement Showcase. ALC Director Daryl Kehler will provide the board with an overview of the ALC's successes and highlights in 2023-2024 and the focus areas for the 2024-2025 school year.
 - b. Northfield High School Continuous Improvement Showcase. Northfield High School Principal Shane Baier will provide the board with an overview of the high school's successes and highlights in 2023-2024 and the focus areas for the 2024-2025 school year.
 - c. Discussion of Commissioner's Review and Comment on Proposed Referendum. Minnesota Statutes, section 123B.71, requires a review and comment statement on the educational and economic advisability of the district's proposed school construction project. Northfield Public Schools has received a positive review and comment from the Minnesota Department of Education and Commissioner of Education Willie Jett. Board Chair Gonzalez-George and Superintendent Hillmann will summarize the projects proposed to be funded and Commissioner Jett's letter. As required, a summary of the review and comment will be published in the Northfield News at least 48 days, but not more than 60 days, prior to holding the referendum.
 - d. Student Citizenship Handbook. Dr. Hillmann will review updates to the 2024-2025 Student Citizenship Handbook. Dr. Hillmann facilitated a work team and a parent focus session to gather feedback and to align

disciplinary practices across the district. Approval of this handbook will be an item for individual action at the next school board meeting.

- e. Fall 2024 Bond Referendum. Superintendent Hillmann will update the board on the bond referendum informational campaign and highlight upcoming events.

7. Consent Agenda

Recommendation: Motion to approve the following items listed under the Consent Agenda.

- a. Minutes.
Minutes of the regular school board meeting held on July 8, 2024.
Minutes of the special closed school board meeting held on July 22, 2024.
- b. Gift Agreements. Gift agreements to be approved are attached.
- c. Fiscal Year Organization Action. The school district's financial year runs from July 1 to June 30. At the July 8, 2024 board meeting, the board approved authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2024-2025. At the request of the Director of Finance, the board is requested to add the Superintendent as a person authorized to make appropriate wire transfers to and from district depository accounts for fiscal year 2024-2025.
- d. Overnight Field Trips.
 - i. Northfield High School Cross Country Coaches Nichole Porath and Janet Smith request board approval to take girls and boys cross country teams for team bonding and trails & hills training, Aug. 19-20, 2024.
 - ii. Northfield High School FFA Advisory T.J. Austin requests board approval to take FFA members to the Minnesota State Fair for livestock shows and judging contests Aug. 30-Sept. 2, 2024.
 - iii. Northfield High School Cross Country Coach Nichole Porath requests board approval to take the girls cross country team to the Alexandria Meet of Champions Oct. 4-5, 2024.
 - iv. Northfield High School Volleyball Coach Elizabeth Larson requests board approval to take the girls volleyball team to the Marshall Tournament, Sept. 6-7, 2024.
- e. Policy Revisions. The updates to policies 102, 418, 419, 503, 515, 522, 609, 624 and 709 quote directly from new Minnesota laws and other legal sources and create substantive changes to existing policies or are clerical updates that do not affect the substance of a policy. These updates are recommended by the Minnesota School Boards Association. Because the district endeavors to have policy align with state and federal law it is recommended that the board adopt the revisions presented. These policies will continue to be evaluated as scheduled in the board's policy review cycle.
- f. Finance Report. Director of Finance Mertesdorf requests the board approve paid bills totaling \$1,938,999.37, payroll checks totaling \$3,666,682.58, a wire transfer totaling \$500,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$300,000.00 from Frandsen Sweep to Frandsen General, and the financial reports for March 2024. At the end of March 2024 total cash and investments amounted to \$22,082,472.04.
- g. Personnel Items
 - i. Appointments
 - 1. Molly Archambault, Special Ed EA PCA for 7 hours/day at the High School, beginning 8/26/2024. Special Ed Step 2 - \$17.03/hr. + PCA Stipend - subject to change upon settlement of 2024-26 agreement.
 - 2. Brooke Bevans, 1.0 FTE Long Term Substitute First Grade Teacher at Bridgewater, beginning 8/22/2024-10/31/2024. MA, Step 2
 - 3. Andria Cornell, 1.0 FTE Third Grade Teacher at Spring Creek, beginning 8/22/2024. BA, Step 9
 - 4. Natalie Giles, 1.0 FTE Early Childhood Teacher at the NCEC, beginning 8/22/2024. MA30, step 8.
 - 5. Kari Gross, Bridges to Kindergarten EA for 7 hours/day at Bridgewater, beginning 8/12/2024-8/16/2024. Step 2 - \$17.03/hr. + PCA Stipend - subject to change upon settlement of 2024-26 agreement.
 - 6. Kari Gross, Special Ed EA PCA for 3.50 hours/day at the NCEC, beginning 8/26/2024. Special Ed Step 2 - \$17.03/hr. + PCA Stipend - subject to change upon settlement of 2024-26 agreement.
 - 7. Terrill Herbig, 1.0 FTE Full-Time Substitute Teacher with the District, beginning 9/3/2024. \$32.04/hr.
 - 8. Gretta Kunze, 1.0 FTE Early Childhood Teacher at the NCEC, beginning 8/20/2024. BA10, step 10.
 - 9. Melodie Lane, .50 FTE Early Childhood Special Ed Teacher at the NCEC, beginning 9/3/2024-11/22/2024. MA20, Step 10.

10. Nicole Lazaro-Ascencio, KidVentures Student Site Assistant for up to 15 hours/week at Greenvale Park, beginning 8/26/2024. Student Step 1-\$15.66/hr.
 11. Nora Lehmkuhl, Assistant Volleyball Coach at the High School, beginning 8/19/2024. \$4,491 stipend.
 12. Rebecca Messer, AP Test Coordinator at the High School, beginning 8/1/2024-7/1/2025. \$5,000 stipend.
 13. Harper Miller, KidVentures Student Site Assistant for up to 2 hours/week at Bridgewater, beginning 8/26/2024. Student Step 1-\$15.66/hr.
 14. Sofia Nystuen, KidVentures Student Site Assistant for up to 2 hours/week at Bridgewater, beginning 8/26/2024. Student Step 1-\$15.66/hr.
 15. Emma Perez Benitez, 1.0 FTE Custodian at Bridgewater, beginning 7/18/2024. Step 1-\$20.67/hr.
 16. Bryan Rychner, 1.0 FTE Full-Time Substitute Teacher with the District, beginning 9/3/2024. \$32.04/hr.
 17. Rosemary Sharkey, ABE Volunteer Coordinator for approximately 139 hours/year with Community Education, beginning 8/20/2024. \$21.65/hr.
 18. Kaine Singvongsa, Special Ed EA PCA for 7 hours/day at Greenvale Park, beginning 8/26/2024. Special Ed Step 4 - \$18.05/hr. + PCA Stipend - subject to change upon settlement of 2024-26 agreement.
 19. Victoria Swedin, ECFE EA/Sibling Care for up to 5 hours/week at the NCEC, beginning 8/26/2024. Step 1 - \$16.66/hr. - subject to change upon settlement of 2024-26 agreement.
 20. Julie Tong, 1.0 FTE Special Education EBD Teacher at the Middle School, beginning 8/22/2024. BA20, step 2.
 21. Claire Wildwood, Special Ed EA PCA for 4 hours/day at Spring Creek, beginning 8/26/2024. Special Ed Step 1 - \$16.66/hr. + PCA Stipend - subject to change upon settlement of 2024-26 agreement.
 22. Elizabeth Wohlers, ABE Teacher hours depending on enrollment with Community Education, beginning 8/22/2024. MA, step 2.
 23. Sarah Wolfe, ECFE EA/Sibling Care for up to 10 hours/week at the NCEC, beginning 8/26/2024. Step 1 - \$16.66/hr. - subject to change upon settlement of 2024-26 agreement.
 24. Jiayu Yan, ABE Office Generalist as needed with Community Education, beginning 8/20/2024. Class II Office, step 2 - \$21.30/hr.
 25. Northfield Community Education Fall 2024 Brochure - see attached.
- ii. Increase/Decrease/Change in Assignment
1. Adriana Bermudez Araujo, EarlyVentures Assistant Teacher and Substitute EA at the NCEC, add EarlyVentures Teacher at the NCEC, effective 6/7/2024-8/23/2024. \$19.96/hr.
 2. Sybil Betsinger, .35 FTE Native American Cultural Liaison with the District, Change to .35 FTE Native American Cultural Liaison-ongoing with the District, effective 7/1/2024.
 3. Carol Beumer, Special Ed EA PCA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.50 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 8/26/2024.
 4. Amy Boecker, Special Ed EA for 31.50 hours/week at the NCEC, change to Special Ed EA for 24.50 hours/week and a .23 FTE Hand in Hand General Ed Teacher at the NCEC, effective 8/20/2024. Hand in Hand Teacher -\$37.06/hr.
 5. Robert Coleman, Gen Ed EA at Spring Creek, add Bridges to Kindergarten EA for 7 hours/day at Spring Creek, effective 8/12/2024-8/16/2024.
 6. Matt Detjen, .80 Assistant Girls Swim and Dive Coach at the High School, change to .95 Assistant Girls Swim and Dive Coach at the High School, effective 8/12/2024. \$4,740.50 Stipend.
 7. Anna Dols, 1.0 Assistant Volleyball Coach at the High School, change to .10 Assistant Volleyball Coach at the High School, effective 8/12/2024-8/16/2024. \$499 Stipend.
 8. Kelle Edwards, Special Ed EA PCA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.50 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 8/26/2024.
 9. Marilyn Frey, Special Ed EA PCA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.50 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 8/26/2024.
 10. Kay Goodrich, Special Ed EA PCA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.50 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 8/26/2024.
 11. Correction: Leah Grisim, Special Ed Teacher at Spring Creek, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/7/2024-8/21/2024. Step 4-\$19.71/hr.
 12. Correction: Mariah Grisim, KidVentures Site Assistant Substitute with Community Education, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/7/2024-8/21/2024. Step 4-\$19.71/hr.
 13. Richard Guggisberg, Third Grade Teacher at Spring Creek, change to Behavior Coach at Spring Creek, effective 8/22/2024.
 14. Paige Haley, Kindergarten Teacher at Bridgewater, change to Grade 1 Teacher at Bridgewater, effective 8/22/2024.
 15. Kristin G Johnson, Full-Time Substitute Teacher with the District, change to Special Ed DCD Teacher at Greenvale Park, effective 8/22/2024. MA, Step 10
 16. Christopher Kauffeld, Driver Education Instructor with Community Education, add Adult Basic Education Teacher at the NCEC, effective 7/8/2024. MA+10, \$58.45/hr.

17. Lisa Krueger Robb, .8 EL Teacher at the High School, add .2 EL English Teacher at the High School, effective 8/22/2024-6/6/2025.
18. Shelly Kruger, Special Ed EA PCA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.50 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 8/26/2024.
19. Kimberly Kohaut, Community School Summer Site Leader, extend end date to 8/9/2024.
20. Alisa Larsen, Special Ed EA PCA for 14 hours/week at the NCEC, change to Special Ed EA PCA for 28 hours/week at the NCEC, effective 9/3/2024-6/6/2025.
21. Alisa Larsen, Special Ed EA PCA at the NCEC, add Bridges to Kindergarten EA for 3.5 hours/day at Bridgewater, effective 8/12/2024-8/16/2024.
22. Jennifer Lompart, .8 FTE EL English Teacher at the High School, add .2 FTE EL Social Studies Teacher at the High School, effective 8/22/2024-6/6/2025.
23. Jennifer Lompart, EL Teacher at the High School, add Adult Basic Education Teacher at the NCEC, effective 8/22/2024. Lane/step
24. Heidi Melnychuk, Special Ed EA PCA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.50 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 8/26/2024.
25. Rebecca Meyer, Special Ed EA PCA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.50 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 8/26/2024.
26. Shanise Morris, Special Ed EA PCA at the Middle School, add Bridges to Kindergarten EA for 3.5 hours/day at Greenvale Park, effective 8/12/2024-8/16/2024.
27. Jake Odell, Head/Assistant Girls Tennis Coach at the Middle School, change to Assistant Girls Tennis Coach at the High School, effective 8/12/2024. \$4,435 stipend.
28. Ashly Opatrny, Teacher at the Middle School, rescind recent resignation from June 26, 2024.
29. Ashley Opatrny, Special Ed Teacher at Greenvale Park, change to Special Ed Teacher the Middle School, effective 8/22/2024-6/6/2025.
30. Deb Pack, Special Ed EA PCA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.50 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 8/26/2024.
31. Emma Perez Benitez, Night Custodian at Bridgewater, change to Custodian at the Middle School, effective 8/6/2024.
32. Johan Ponciano, Special Ed EA PCA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.50 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 8/26/2024.
33. Teri Quamme, Special Ed EA PCA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.50 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 8/26/2024.
34. Correction: Elga Reyes de Broughton, EA at Spring Creek, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/7/2024-6/21/2024. Step 4-\$19.71/hr.
35. Lynsi Ringel, .8 Assistant Cross Country Girls Coach at the High School, change to 1.0 Assistant Cross Country Girls Coach at the High School, effective 8/12/2024. \$4,435 stipend.
36. Tammy Schwagerl, Special Ed EA PCA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.50 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 8/26/2024.
37. Correction: Kimberly Seaberg, Administrative Assistant at Bridgewater, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/7/2024-8/21/2024. Step 1-\$17.80/hr.
38. Kylie Sieben, .20 Assistant Girls Swim and Dive Coach at the High School, change to .05 Assistant Girls Swim and Dive Coach at the High School, effective 8/12/2024. \$249.50 stipend.
39. Andrea Stowe, Long Term Substitute Grade 4 Teacher at Greenvale Park, add 1.0 ECSE Teacher at the NCEC, effective 11/22/2024-6/6/2025. BA, Step 2
40. Jade Suhsen, EarlyVentures Assistant Teacher at the NCEC, change to Special Ed EA PCA for 17.5 hours/week and KidVentures Site Assistant for 3.75 hours/week at TBD, effective 8/26/2024. EA Step 3-\$17.39/hr. + PCA stipend- subject to change upon settlement of 2024-26 agreement.
41. Pilar Sullivan, General Ed EA at the NCEC, add Bridges to Kindergarten EA for 7 hours/day at Greenvale Park, effective 8/12/2024-8/20/2024. Step 4.
42. Grace Swanson, Community School Summer Site Leader, extend end date to 8/9/2024.
43. Grace Swanson, Summer Site Leader with Community Education, add Community School Site Lead for up to 30 hours/week at Bridgewater, effective 7/1/2024.
44. Donna Torgeson, Special Ed EA PCA for 6.25 hours/day and Gen Ed EA for .50 hours/day at the High School, change to Special Ed EA PCA for 6.50 hours/day and Gen Ed EA for .50 hours/day at the High School, effective 8/26/2024.
45. Heather Tousignant, Special Ed EA at Spring Creek, add Summer PLUS/ESY EA as needed at Greenvale Park, effective 6/26/2024-8/8/2024.

46. Tegan Underdahl, .5 Dance Team Assistant Coach at the High School, change to 1.0 Dance Team Assistant Coach at the High School, effective 10/28/2024. \$4990 stipend.
 47. Tania Will, Science Specialist Teacher at Spring Creek, change to Interim Principal at Spring Creek, effective 8/1/2024-6/30/2025. Step 1 Principal Contract.
 48. Theresa Wilson, 1.0 FTE Business Teacher at the High School, add ⅓ overload for Business in lieu of prep for semester 1 only at the High School, effective 8/22/2024-1/22/2025.
- iii. Leave of Absence
1. Beth Momberg, EA at the NCEC, Leave of Absence beginning 11/14/2024 for 3-4 months.
 2. Laura Vind, Special Ed Teacher at the Middle School, Leave of Absence for the 2024-2025 school year.
 3. Tania Will, Science Specialist Teacher at Spring Creek, leave of absence for the 2024-2025 school year due to taking the Interim Principal position at Spring Creek.
- iv. Retirements/Resignations/Terminations
1. Updated: Anita Aase, Executive Administrative Assistant to the Superintendent and School Board, retirement effective 12/2/2024.
 2. Audrey Downs, KidVentures Site Assistant at Bridgewater, resignation effective 7/23/2024.
 3. Alison Flannery, Educational Assistant at Greenvale Park, resignation effective 7/22/2024.
 4. Christian Fuentes, Assistant Girls Soccer Coach at the High School, resignation effective 7/23/2024.
 5. Molly Gleason, Girls Cross Country Coach at the High School, resignation effective 7/25/2024.
 6. Khara Huffstutter, Educational Assistant at Bridgewater, resignation effective 8/1/2024.
 7. Kristin G Johnson, Full-Time Substitute Teacher with the District, resignation effective 7/16/2024. Will continue as a teacher in the district.
 8. John Kromschroeder, Head Custodian at the Middle School, resignation effective 7/31/2024.
 9. Mathew Leider, Custodian at the Middle School, resignation effective 8/5/2024.
 10. Jacob Odell, Girls Tennis Coach at the Middle School, resignation effective 7/18/2024.
 11. Scott Sannes, Principal at Spring Creek, retirement effective 7/31/2024.
 12. Leila Sassine, EA at the High School, resignation effective 7/22/2024. Will continue as a substitute with the district.
 13. Sarah Smith, Educational Assistant at Greenvale Park, resignation effective 8/7/2024.
 14. Bubba Sullivan, Football Coach at the Middle School, resignation effective 7/10/2024.
 15. Ella Whitten, Educational Assistant at Greenvale Park, resignation effective 7/24/2024.
- v. Superintendent Contract Provisions for the 2024-2025 Contract Year. Enclosed is a memorandum from School Board Chair Gonzalez-George. The memorandum includes a recommendation that Dr. Hillmann's compensation package reflects a 4.22% salary increase for the 2024-25 contract year. The package includes an increase in the district's contribution towards health insurance premiums that matches the increase in the NEA agreement.
- vi. School Board Chair Recommends the Approval of the Following Employment Contract. Enclosed is the superintendent's contract for the period July 1, 2025 through June 30, 2028. It is the recommendation of the Board of Education of ISD No. 659 to enter into a contract with Dr. Matthew J. Hillmann as Superintendent of Northfield Public Schools ISD No. 659 for the years 2025 - 2028.

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

8. Items for Individual Action

- a. Resolution Relating to the Election of School Board Members and Calling the School Board Election. The Board of Education is requested to adopt the attached resolution regarding the school board election to be held on Tuesday, November 5, 2024. This resolution is the board authorization necessary to formally establish this year's election process. The adoption of this resolution will meet the requirements necessary to comply with the election process. Ballots for school board election will be included in the general election ballots prepared by the county auditors. The official canvass of the election results will be scheduled as an agenda item for the Regular board meeting on Tuesday, November 12, 2024.

Superintendent's Recommendation: Motion to approve the Resolution Relating to the Election of School Board Members and Calling the School Board Election.

- b. Policy 441 Use of Technology and Telecommunications Systems by Employees. The board is requested to approve the update to policy 441 regarding personal software installation as presented.

Superintendent's Recommendation: Motion to approve the update to policy 441 as presented.

- c. Ratification of Employment Action. The board is requested to ratify the employment action recommendation.

Superintendent's Recommendation: Motion to ratify the employment action.

9. Items for Information

- a. Filing for School Board is July 30 – August 13, 2024 in the District Office. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on Aug. 13, 2024.
- b. Staff Breakfast and Program. We will welcome back staff for the 2024-25 school year on Monday, Aug. 26, 7:00 a.m.–10:10 a.m. at Northfield Middle School. The board is invited to join us.
- c. 2024-25 e-Learning Plan. Superintendent Hillmann will share the 2024-25 e-Learning plan. The use of the e-Learning Plan was approved by the board in unison with the 2024-25 school year calendar in December 2023. We are required to share the plan each year with the board and post it on the district website.

10. Future Meetings

- a. Monday, August 26, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, September 9, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, September 23, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

11. Adjournment

Reaching Out, Reaching Up:

THE 2027 STRATEGIC PLAN



VISION

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

BENCHMARKS

1
All children are ready for **kindergarten**.

2
All students are connected to the **community**.

3
All students are at grade level in **reading and mathematics** by the end of third and sixth grades.

4
All students exhibit physical, social and emotional **well-being**.

5
All students have a **connection** with a caring adult beyond their parents as they transition to middle school.

6
All students have interests, goals and a **vision** for the future by the end of eighth grade.

7
All students **graduate** from high school with a plan to reach their full potential.

8
All **employees** report satisfaction in the workplace.

9
All **parents** report satisfaction with their children's educational experience.

10
The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure **financial stability**.

11
Community education provides relevant and accessible learning opportunities for all residents.

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

STRATEGIC COMMITMENTS



People

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



Learner Outcomes

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



Equity

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



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

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



Partnerships

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

**ACCEPTANCE OF OFFICE
AND OATH OF OFFICE**

Independent School District No. 659
201 Orchard Street
Northfield, MN 55057

TO: Dr. Rob Hardy

The following acceptance and oath of office must be filed with the school district clerk.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 659 for a term beginning August 12, 2024 to fill the remainder of the unexpired term, or until board member Noel Stratmoen is again able to resume duties as a member of such board, whichever date is earliest.

Date: _____ Signature _____

STATE OF MINNESOTA)
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2024 by _____.

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 659 to the best of my judgment and ability.

Date: _____ Signature _____

STATE OF MINNESOTA)
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2024 by _____.

Notary Public

Policy 209 CODE OF ETHICS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

Policy 209 Code of Ethics

Adopted: 2004; Updated: 07.01.2019; Substantive Update: 10.24.2022; Updated: 04.24.2023, 10.23.2023

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

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

Cross References: None

Purpose

The purpose of the school improvement showcase is to share success stories, identify focus areas for the upcoming school year, align efforts, and inspire action toward achieving our strategic plan and vision to prepare **every** student for lifelong success!

School Improvement Showcase Highlights and Focus Areas

Highlights and Focus Areas	
Highlights	Benchmark Alignment
Highlight No. 1	<ul style="list-style-type: none"> ● All students graduate from high school with a plan to reach their full potential. <ul style="list-style-type: none"> ○ Met credit completion goal 7 out of 8 grading periods. ○ Above average credit completion in all 8 grading periods.
Highlight No. 2	<ul style="list-style-type: none"> ● All parents report satisfaction with their children’s educational experience. <ul style="list-style-type: none"> ○ We had 69-134 views of the family newsletter ○ 42 messages to families through Talking Points.
Highlight No. 3	<ul style="list-style-type: none"> ● All students are connected to the community. ● All students have a connection with a caring adult beyond their parents as they transition to middle school. <ul style="list-style-type: none"> ○ 100% of students strongly agreed/agreed with statements about adults/teachers. <ul style="list-style-type: none"> ■ Teachers are there for me when I need them. ■ Overall, my teachers are open and honest with me. ■ Overall, adults at my school treat students fairly. ■ I enjoy talking to the teachers here.
Focus Area No. 1	<ul style="list-style-type: none"> ● All students graduate from high school with a plan to reach their full potential. <ul style="list-style-type: none"> ○ The ALC will have an overall attendance rate of 85% per grading period for the 2024-25 school year.
Focus Area No. 2	<ul style="list-style-type: none"> ● All students graduate from high school with a plan to reach their full potential. <ul style="list-style-type: none"> ○ The ALC will have an overall credit completion rate of 75% per grading period for the 2024-25 school year.
Focus Area No. 3	<ul style="list-style-type: none"> ● All students exhibit physical, social, and emotional well-being. <ul style="list-style-type: none"> ○ We will monitor student connectedness within the program. ● All employees report satisfaction in the workplace. <ul style="list-style-type: none"> ○ We will measure employee connectedness through the employee engagement survey.

Summary

The Northfield Area Learning Center (ALC) is committed to ensuring that all students graduate from high school with a comprehensive plan to achieve their full potential. Although we have made progress in credit completion, we would like to continue this as an area of focus in addition to attendance rates. We feel these two areas are crucial for student progress and for ensuring success with their future plans.

The ALC emphasizes the importance of community and personal connections for students. We welcome every student into our school community and have supportive relationships with caring adults. The environment fosters a strong connection between students and teachers, and we want to use this connection to support students with mental and emotional well being.

The ALC prioritizes having a safe, welcoming, and respectful environment for students, staff, and families. We will continue to provide a positive environment where students get the support they need in order to succeed.

Northfield Area Learning Center (ALC)

2024-25 School Improvement Showcase
August 12, 2024

Strategic Plan

VISION

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

Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN

VISION

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

BENCHMARKS

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



STRATEGIC COMMITMENTS



People

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



Learner Outcomes

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



Equity

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



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

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



Partnerships

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

Strategic Commitments



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District Benchmarks

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3

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

7

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

8

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

9

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

4

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

5

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

6

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

10

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

11

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

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

School Improvement Showcase Purpose

- Share success stories
- Identify focus areas
- Align with the district's strategic plan
- Inspire action
- Align efforts

...to prepare **every** student for lifelong success!

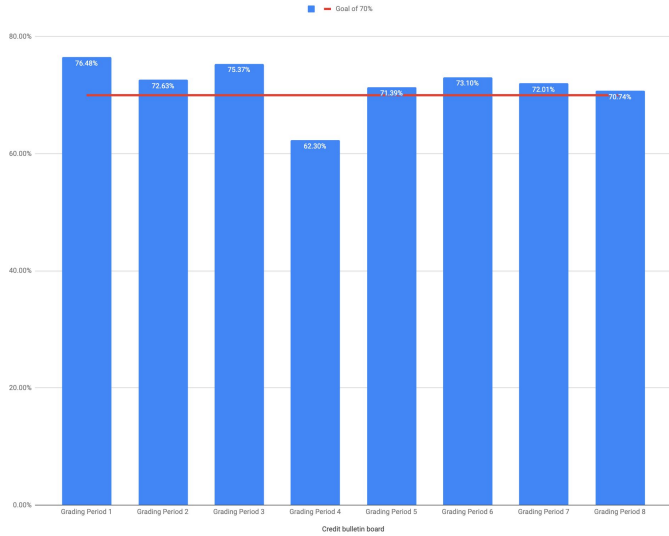
2023-24 SIP Goal Results

- Parents completing survey
 - Goal: 3% to 20%
 - We ended with 5%
- Attendance
 - Goal: Overall rate above 85%
 - We ended with range of 76%-84%
- Credit
 - Goal: Overall rate above 70%
 - We ended with range of 62%-76%
- Equity
 - Goal: Implement Ethnic Studies course
 - We implemented course for 4th quarter



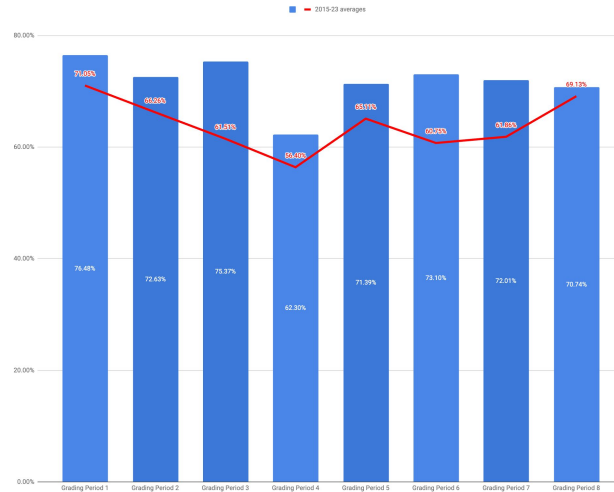
Highlight No. 1 (Credit Completion!)

Credit completion



- All students graduate from high school with a plan to reach their full potential.
 - Historically we have around 90% of students behind in credits.
 - Student connections and Flexibility work together to engage students.

Average credit earned



Highlight No. 2 (Increased Parent Communication)

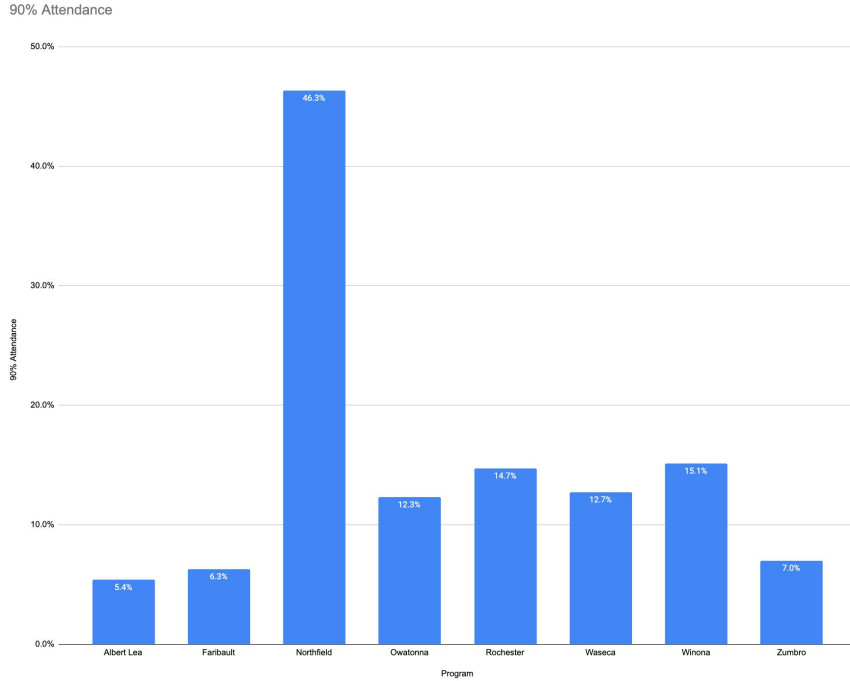
- All parents report satisfaction with their children's educational experience.
 - 42 messages sent through Talking Points
 - Family newsletter
 - 69-134 views!



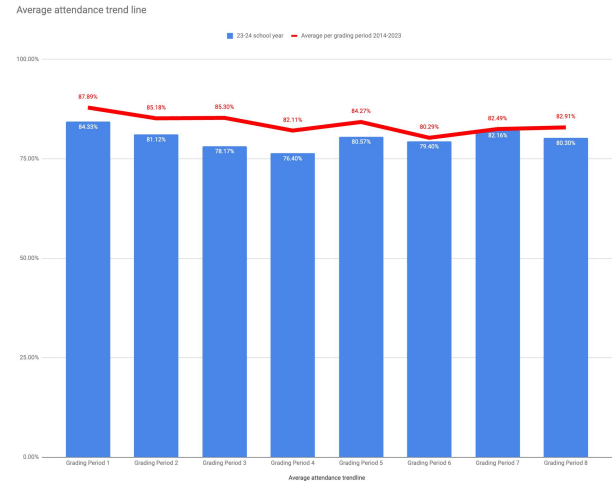
Highlight No. 3 (Student Connectedness)

- Student Engagement Instrument (SEI)
 - 100% Strongly Agree/Agree
 - Teachers are there for me when I need them.
 - Overall, my teachers are open and honest with me.
 - Overall, adults at my school treat students fairly.
 - I enjoy talking to the teachers here.
- All students are connected to the community. (We view this as the ALC community as well as the larger community).
- All students have a connection with a caring adult beyond their parents ‘as they transition to middle school’.
 - We administer the SEI three times during the year with continued strong results of connectedness to the adults in the program.

Focus Area No. 1 (Attendance)



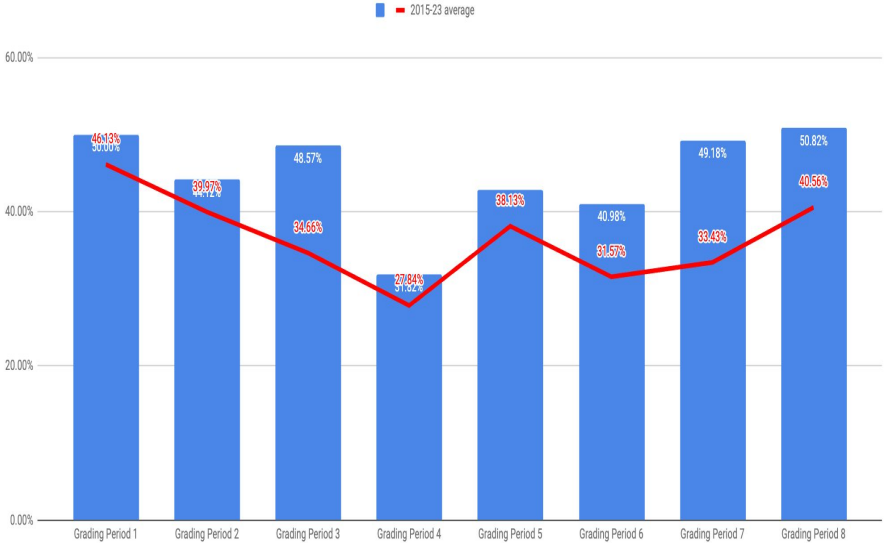
- All students graduate from high school with a plan to reach their full potential.
 - Attendance is a crucial part of our program as we have the instruction tailored to in class discussions, activities, etc.
 - Aim to provide a positive educational experience for all students and families so they look forward to attending
 - Continue to work with students/families to address barriers.
 - Goal will remain at 85% attendance rate.



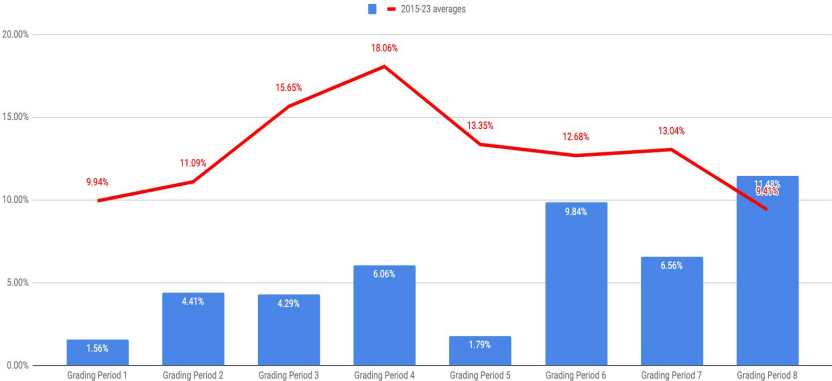
Focus Area No. 2 (Credit Completion)

- All students graduate from high school with a plan to reach their full potential.
 - Although we were above average in all grading periods for 23-24, we want to continue to work towards all students earning all their credits.
 - Goal moving from 70% to 75% credit completion rate.

Percent who earned 100% of credits



Percent who earned 0 credit



Focus Area No. 3 (Connectedness)



- All students exhibit physical, social, and emotional well-being.
 - With 50% of our students experiencing mental health issues, we continue to support those students.
 -
- All employees report satisfaction in the workplace.
 - Rounding sessions

Thank You and Questions



Purpose

The purpose of the school improvement showcase is to share success stories, identify focus areas for the upcoming school year, align efforts, and inspire action toward achieving our strategic plan and vision to prepare **every** student for lifelong success!

School Improvement Showcase Highlights and Focus Areas

Highlights and Focus Areas	
Highlights	Benchmark Alignment
Highlight No. 1 High Impact Teaching Strategies Focus	Directions: Edit this list to only include the benchmarks addressed in Highlight No. 1 <ul style="list-style-type: none"> ● All students exhibit physical, social, and emotional well-being. ● All students graduate from high school with a plan to reach their full potential.
Highlight No. 2 Positive Learning Environment	Directions: Edit this list to only include the benchmarks addressed in Highlight No. 2 <ul style="list-style-type: none"> ● All students exhibit physical, social, and emotional well-being. ● All students graduate from high school with a plan to reach their full potential.
Highlight No. 3 Student Engagement and Achievement	Directions: Edit this list to only include the benchmarks addressed in Highlight No. 1 <ul style="list-style-type: none"> ● All students exhibit physical, social, and emotional well-being. ● All students graduate from high school with a plan to reach their full potential.
Focus Area No. 1 Student Credit Attainment; On Track for Graduation	Directions: Edit this list to only include the benchmarks addressed in Focus Area No. 1 <ul style="list-style-type: none"> ● All students graduate from high school with a plan to reach their full potential.
Focus Area No. 2 Advance College & Career Readiness	Directions: Edit this list to only include the benchmarks addressed in Focus Area No. 2 <ul style="list-style-type: none"> ● All students exhibit physical, social, and emotional well-being. ● All students graduate from high school with a plan to reach their full potential.
Focus Area No. 3 Student Attendance Goal	Directions: Edit this list to only include the benchmarks addressed in Focus Area No. 3 <ul style="list-style-type: none"> ● All students exhibit physical, social, and emotional well-being. ● All students graduate from high school with a plan to reach their full potential.

Summary

Northfield High School is committed to developing a trust and inspire culture where students, staff and families are working together to fulfill the vision of preparing every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

We strive to build the community we desire every day through strong relationships, meaning learning experiences, authentic leadership development and access to co-curricular activities that help students live out their passion. To support intentional leadership development, the Raiders L.E.A.D. framework has been developed to engage all students and staff in leadership growth & development through deliberate practice, skill development & real life leadership experiences. We believe that everyone can be a leader, change begins with me and everyone has genius. It is our intent to model, teach and practice being effective leaders of self, which will in turn, help us create a community where we lead from the heart with the capacity to express unselfishness and service to others.

While we've made exciting progress, the NHS staff will continue the work of providing learning experiences in which every student is challenged, engaged and developing a greater sense of ownership of their learning. It is our desire to extend social, emotional and academic support to students so they are equipped to intentionally build relationships, develop academic skills and demonstrate college and career readiness.

Northfield High School



2024-25 School Improvement Showcase
Date: August 12, 2024

Strategic Plan

VISION

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10 The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability .	11 Community education provides relevant and accessible learning opportunities for all residents.	<small>Note: The first seven benchmarks are aligned with the language identified by Northfield Public Schools as a collective impact commitment of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."</small>



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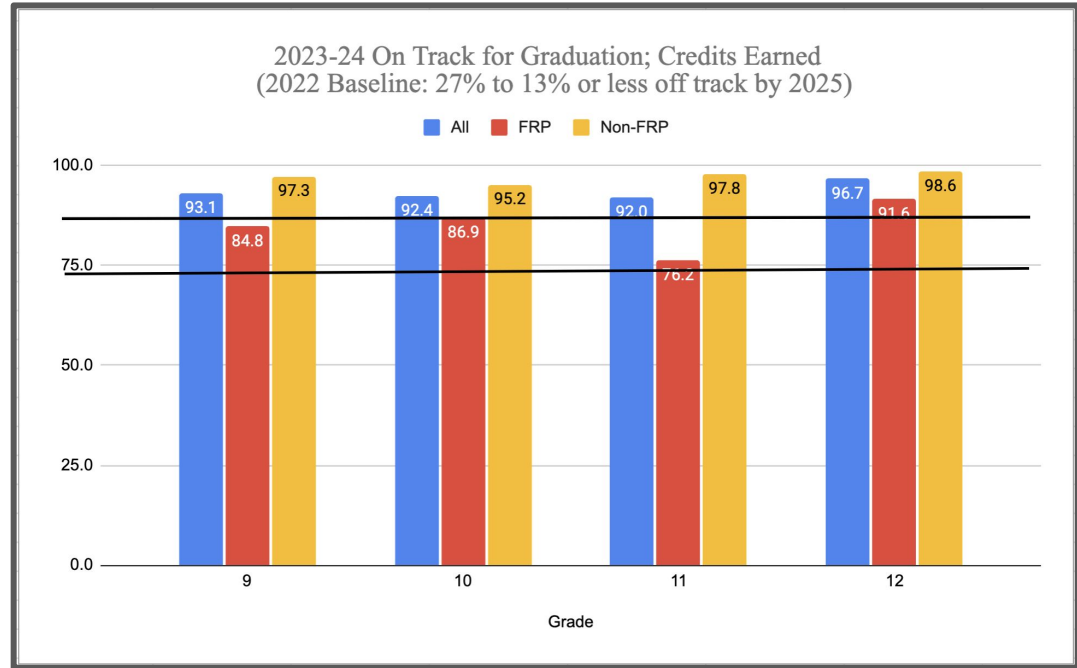
School Improvement Showcase Purpose

- Share success stories
- Identify focus areas
- Align with the district's strategic plan
- Inspire action
- Align efforts

...to prepare **every** student for lifelong success!

2023-24 SIP Goal Results

Goal: In alignment with the district Achievement and Integration Plan: The percentage of 9th through 12th grade FRP students who are credit deficient and not on track for graduation within 4 years will decline from 27% in 2022, to 13% or less in 2025.



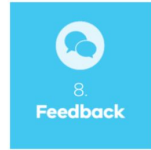
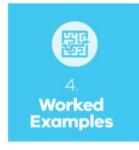
Highlight No. 1: High Impact Teaching Strategies Focus

✓ Learning Outcomes ✓ Equity ✓ People

Creating the Conditions of Belonging, Autonomy, Mastery & Purpose

[High Impact Teaching Strategies](#)

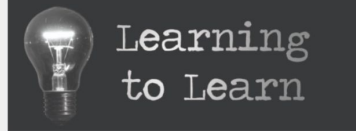
[John Hattie, Visible Learning for Teachers](#)



Belonging includes Trauma Informed Practices



Equitable classrooms reflect inclusivity and culturally responsive teaching practices that build unique experiences for all students.



- Our staff is committed to the work of creating high quality core instruction and responsive systems of support to ensure all students are learning at high levels.
- We utilized HIT strategies and PLC time to support a focus on student and staff learning.

Highlight No. 2: Positive Learning Environment

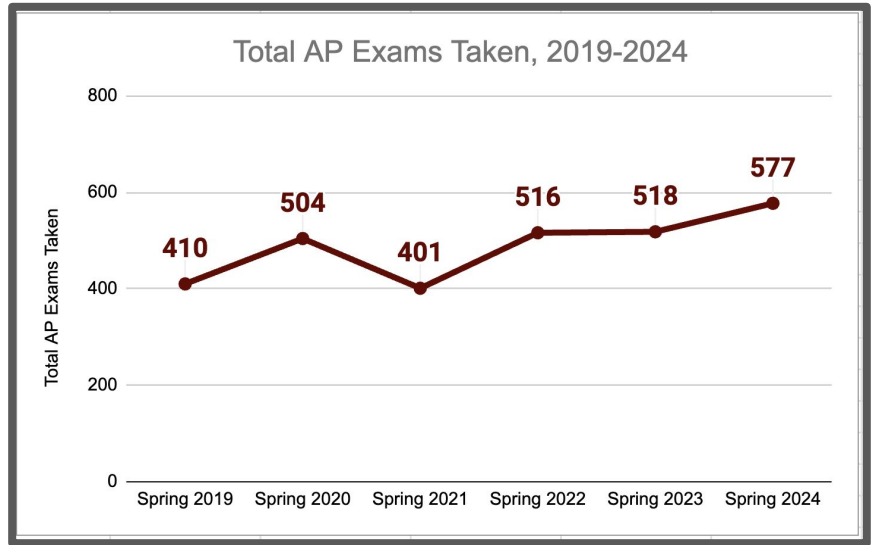
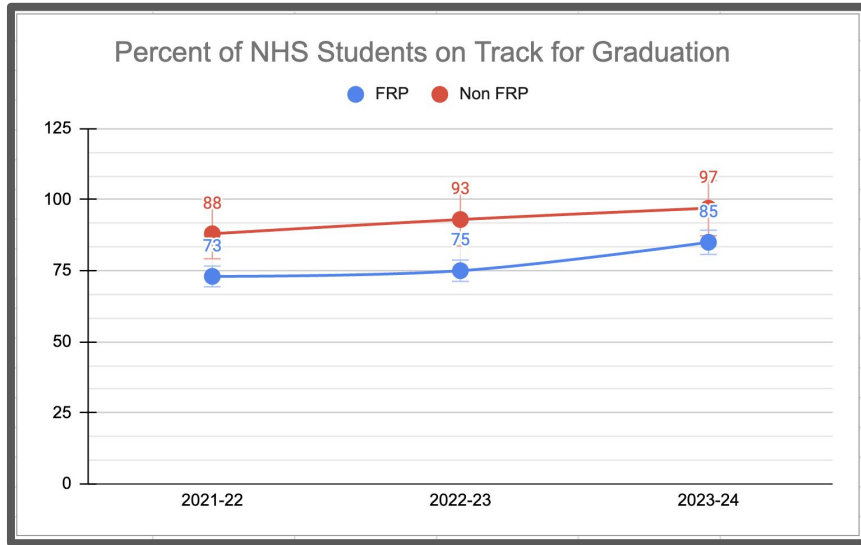
✓ Learning Outcomes ✓ Equity ✓ People

- When considering the Multi-Tiered System of Support (MTSS) **80-15-5** model as a baseline for evaluating student behavior incidents through office discipline referrals, NHS data is **93-6-1** comparably.
- Developing a trust and inspire culture through clear communication, healthy relationships, leadership development.



Highlight No. 3: Student Engagement and Achievement

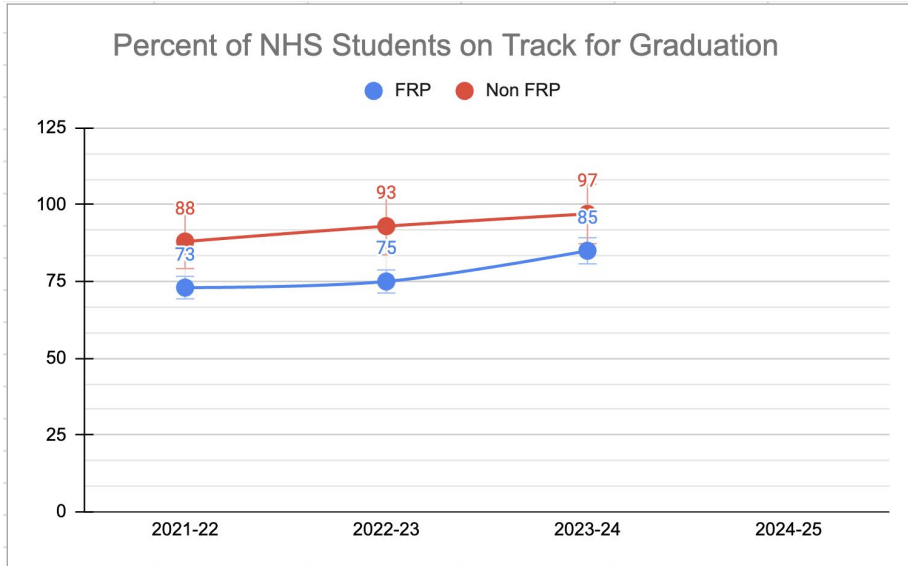
☑ People ☑ Equity



- Closing the gap between FRP/NON FRP with credit attainment
- Achieved the highest number AP exams taken in 23-24

Focus Area No. 1: Student Credit Attainment; On Track for Graduation

✓ Learning Outcomes ✓ Equity ✓ People

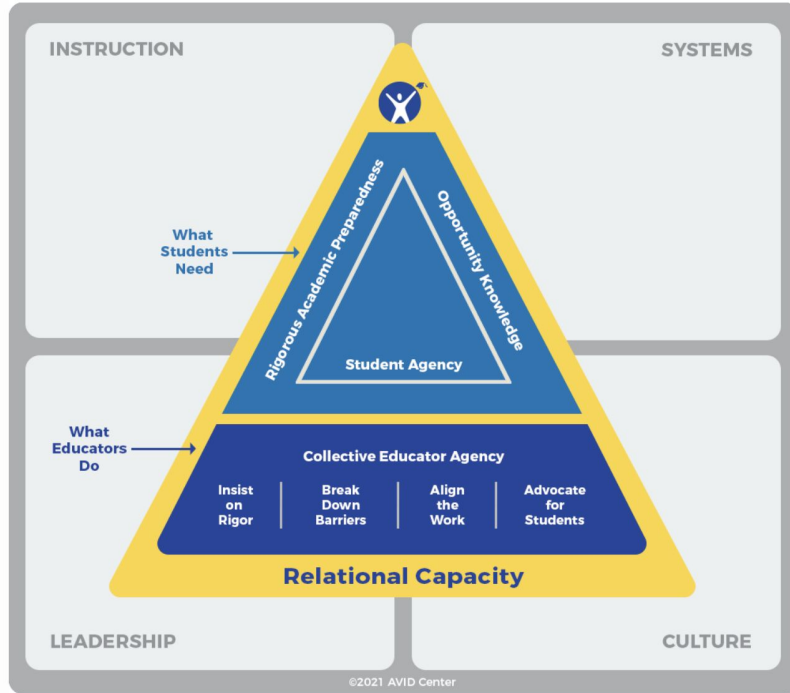


Benchmark: All students graduate from high school with a plan to reach their full potential.

Goal: In alignment with the district Achievement and Integration Plan: The percentage of 9th through 12th grade FRP students who are credit deficient and not on track for graduation within 4 years will decline from 27% in 2022, to 13% or less in 2025.

Focus Area No. 2: Advance College & Career Readiness

✓ Learning Outcomes ✓ Equity ✓ People



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

- Focus on creating the conditions for rigorous academic preparedness through exploration and use of **high impact teaching strategies**.
- Further develop student agency by creating **robust systems (CCR, FLEX, & Core Instruction and assessment)** to help them believe in themselves and act intentionally to build relationships, persist through challenges and apply academic, social, & emotional skills to reach their full potential.
- Further develop systems to support students who are engaged in advanced coursework.

Focus Area No. 3: Student Attendance



✓ Learning Outcomes ✓ Equity ✓ People

Goal: Increase percent of students regularly attending school (*not chronically absent) from 73.9% to 82% by the end of the 24-25 school year



Adult Actions:

Create strategic family partnerships & support systems

1- Regular individualized family communication, attendance updates & information

2- Student & family attendance goal setting meetings

3- Frequent staff/student check ins in support of positive attendance

Thank You and Questions



Review and Comment Statement Public Meeting Discussion

Matt Hillmann, Ed.D., Superintendent | Aug. 12, 2024

Executive Summary: The Minnesota Department of Education issued a positive review and comment statement for the district's proposed high school referendum.

What is the review and comment?

- The review and comment is required for many school construction projects, including the proposal the Northfield School District has placed on the Nov. 2024 general election ballot. The purpose of the review and comment is to evaluate the educational and economic advisability of the proposed projects.

Why is it important?

- A district is required to submit the review and comment prior to holding a bond referendum.
- A positive review and comment affirms the educational and economic advisability of the proposed projects.

Why are we discussing the review and comment statement at a public meeting?

- It is a required procedural step. Minnesota Statutes, section 123B.71, requires the school board to hold a public meeting to discuss the review and comment prior to the date of the bond referendum election.
- In addition to the district's legal responsibility, discussing the review and comment statement aligns with our strategic commitments to communication and stewardship. We want the public to know the MDE statement and its validation of the projects' advisability.

Does the board take any action on the review and comment statement?

- No, no board action is necessary.

What's next with the review and comment?

- The district shall publish a summary of the review and comment statement (the final two pages) in the legal newspaper of the district at least 48 days, but not more than 60 days, prior to holding a referendum.

Description of Proposed School Construction Project

Northfield Public School District, ISD #0659-01 is proposing a three question bond referendum on November 5, 2024. The first ballot question would authorize \$95.38 million in bonding authority to finance substantial upgrades to the existing high school and high school site. Proposed projects include: a 120,000 square foot addition, major renovations to existing space, demolition and some site improvements. The second ballot question would authorize \$18.75 million in bonding authority to finance a 4 station gymnasium addition. The third ballot question would authorize \$6.975 million in bonding authority to finance a geothermal heating/cooling system for the improved high school.

The proposed projects would be scheduled for completion in the 2026 – 2029 calendar years. Cost estimates by ballot question / project component are as follows:

Ballot Question #1		Ballot Question #2	
New Construction	\$44,866,500	New Gymnasium - 4 station	\$15,010,000
Storm Shelter	\$1,500,000	Fees / Testing / Permits / Services	\$3,002,000
Demolition	\$1,099,313	Contingency	\$750,500
	\$47,465,813	Bond Issuance Cost	\$243,380
<u>Renovations:</u>			\$19,005,880
Building Envelope	\$2,124,000		
Auditorium	\$3,151,956	Ballot Question #3	
V Wing	\$5,830,000	Geothermal System	\$5,600,000
Media Center	\$3,162,500	Fees / Testing / Permits / Services	\$1,120,000
Gymnasium	\$1,581,250	Contingency	\$280,000
Music Rooms	\$1,496,000	Bond Issuance Cost	\$79,620
Locker Rooms	\$3,318,000		\$7,079,620
Kitchen Equipment	\$700,000		
Parking Lots	\$3,118,581		
Tennis Courts	\$1,480,000	Total - All Questions	\$123,046,200
FF&E	\$4,045,191		
	\$30,007,478		
<u>Other Project Costs:</u>			
Fees / Testing / Permits / Services	\$14,685,620		
Contingency	\$3,671,406		
Bond Issuance Cost	\$1,130,383		
	\$19,487,409		
Ballot Question #1 Total	\$96,960,700		

The district last went to the voters in November 2017 with a plan to build a new high school and elementary school. The estimated cost of the proposed new high school and associated site improvements at that time was approximately \$78.5 million. The 2017 referendum was unsuccessful.

The district is projecting a reduction in enrollment over the next five years, with K-12 enrollment expected to decline from 3,774 in the 2023-34 school year to 3,424 in the 2028-29 school year; a roughly 9% enrollment reduction. The district has supplied cost estimates to operate and staff the proposed building space and believes existing revenues will be sufficient to fund the operational cost increases associated with the proposed facility additions.

If the bond referendum is successful and bonds are sold, the debt service on the bonds will be eligible for debt service equalization under Minnesota Statutes, section 123B.53, subdivision 3, if the bond schedule is approved. The amount of debt service equalization aid, if any, the district receives is determined annually and is dependent upon property wealth, student population, and other statutory requirements.

Review and Comment Statement

Based on the department's analysis of the school district's required documentation and other pertinent information from sources of the Minnesota Department of Education, the Commissioner of Education provides a positive review and comment.

Additional Information is Available

Persons desiring additional information regarding this proposal should contact the school district superintendent's office.



Willie L. Jett II
Commissioner

July 17, 2024



STUDENT CITIZENSHIP HANDBOOK

2024 - 2025

***RIGHTS
RESPONSIBILITIES
DISTRICT POLICIES***

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

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STUDENT DISCIPLINE PHILOSOPHY

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

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

PHILOSOPHY REGARDING LEARNING AND DISCIPLINE

Optimum learning occurs in a positive, safe and secure environment. Students, parents/guardians/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.

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 Educational & Employment 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>

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

FREE SPEECH

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

HARASSMENT

Rights/Opportunities	Responsibilities
The Northfield School District takes Human Rights and Title IX complaints seriously. Students have the right to be free from any form of harassment, arising out of the physical or verbal conduct of other students, school staff or others. (Policy 514 Bullying Prohibition; Policy 413 Harassment and Violence; Policy 526 Hazing Prohibition, Policy 522 Student 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 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 Educational & Employment 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.	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. (Policy 522 Student Sex Nondiscrimination)	Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to building principals as outlined in Policy 522 .

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. <u>Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.</u>

PRIVACY

Rights/Opportunities	Responsibilities
Students generally have the right to privacy in their persons and personal property when engaging, participating or pursuing curricular activities on a school location.	Students are responsible to refrain from bringing onto school property or to school-sponsored events any item or material that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other people.
Students have the opportunity to utilize school lockers, desks and other designated area for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district and that such areas may be searched for any reason, at any time without permission, consent or requirement for a search warrant. If conditions warrant technology (including drug sniffing dogs, cameras, metal detectors, etc.) may be used to ensure the safety of students, staff, buildings and grounds. (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 abuse to the proper authorities. Matters involving criminal behavior may also be reported to the proper authorities.	Students have the responsibility to inform school personnel when a discussion of personal matters is to be confidential. Matters of abuse or illegal activity should be reported to school personnel.

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 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 <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"> ● 10 day suspension

	<ul style="list-style-type: none"> ● 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 ● Other appropriate consequences as determined by the principal <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"> ● 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	<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	<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	<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 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 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> <ul style="list-style-type: none"> ● Student conference with the principal 	1 day suspension	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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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 ● 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 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 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 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	<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

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

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

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

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
9- 12	<ul style="list-style-type: none"> 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. The procedures whereby a student will be held accountable for infractions are as follows:

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/ 	<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 	<ul style="list-style-type: none"> • All of the disciplinary action of the first occurrence will occur • Assistant Principal will initiate a parent/guardian/

	<p>caregivers</p> <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>assignment or test and no 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>caregiver-student-counselor conference</p> <ul style="list-style-type: none"> • The student will receive one day of 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 • Assistant Principal will initiate a parent/guardian/caregiver-student-counselor conference • The student will receive one day of 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"> 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 	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	<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 <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
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	<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	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>			

<p>4-5</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 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
<p>6-8</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 	<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
<p>9-12</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 	<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 of effect of unreasonably interfering with the student’s educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcoming pressure for sexual activity, unwelcome sexually motivated or inappropriate patting,

pinching, physical contact, or taking photos/video in locker rooms or bathrooms or soliciting or distributing sexually inappropriate photos. Parents/guardians/caregivers and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district [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

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 	Same/Next Day Dismissal	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral ● Possible recommendation for expulsion
6-8	<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
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

HAZING

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

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

INSUBORDINATION

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

Grades	First Occurrence	Second Occurrence	Third Occurrence
K-3	<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 day suspension
6-8	<p>Consequences will include but are not limited to one or more of the following options:</p>	1 day suspension	1-3 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 		
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 • 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> <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 ● Removal from class ● Restriction or loss of school privileges ● Other appropriate consequences as determined by the principal 	Detention	1-3 day suspension

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> <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 • 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
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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	<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 	Same/next day dismissal	<ul style="list-style-type: none"> • 3-5 day suspension • Police referral • Possible recommendation for expulsion

	<ul style="list-style-type: none"> Other appropriate consequences as determined by the principal 		
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. The use of artificial intelligence (AI) to nonconsensually digitally alter or fabricate sexually explicit images known as "deepfakes" or "deepnudes" is prohibited. Distributing or sharing AI-altered images via social media, print or email is harassment and bullying, and 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

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 • 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	<ul style="list-style-type: none"> • 0 day suspension • 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 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>	<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>			

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 ● 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 	<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 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Police referral 	<ul style="list-style-type: none"> ● 5-10 day suspension ● Recommendation for expulsion

	<ul style="list-style-type: none"> • Restitution 	<ul style="list-style-type: none"> • Restitution 	<ul style="list-style-type: none"> • 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	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 • Police referral • 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 • 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	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 	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"> ● 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	<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 ● Referral for chemical evaluation 	<ul style="list-style-type: none"> ● 3-5 day suspension ● Referral for chemical evaluation
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
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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>

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	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 ● 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

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	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 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 • 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 	<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 phone call to parent/guardian/caregiver Restorative activity Other appropriate consequences determined by the principal 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
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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 	<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 	<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

	<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	<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> <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	<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 ● Restitution ● 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 	<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 ● 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

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
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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
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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	<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 	<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
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 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

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

"Pupil" means any student:

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

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

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

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

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

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

DRAFT

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

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

July 8, 2024

District Office Boardroom

Board Member Ben Miller participated remotely from this location: 371 Ski Hill Rd, Lutsen, MN 55612

1. Call to Order

School Board Chair Claudia Gonzalez-George called the regular meeting of the Board of Education of Independent School District No. 659 to order at 6:08 p.m. Present: Butler, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

2. Agenda Approval/Table File

On a motion by Butler, seconded by Quinnell, the board unanimously approved the agenda by roll call. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.

3. Public Comment

There was no public comment.

4. Announcements and Recognitions

- Northfield Early Childhood Family Education's (ECFE) Newborn Baby Talk program was the recipient of the Minnesota Association for Family and Early Education (MNAFEE) Innovative Programming Award. Director of Community Education Erin Bailey will present certificates to the district's co-sponsors of this program: Northfield Hospital + Clinics and Rice County Public Health Nursing Service.
- Congratulations to NHS student Elizabeth McCormick who graduated from the FBI National Academy Associates, Inc. Youth Leadership Program in Quantico, Virginia. The program offers lifelong enrichment opportunities to support exceptional young leaders' drive for knowledge and their desire to make a difference in the world through service. Participants must have demonstrated high academic standards and good citizenship to be nominated for this program.
- The Raiders girls hockey team will be participating in Hockey Day Minnesota 2025. Our Raiders will face off against rival Orono in Shakopee on January 23. This is an amazing opportunity to showcase our outstanding girls hockey program.
- Congratulations to the Raiders skeet team who successfully defended their Class 2A championship. The Raiders finished 22 points ahead of second place with a score of 455. Top honors went to: Tadd Stanton, Jady Schurz, and Ava Miller. The clay target team finished 11th at the state tournament and collectively hit 471 out of 500 targets.
- Northfield Public Schools was recently awarded 28 voluntary pre-kindergarten seats from the Minnesota Department of Education. These Voluntary Preschool seats will increase enrollment at Hand in Hand Preschool and allow expansion of free, full-day preschool.

5. Items for Discussion and Reports

- a. Annual Safety Drill Report. Dr. Hillmann presented the district's safety drill report as required by Minnesota Statute 121A.037. Building principals, buildings and grounds department staff, and the school resource officer were available to answer board members' questions.
- b. Annual Fundraising Report. Director of Finance Val Mertesdorf reviewed the fundraising report as required by Policy 713 Student Activity Accounting.
- c. Summary of Superintendent's Performance Appraisal. Chair Gonzalez-George shared her summary of the superintendent's annual performance appraisal. Five of the seven board members completed the annual performance appraisal for the period July 1, 2023–June 30, 2024. The evaluation covers all facets of the superintendent's job responsibilities. Board members provided numeric ratings on 1-5 scale (1=low, 5=high) for 41 job responsibilities organized around eight major topics and four focus areas. In addition to completing the numeric ratings, board members provided additional comments. Dr. Hillmann received an outstanding appraisal achieving an overall rating of 4.92/5.00.

- d. Fall 2024 Bond Referendum. Superintendent Hillmann updated the board on the bond referendum informational campaign and highlighted upcoming events.

6. Consent Agenda

On a motion by Goerwitz, seconded by Nelson, the board unanimously approved the consent agenda by roll call. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.

- a. Minutes. Minutes of the Regular School Board meeting held on June 10, 2024.
- b. Gift Agreements. Gift agreements included in the board packet.
- c. Fiscal Year Organization Actions. The school district's financial year runs from July 1 to June 30. Each year at the first school board meeting in July, financial organizational issues must be approved. They are as follows:
 - i. Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Policy 705 Investments, for fiscal year 2024-2025.
 - ii. Motion to approve designating PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district Policy 705 Investments, for fiscal year 2024-2025.
 - iii. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2024-2025.
- d. Memberships for 2024-2025. The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2024-2025 school year.
 - i. Minnesota State High School League. The designated Northfield High School representative is Activities Director John Mahal and the designated school board representative is Board Member Jeff Quinnell.
 - ii. Minnesota Association of School Administrators.
 - iii. Minnesota Association of Charter School Authorizers.
 - iv. Southeast Service Cooperative.
 - v. Region V Computer Services Cooperative.
 - vi. Rice County Family Services Collaborative.
 - vii. Minnesota School Boards Association.
 - viii. Healthy Community Initiative.
- e. Personnel Items
 - i. Appointments
 1. Ani Gottfried, Summer Instructor Assistant with Community Ed Recreation, beginning 6/17/2024-8/31/2024. Step 2-\$14.25/hr.
 2. Jennifer Jones, 1.0 FTE Special Ed ASD Teacher at the Middle School, beginning 8/22/2024. MA, Step 9
 3. Len Kallsen, Assistant 9th Grade Football Coach at the High School, beginning 8/12/2024. \$4,435 stipend step 3
 4. Michelle Martinez, Targeted Services PLUS Teacher for up to 6.5 hours/day Mon.-Thurs. at Greenvale Park, beginning 6/25/2024-8/8/2024. \$40/hr.
 5. Ava O'Neill, Summer Instructor Lead with Community Ed Recreation, beginning 6/17/2024-8/31/2024. Step 4-\$15.75/hr.
 6. Kat Organ, Summer Instructor Assistant with Community Ed Recreation, beginning 6/12/2024-8/31/2024. Step 4-\$14.75/hr.
 7. Ariana Vermilyea, Summer Lifeguard with Community Ed Recreation, beginning 6/18/2024-8/31/2024. Step 5-\$15.00/hr.
 8. Correction: Jennifer Jones, 1.0 FTE Special Ed ASD Teacher at the Middle School, beginning 8/22/2024. MA+10, Step 9
 9. Kelly Piker, Assistant Volleyball Coach at the High School, beginning 8/12/2024. \$4,990-plus step 10 stipend.
 10. John Scheil, 1.0 FTE Physical Ed Teacher at Greenvale Park, beginning 8/22/2024. MA, Step 6
 11. Mandi Thill, 1.0 FTE Special Ed EBD Teacher at the High School, beginning 8/22/2024. BA, Step 4
 - ii. Increase/Decrease/Change in Assignment
 1. Correction: Hannah Ames, .4 FTE French Teacher at the High School, add .3 FTE English Teacher-ongoing and .3 FTE English Teacher - paid by contingency funds at the High School, effective 8/20/2024-6/9/2025.

2. Mark Auge, 1.0 FTE Science Teacher at the High School, add a $\frac{1}{2}$ overload of Biology in lieu of supervision for semester 2 only at the High School, effective 1/23/2025-6/6/2025.
3. Chelsea Bischoff, Grade 1 Teacher for 2023-2024 only at Bridgewater, change to Grade 1 Teacher ongoing at Bridgewater, effective 6/4/2024.
4. Barrett Bradley, Lifeguard with Community Education Recreation, add Instructor Lead and Instructor Assistant with Community Ed Recreation, effective 6/10/2024-8/31/2024. Lead Step 2-\$15.25/hr. Assistant Step 2-\$14.25/hr.
5. Diana Camargo, Special Ed EA PCA for 30 hours/week at the NCEC, change to Special Ed EA PCA for 33.3 hours/week at the NCEC, effective 9/3/2024.
6. Christina Chappuis, Special Ed EA PCA at Spring Creek, add Special ED EA ESY for up to 5.5 hours/day at Greenvale Park, effective 6/27/2024-7/19/2024.
7. David Deml, Journeyman Electrician with Building and Grounds, change to Master Electrician with Building and Grounds, effective 6/11/2024. \$44.50/hr.
8. Naomi Golden, 1.0 FTE Science Teacher at the High School, add a $\frac{1}{2}$ overload of Science in lieu of supervision for semester 1 only at the High School, effective 8/22/2024-1/22/2025.
9. Graciela Guerrero, Special Ed EA PCA for 34.5 hours/week at the NCEC, change to Special Ed EA PCA for 31 hours/week at the NCEC, effective 9/3/2024.
10. Craig Johnson, 1.0 FTE Biology Teacher at the High School, add a $\frac{1}{2}$ overload of Biology in lieu of supervision for semester 1 only at the High School, effective 8/22/2024-1/22/2025.
11. Marie Kylo, Child Nutrition Manager I for 7.50 hours/day at Bridgewater, change to Child Nutrition Manager I for 7.75 hours/day at Bridgewater, effective 8/19/2024.
12. Jill Lauritzen Kohel, .60 FTE Social Studies/.40 FTE English Teacher at the High School, add a $\frac{1}{2}$ overload of Social Studies in lieu of supervision for semester 1 only at the High School, effective 8/22/2024-1/22/2025.
13. Evan Loe, Summer Instructor Lead with Community Education Recreation, add Summer Site Supervisor with Community Education Recreation, effective 6/13/2024 - 8/31/2024. Step 4 - \$15.75/hr.
14. Alexandra McFarlane, Special Ed EA PCA at Bridgewater, add Special ED EA ESY for up to 5.5 hours/day at Greenvale Park, effective 6/27/2024-7/19/2024.
15. Thomas O'Keefe, .80 FTE Orchestra Teacher at the High School, change to .90 FTE Orchestra Teacher ongoing and .10 FTE Orchestra Teacher for the 2024-2025 school year only, effective 8/22/2024-6/6/2025.
16. Kat Organ, Summer Instructor Assistant with Community Education Recreation, add Summer Instructor Lead with Community Education Recreation, effective 6/12/2024 - 8/31/2024. Step 4 - \$15.75/hr.
17. Deb Pack, Special Ed EA PCA LI for 3.13 hours/day and Job Coach for 3.12 hours/day at the High School, change to Special Ed EA PCA NB for 3.13 hours/day and Job Coach for 3.12 hours/day at the High School, effective 8/25/2024.
18. Andrea Redder, Hand and Hand Teacher/Sub Teacher at the NCEC/District, add Bridges to Kindergarten Teacher for 44 hours/total at Greenvale Park, effective 8/5/2024-8/16/2024.
19. Lynn Ziegler, Special Ed EA PCA at Bridgewater, add Special ED EA ESY for up to 5.5 hours/day at Greenvale Park, effective 6/27/2024-7/19/2024.
20. Natalie Amy, Counselor at the Middle School, add AVID Building Coordinator at the Middle School, effective 8/5/2024. \$3,000 Stipend.
21. Addie Barber, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
22. Isabella Bisel, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
23. Stephani Carlson, Special Ed Teacher at Greenvale Park, add Special Ed Teacher Building Mentor at Greenvale Park, effective 7/1/2024-6/6/2025. \$1,000 stipend
24. Jasmin Celis, KV Site Assistant Substitute at Spring Creek, change to KV Student Site Assistant Substitute at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
25. Audrey Downs, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
26. Rafa Estrella, Art Teacher at the Middle School, add WEB Advisor at the Middle School, effective 8/22/2024. \$2,125 stipend
27. Isabel Fleming, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
28. Leah Grisim, Special Ed Teacher at Spring Creek, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/7/2024-8/21/2024. Step 4-\$17.18/hr.
29. Mariah Grisim, KidVentures Site Assistant Substitute with Community Education, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/7/2024-8/21/2024. Step 4-\$17.18/hr.
30. Jaelyn Holz, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
31. Kailyn Ims, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
32. Roanne Johnson, Special Ed Teacher at Bridgewater, add Special Ed Teacher Building Mentor at Bridgewater, effective 7/1/2024-6/6/2025. \$1,000 stipend

33. Kimberly Kohaut, Summer Plus Site Leader at Greenvale Park, change to Community School Site Leader as needed with Community Education, effective 6/24/2024-8/8/2024.
 34. Susan Lightfield, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/3/2024. Step 1-\$15.66/hr.
 35. Rebecca Lorang, EL Teacher at the Middle School, add WEB Advisor at the Middle School, effective 8/5/2024. \$2,125 stipend
 36. Allison Matthews, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
 37. Jamie Moyer, Special Ed Teacher at Bridgewater, add Special Ed Bridges Math Implementation Lead for the 2024-2025 school year at Bridgewater, effective 7/1/2024-6/6/2025. \$1,000 stipend
 38. Brody Nygaard, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
 39. Kayden Oakland, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
 40. Molly Otte, Art Teacher at the Middle School, add WEB Advisor at the Middle School, effective 8/5/2024. \$2,125 stipend
 41. Kelli Otting, Special Ed Teacher at Spring Creek, add Special Ed Bridges Math Implementation Lead for the 2024-2025 school year at Spring Creek, effective 7/1/2024-6/6/2025. \$1,000 stipend
 42. Elga Reyes de Broughton, EA at Spring Creek, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/7/2024-6/21/2024. Step 4-\$17.18/hr.
 43. Raine Scheuble, KV Site Assistant at Spring Creek, change to KV Student Site Assistant at Spring Creek, effective 7/1/2024. Step 1-\$15.66/hr.
 44. Kimberly Seaberg, Administrative Assistant at Bridgewater, add KidVentures Site Assistant for up to 40 hours/week at Spring Creek, effective 6/7/2024-8/21/2024. Step 1-\$15.66/hr.
 45. Deborah Seitz, Special Ed Teacher at the Middle School, add Special Ed Teacher Building Mentor at the Middle School, effective 7/1/2024-6/6/2025. \$1,000 stipend
 46. Melissa Spitzack, Teacher at Spring Creek, add Targeted Services Summer PLUS Teacher for up to 6 hours/day at Greenvale Park, effective 7/8/2024-8/8/2024. \$40/hr.
 47. Geoff Staab, 9th Grade Football Coach at the High School, change to Assistant Football Coach at the High School, effective 6/27/2024. \$5,544 stipend.
 48. Joshua Stalsberg, Custodian at Bridgewater, change to Custodian Night Lead at Bridgewater, effective 6/24/2024. Additional \$0.30/hr.
 49. Rebecca Stoufis, Special Ed Teacher at the High School, add Special Ed Teacher Building Mentor at the High School, effective 7/1/2024-6/6/2025. \$1,000 stipend
 50. Bubba Sullivan, Assistant Football Coach at the High School, change to 9th Grade Football Coach at the High School, effective 6/27/2024. \$4,435 stipend
 51. Grace Swanson, Summer Plus Site Leader at Greenvale Park, change to Community School Site Leader as needed with Community Education, effective 6/24/2024-8/8/2024.
 52. Cori Yamry, Counselor at the Middle School, add WEB Advisor at the Middle School, effective 8/5/2024. \$2,125 stipend
- iii. Leave of Absence
1. Pamela Bennowitz, EA at Greenvale Park, Unpaid Leave of Absence beginning 10/7/2024 - 11/7/2024.
- iv. Retirements/Resignations/Terminations
1. Anita Aase, Executive Administrative Assistant to the Superintendent and School Board, retirement effective 11/2/2024.
 2. Anne Campbell, Special Ed Teacher at the High School, resignation effective at the end of the 2023-2024 school year.
 3. Anna Dols, Assistant Volleyball Coach at the High School, resignation effective 6/11/2024.
 4. Gisele El Achkar, Special Ed ASD Teacher at the Middle School, resignation effective at the end of the 2023-2024 school year.
 5. Dawn Jandro, Teacher at Spring Creek, resignation effective 7/2/2024.
 6. Rhea Mehrkens, Teacher at the Middle School, resignation effective at the end of the 2023-2024 school year.
 7. Ashley Opatrny, Special Ed Teacher at the Middle School, resignation effective 6/26/2024.
 8. Brad Prestemon, Assistant Boys JV Basketball Coach at the High School, resignation effective 6/18/2024.
 9. Brent Rauk, Assistant Baseball Coach at the High School, resignation effective 6/28/2024.
 10. Grace Schultz, Preschool Teacher at the NCEC, resignation effective 6/30/2024.
 11. Allison Sweeney, SEL/Behavioral Instructional Coach at Spring Creek, resignation effective 6/28/2024.
 12. Erin Blanck, EA at the NCEC, resignation effective 8/8/2024.
 13. Shawna Molloy, Special Ed Teacher at the Middle School, resignation effective 6/28/2024.
 14. Kelly Stanton-Nutt, Assistant Dance Coach at the High School, resignation effective 7/7/2024.
 15. Veronica Thomas, EA at Spring Creek, resignation effective 7/7/2024. Will continue as a sub.
 16. Lauren Weber, Assistant Tennis Coach at the High School, resignation effective 7/5/2024.

8. Items for Individual Action

- a. Policy Committee Recommendations. On a motion by Butler, seconded by Miller, the board unanimously approved by roll call the policy committee's recommendation to adopt policy 507.5 and the updates to policy 806 as presented. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.
- b. FY 2024 Audit Engagement Letter. On a motion by Gonzalez-George, seconded by Butler, the board unanimously accepted by roll call the 2023-2024 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$20,600, implementation of the New Risk Auditing Standards not to exceed \$2,500, Uniform Grant Guidance compliance audit of federal program expenditures in the amount of \$4,200 per audited federal program, and expenses including travel, internal and administrative charges, and a technology and client support fee of five (5%) of all professional fees billed. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.
- c. Resolution Designation of Identified Official with Authority for the MDE External User Access Recertification System. On a motion by Butler, seconded by Goerwitz, the board unanimously approved by roll call the Resolution to authorize Dr. Matthew Hillmann to act as the Identified Official with Authority (IOwA) and Christine Neset to act as the IOwA to add and remove names only for Northfield Public Schools 0659-01. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.
- d. Resolution Declaring a School Board Vacancy Caused by Illness or Prolonged Absence. School board member Noel Stratmoen has provided notification of his inability to serve as a member of the school board and attend meetings due to illness effective on June 19, 2024. Pursuant to Minnesota Statute 123B.09, subd. 4, a vacancy caused by a member being unable to serve on such the school board and attend its meetings for not less than 90 days because of illness or prolonged absence from the district, may, after the school board has by resolution declared such vacancy to exist, be filled by the board at any regular or special meeting thereof for the remainder of the unexpired term, or until such ill or absent member is again able to resume duties as a member of such board, whichever date is earliest. On a motion by Nelson, seconded by Butler, the board unanimously approved by roll call the Resolution Declaring a School Board Vacancy Caused by Illness or Prolonged Absence effective July 8, 2024. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.
- e. Plan for School Board Vacancy Appointment. The board was asked to determine the direction for appointing an eligible district resident to fill the vacancy created by Noel Stratmoen's temporary resignation. Considering that this appointed board member would attend a maximum of nine regular board meetings, the options for the board's deliberation are listed below. The board will be asked to vote on the chair's recommendation at the Aug. 12 regular meeting. If there are no interested former board members for consideration, the district would accept applications from eligible residents beginning on July 15 through Aug. 5, 2024, at 4:00 p.m. Applicants could address the board at the Aug. 12 regular board meeting. The board would be expected to appoint an eligible district resident to fill the vacancy on Aug. 12.

Option 1: Appoint a former board member to fill the vacancy created by Noel Stratmoen's temporary resignation. In this option, the board would direct the chair to recommend a former board member who has served as recently as 2020 to fill the vacancy.

Option 2: Accept applications from eligible residents. Applications would open on July 10 and be accepted through Aug. 5 at 4:00 p.m. Applicants can address the board at the Aug. 12 regular board meeting. The board would be expected to appoint an eligible district resident to fill the vacancy on Aug. 12.

On a motion by Gonzalez-George, seconded by Goerwitz, the board approved by roll call to direct the chair to recommend a former board member with service as recently as 2020 to fill the vacancy created by Noel Stratmoen's temporary resignation. The former board member should not be running in the upcoming election. Voting 'yes' was Butler, Goerwitz, Miller, and Gonzalez-George. Voting 'no' was Nelson and Quinnell.

8. Items for Information

- a. Filing for School Board is July 30 – August 13, 2024 in the District Office. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

9. Future Meetings

- a. Monday, July 22, 2024, 5:00 p.m., Closed Board Meeting, Northfield DO Boardroom
- b. Monday, July 22, 2024, 6:00 p.m., Workshop, Northfield DO Boardroom
- c. Monday, August 12, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- d. Monday, August 26, 2024, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

10. Adjournment

On a motion by Quinnell, seconded by Butler, the board unanimously approved by roll call to adjourn the regular board meeting at 8:25 p.m. Voting 'yes' was Butler, Goerwitz, Miller, Nelson, Quinnell, and Gonzalez-George. No one voted 'no'.

Amy Goerwitz
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

July 22, 2024

District Office Boardroom

1. Call to Order

School Board Chair Claudia Gonzalez-George called the special closed meeting of the Board of Education of Independent School District No. 659 to order at 5:02 p.m. Present: Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. Absent: Butler. Also present was Superintendent Dr. Matt Hillmann, Director of Human Resources Molly Viesselman, Director of Finance Val Mertesdorf, and Executive Administrative Assistant Anita Aase. This meeting was audio recorded.

2. Item for Discussion and Reports

- a. The board discussed labor negotiations strategy per Minnesota Statute 13D.03.

3. Adjournment

On a motion by Quinnell, seconded by Miller, the board adjourned at 6:02 p.m.

Amy Goerwitz
School Board Clerk

RESOLUTION ACCEPTING DONATIONS

The following resolution was moved by _____ and seconded by _____:

WHEREAS, Minnesota Statutes 123B.02, Sub. 6 provides: “ The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Northfield Public Schools, ISD 659, gratefully accepts the following donations as identified below:

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Claudia Gonzalez-George, Chair

By: Amy Goerwitz, Clerk

Date of the bequest, donation, or gift:	Amount:	Who the bequest, donation, or gift is from:	What is the bequest, donation, or gift for?
8/4/2024	\$10.00	Dawn Patterson	Chess Donation
8/4/2024	\$50.00	Lindsey Dietiker	Chess Donation
8/4/2024	\$100.00	Arthur Higinboth	Chess Donation
7/31/24	Value approximately \$500	Roberta Gavin	For the high school music department
7/7/2024	\$55.00	Becky Malecha	Scholarship Donation in Memory of Dennis Altstaetter
7/19/24	N/A	Marthann Schulte	Hand in Hand Preschool/Kidventures
8/8/24	\$550.00	Matthew Hillmann	Staff gifts at Back to School Breakfast
8/7/24	\$500.00	NEA	Staff gifts at Back to School Breakfast



*Northfield Public Schools
Northfield, MN*

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Nichole Porath, Janet Smith

School and Program: Northfield High School, Boys and Girls Cross Country

Date of Requested Trip: Aug 19-20, 2022

1. What group is taking this trip? Cross Country
2. Estimated # of Students: 40 # Adult Supervisors: 4-5
3. Destination: Decorah, IA
4. Date/Time of Departure: Leave Aug 19 around 9am
5. Date/Time of Return: Return Aug 20 around 3pm
6. State purpose and/or educational value of trip (attach information to form if needed).

This training trip allows us to train on the trails and hills around Decorah, IA. We get in a hard hill workout, a strength session, and a long run in the 1.5 days we are there.

It allows the team the time to really focus on cross country (different types of training, purpose of strength, among many other things) before school starts and things get really busy. This trip also helps to build a strong team bond before the racing season starts.

7. Name the manner of travel and the carrier.

Benjamin Bus/Northfield Lines - one coach bus.

8. State housing arrangements (must include name, address and phone number of hotel).

Fairfield Inn & Suites Decorah

2041 IA-9

Decorah, IA 52101

563-382-8800

9. List of coach, parent or guardian contact info.(Attach)

Nichole Porath, head girls coach 651-769-7477
Janet Smith, head boys coach 651-491-1429
Craig Cardinal, assistant coach 507-301-2409

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

Will collect participant info at the start of practice (Aug 12th).

11. Indicate who will be in charge of supervising the trip (roles and responsibilities).

Nichole Porath, head girls coach 651-769-7477 - organizing the food/hotel, organizing girls routes and workouts
Janet Smith, head boys coach 651-491-1429 - organizing transportation, boys routes and workouts
Craig Cardinal, assistant coach 507-301-2409 - helping supervise all activities

12. State the safety precautions and procedures for emergencies while on the trip.

We will bring a first aid kit along with us, and will have parent information for all participants in case of an emergency.

11. Give budget costs, how the trip will be funded and estimated cost per student.

About \$4,000-5,000 total. We will fundraise through the 24 hour relay, and the student athlete will contribute aprox \$100/each for the trip. It will be funded and paid for through our student activities account.

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

None.

Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: 7/18/24

Principal/Administrator Signature and Date: g. Mel 7/18/24

Approved: Not Approved:

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



Northfield Public Schools
Northfield, MN

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): T.J. Austin (512) 787-3574

School and Program: Northfield High School F.F.A.

Date of Requested Trip: 8/30 - 9/2

1. What group is taking this trip?

Northfield FFA

2. Estimated # of Students:

13

Adult Supervisors:

3

3. Destination:

MN State Fair

4. Date/Time of Departure:

Friday Aug. 30 @ 4:00am

5. Date/Time of Return:

Monday, Sept. 2 @ 2:00pm

6. State purpose and/or educational value of trip (attach information to form if needed).

MN State FFA Fair livestock show and judging contests

7. Name the manner of travel and the carrier.

Parents/guardians

8. State housing arrangements (must include name, address and phone number of hotel).

Dorm Cattle Barn #1

1265 Snelling Ave North

St. Paul, MN 55108-3003

651-288-4400

9. List of coach, parent or guardian contact info. (Attach)

T.J. Austin

512-787-3574

Advisor

Kathie Kref+

952-215-4331

Parent

Clifford Kref+

952-905-4663

Parent

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

Attached

11. Indicate who will be in charge of supervising the trip (roles and responsibilities).

T.J Austin Advisor of Northfield FFA Chapter

12. State the safety precautions and procedures for emergencies while on the trip.

All parents/gaurdians contacts and information on file

11. Give budget costs, how the trip will be funded and estimated cost per student.

~~XXXXXX~~ @ \$10-\$20/ livestock entry paid by student
Judging events $\frac{1}{3}$ dorms are free

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

N/A

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

7/30/24

Approved:

Not Approved:

Superintendent Signature and Date: _____

Approved: _____

Not Approved: _____

School Board Review Date: _____

Approved: _____

Not Approved: _____



*Northfield Public Schools
Northfield, MN*

EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Nichole Porath

School and Program: Northfield High School, Girls Cross Country

Date of Requested Trip: Oct 4-5, 2024

1. What group is taking this trip? Cross Country
2. Estimated # of Students: 40 # Adult Supervisors: 2-3
3. Destination: Alexandria, MN
4. Date/Time of Departure: Leave Oct 4 around 1pm
5. Date/Time of Return: Return Oct 5 around 3:00 pm
6. State purpose and/or educational value of trip (attach information to form if needed).

This is a trip to compete in the Alexandria Meet of Champions on Oct 5th. This is the best AA competition in the State (aside from Griak, which we will also go to, but because of the size of Griak, it is very hard to see how we would race against these teams in a more State-meet sized race). The coaches meeting starts at 10am on Saturday, which means that we need to leave around 6am if we left the morning of the race. Most teams come up the night before and stay over. I'd like to do that as well to give us the best chance of racing well against this competition.

7. Name the manner of travel and the carrier.

Benjamin Bus/Northfield Lines - one regular bus.

8. State housing arrangements (must include name, address and phone number of hotel).

GrandStay Hotel & Suites

114 Minnesota Ave E

Glenwood MN

320-334-3700

9. List of coach, parent or guardian contact info.(Attach)

Nichole Porath, head girls coach 651-769-7477
Lyndsi Ringel, assistant girls coach 507-456-3530

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

Will collect participant mid September

11. Indicate who will be in charge of supervising the trip (roles and responsibilities).

Nichole Porath, head girls coach 651-769-7477 - organizing trip
Lyndsi Ringel, assistant girls coach 507-456-3530

12. State the safety precautions and procedures for emergencies while on the trip.

We will bring a first aid kit along with us, and will have parent information for all participants in case of an emergency.

11. Give budget costs, how the trip will be funded and estimated cost per student.

About \$2,000-2200 total. We will fundraise through the 24 hour relay, the kids cross country camp, and the Easter Egg hunt. The trip will be paid for through our booster club from all of these fundraiser. No cost for the girls attending.

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

None.

Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: 8/5/24

Principal/Administrator Signature and Date:
 8/5/24

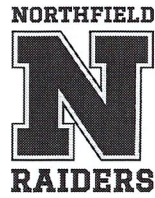
Approved: Not Approved:

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



Northfield High School
Activities Office

Extended Overnight Request Form

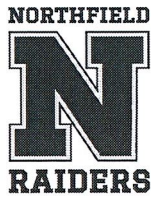
Staff Member(s) Responsible (Name and phone): Elizabeth Larson

School and Program: Northfield HS Volleyball

Date of Requested Trip: 7/28/24

1. What group is taking this trip? Varsity Volleyball
2. Estimated # of Students: 14 # Adult Supervisors: 4
3. Destination: Marshall, MN
4. Date/Time of Departure: Friday, September 6/11:00am
5. Date/Time of Return: Saturday, September 7/3:00pm
6. State purpose and/or educational value of trip (attach information to form if needed).
Marshall Tournament
7. Name the manner of travel and the carrier. School Bus - Northfield Lines
8. State housing arrangements (must include name, address and phone number of hotel).
AmericInn
Address: 1406 E Lyon St, Marshall, MN 56258
Phone: (507) 218-2440

9. List of coach, parent or guardian contact info.(Attach)



Elizabeth Larson: 612-865-7457

Player Roster TBD

Assistant Coach Roster TBD

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

Varsity Volleyball Roster TBD

- 11. Indicate who will be in charge of supervising the trip (roles and responsibilities).

Elizabeth Larson - Head Coach

Managing player needs, lodging, transportation, dietary requirements, health needs, as well as all of the on court requirements.

- 12. State the safety precautions and procedures for emergencies while on the trip.

NHS Handbook regulations/MSHSL Regulations

- 11. Give budget costs, how the trip will be funded and estimated cost per student.

Tournament Entry

Pizza dinner Friday night

Cost of Hotel

Bus transportation

-All funded by Northfield HS volleyball activities account

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

None

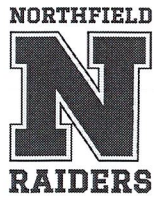
Signature of Staff Member Responsible: Elizabeth Larson

Date field trip request was submitted to Principal:

7/28/2024

Principal/Administrator Signature and Date:

7/29/24



Approved:  Not Approved:

Superintendent Signature and Date: _____

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

Policy 102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

Policy 102 Equal Educational Opportunity

Adopted: 12.13.2004; Updated: 07.12.2021 10.11.2021; Substantive Update: 07.10.2023, INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

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

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

Policy 418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

nonintoxicating cannabinoid substances that are applied topically.

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

IV. EXCEPTIONS

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

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

V. PROCEDURES

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

2. to the general public or place of employment., and
 2. Operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
1. Respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 2. Refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

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

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

3. A student who violates the terms of this policy shall be subject to discipline in accordance with the district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

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

C. The public

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

Policy 418 Drug-Free Workplace / Drug-Free School

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

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

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

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

IV. EXCEPTIONS

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

- C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

V. VAPING PREVENTION INSTRUCTION

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

VI. ENFORCEMENT

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

VII. DISSEMINATION OF POLICY

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

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

Adopted: 02.28.2005; Updated: 10.08.2012, 05.11.2020, 11.09.2020; Non-Substantive Update: 04.14.2022; Substantive
Update: 07.10.2023, INSERT DATE HERE

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

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. § 121A.08 (Smudging Permitted)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

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

Policy 503 STUDENT ATTENDANCE

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

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

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

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

B. Attendance Procedures

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

1. Excused Absences

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

- (b) Family emergencies.
- (c) The death or serious illness or funeral of an immediate family member.
- (d) Active duty in any military branch of the United States.
- (e) The child has a condition that requires ongoing treatment for a mental health diagnosis.
- (f) Other exemptions included in this attendance policy.

(2) The child has already completed state and district standards required for graduation from high school.

(3) It is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

C. Religious Observance Accommodation

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

III. OPEN ENROLLED STUDENTS

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

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

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

IV. DISSEMINATION OF POLICY

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

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

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

V. **REQUIRED REPORTING**

A. Continuing Truant

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

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

B. Reporting Responsibility

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

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

pursuant to Minnesota Statutes, Section 260C.201.

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

C. Habitual Truant

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

Policy 503 Student Attendance

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

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

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

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

Policy 515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

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

D. Directory Information

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

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

Directory information does not include a student's:

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

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

E. Education Records

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

1. "Education records" does not include:

- a. Records of instructional personnel that are:

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

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

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

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by

coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes section 13.46.

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

G. Eligible Student

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

H. Juvenile Justice System

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

I. Legitimate Educational Interest

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

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

J. Parent

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

K. Personally Identifiable

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

1. A student's name.
2. The name of the student's parent or other family member.
3. The address of the student or student's family.
4. A personal identifier, such as the student's social security number or student number or biometric record.
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school

community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

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

M. Responsible Authority

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

N. Student

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

O. School Official

"School official" includes a person:

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

P. Summary Data

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

Q. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

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

C. Students with a Disability

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. A specification of the records to be disclosed.
 - b. The purpose or purposes of the disclosure.
 - c. The party or class of parties to whom the disclosure may be made.
 - d. The consequences of giving informed consent.
 - e. If appropriate, a termination date for the consent.

3. When a disclosure is made under this subdivision:
 - a. If the parent or eligible student so requests, the district shall provide him or her with a copy of the records disclosed.
 - b. If the parent of a student who is not an eligible student so requests, the district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. Identifies and authenticates a particular person as the source of the electronic consent.
 - b. Indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. In plain language.
 - b. Dated.
 - c. Specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject.
 - d. Specific as to the nature of the information the subject is authorizing to be disclosed.
 - e. Specific as to the persons or agencies to whom the subject is authorizing information to be disclosed.
 - f. Specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future.
 - g. Specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for:
 - (i) Life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.

(ii) Medical assistance under Minnesota Statutes chapter 256B or Minnesota Care under Minnesota Statutes chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a district that are subject to third party reimbursement.

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

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the district whom the school district determines have a legitimate educational interest in such records.
2. To a contractor, consultant, volunteer, or other party to whom the district has outsourced institutional services or functions provided that the outside party:
 - a. Performs an institutional service or function for which the district would otherwise use employees.
 - b. Is under the direct control of the district with respect to the use and maintenance of education records.
 - c. Will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section Annual Notification of Rights), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code section 7917, and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes Section 260B.171, unless the data are required to be destroyed under Minnesota Statutes Section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with this policy.

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

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

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. Before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released.
 - b. After November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the district enters into a written agreement with the organization that:
 - a. Specifies the purpose, scope, and duration of the study or studies and the information to be disclosed.

- b. Requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement.
 - c. Requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests.
 - d. Requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be or destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.
8. To accrediting organizations in order to carry out their accrediting functions.
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes.
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student’s education records that are relevant for the school district to defend itself.
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to

disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student.

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals.
13. Information the district has designated as “directory information” pursuant to this policy.
14. To military recruiting officers and post-secondary educational institutions pursuant to this policy.
15. To the parent of a student who is not an eligible student or to the student himself or herself.
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students.
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. The following information about a student must be disclosed:
 - i. A student’s full name, home address, telephone number, date of birth, a student’s school schedule, daily attendance record, and photographs, if any, and any parents’ names, home addresses, and telephone numbers.
 - b. The existence of the following information about a student, not the actual data or other information contained in the student’s education record, may be disclosed provided that a request for access must be submitted on the statutory

form and it must contain an explanation of why access to the information is necessary to serve the student:

1. Use of a controlled substance, alcohol, or tobacco.
2. Assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act.
3. Possession or use of weapons or look-alike weapons.
4. Theft.
5. Vandalism or other damage to property.

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

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

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

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

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1996 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that:
- a) Any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary, and
 - b) Any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements. Or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of

the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

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

B. Former Students

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

C. Present Students and Parents

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

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors, whether:
 - a. The minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access.
 - b. The personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm.
 - c. There are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate.
 - d. The data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject.

- e. The data concerns medical, dental or other health services provided pursuant to Minnesota Statutes Sections 144.341 to 144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

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

D. Military-Connected Youth Identifier

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

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

D. Chemical Abuse Records

To the extent the district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

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

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

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

- A. The district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officer only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
1. May be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, other career and educational opportunities provided by the military.
 2. Cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
 3. Copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, building principal, in writing each year. The written request must include the following information:
1. Name of student and parent, as appropriate.
 2. Home address.
 3. Student's grade level.
 4. School presently attended by student.
 5. Parent's legal relationship to student, if applicable.
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions.
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures

contained in this policy also must be followed. Accordingly, to the extent the district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the district from disclosing personally identifiable information under Section Disclosure of Education Records of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of this policy.
 - b. The district has complied with the record-keeping requirements of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the district must provide the notification required in this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

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

D. Notification

The district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Release of Directory Information of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 United States Code section 99.31(a)(3), or an authorized representative of a state or local educational

authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY, RECORD SECURITY, AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

1. The district shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student, that indicates:
 - a. The parties who have requested or obtained personally identifiable information from the education records of the student.
 - b. The legitimate interests these parties had in requesting or obtaining the information.
 - c. The date of the request.
 - d. The names of the state and local educational authorities and federal officials and agencies listed in this policy may make further disclosures of

personally identifiable information from the student's education records without consent.

- e. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.
2. In the event the district discloses personally identifiable information from an education record of a student pursuant to this policy, the record of disclosure required under this section shall also include:
 - a. The names of the additional parties to which the receiving party may disclose the information on behalf of the school district.
 - b. The legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information.
 - c. A copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
 3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.
 4. The record of requests of disclosures may be inspected by:
 - a. The parent of the student or the eligible student.
 - b. The school official or his or her assistants who are responsible for the custody of the records.
 - c. The parties authorized by law to audit the record-keeping procedures of the district.
 5. The district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. The articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure.
 - b. The parties to whom the district disclosed the information.

6. The record of requests and disclosures shall be maintained with the education records of the student as long as the district maintains the student's education records.

XIII. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Right to Inspect and Review

The right to inspect and review education records includes:

1. The right to a response from the district to reasonable requests for explanations and interpretations of the records.
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

C. Form of Request

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

D. Collection of Student Records

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

E. Records Containing Information on More Than One Student

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

F. Authority to Inspect or Review

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

G. Fees for Copies of Records

1. The district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the district shall consider the following:
 - a. The cost of materials, including paper, used to provide the copies.
 - b. The cost of the labor required to prepare the copies.
 - c. Any schedule of standard copying charges established by the school district in its normal course of operations.
 - d. Any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems.
 - e. Mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XIV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the district to make. The request shall be signed and dated by the requestor.

2. The district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the district decides to refuse to amend the education records of the student in accordance with the request, they shall inform the parent of the student or the eligible student of the refusal and advise the parent or the eligible student of the right to a hearing under Section B below.

B. Right to a Hearing

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

1. If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of the district, or both.
3. Any statement placed in the education records of the student based on the results of a hearing to amend that student's records shall:
 - a. Be maintained by the district as part of the education records of the student as long as the record or contested portion thereof is maintained by the district.
 - b. If the education records of the student or the contested portion thereof is disclosed by the district to any party, the statement shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.
2. The hearing may be conducted by the superintendent or other designated representative of the school board who has no direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the district's position and to advise the superintendent or designated representative on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity at the hearing to present evidence relevant to the issues raised under

sections A. and B. above and may be assisted by individuals of his or her choice at his or her own expense, including an attorney.

4. The decision shall be made in writing in a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.
5. The decision of the superintendent or designated representative shall be the final decision of the district.

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means building principal.
- C. Any request by an individual with a disability for reasonable modifications of the district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

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

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

C. The district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Policy 515 Protection and Privacy of Pupil Records

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

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References:

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



2024 Title IX and Policy 522 Update

Introduction

In April 2024, the U.S. Department of Education, Office of Civil Rights (OCR) released the latest version of the Final Rule (regulations) for Title IX (34 Code of Federal Regulations, part 106).

The U.S. Department of Education website states that the 2024 Final Rule protects all students and employees from all sex discrimination prohibited under Title IX, including discrimination based on sex stereotypes, sexual orientation, gender identity and sex characteristics. The 2024 Final Rule also revises the procedures that schools are to implement for Title IX grievances and related matters.

The 2024 Final Rule, which has an effective date of August 1, 2024, has been challenged in courts throughout the United States, though not in Minnesota at the time that the new version of Model Policy 522 was created. States that have challenged the 2024 Final Rule have focused upon the Final Rule's prohibition on gender identity discrimination and upon provisions that may potentially require schools to allow transgender students to use restrooms, locker rooms, and pronouns that align with their gender identity, among other claims. Courts have issued injunctions preventing enforcement of the Title IX Final Rule in states that have challenged the regulations.

The Title IX Final Rule provisions to which some states have objected in court are consistent with state law in Minnesota and some other states. The Minnesota Human Rights Act (Minnesota Statutes, chapter 363A) prohibits discrimination "in any manner in the full utilization of or benefit from any educational institution" because gender identity. In September 2020, the Minnesota Court of Appeals issued a decision involving a transgender student's use of a school locker room. The Court wrote, "we conclude from the plain language of the MHRA prohibits separating and segregating a transgender student from locker-room access" (the court later extended its reasoning to restroom use).

Because the 2024 Final Rule appears to be largely consistent with the Minnesota Human Rights Act and because the Final Rule's procedural provisions may be significantly beneficial, **MSBA created a new version of Model Policy 522, which is now posted on the MSBA website.**

The revisions to Model Policy 522 largely restructure the previous version of the model policy and include numerous changes. Due to the significant nature of these changes, the 2024 revisions are not shown in redline—the Model Policy 522 fully replaces the previous version.

In summary, the changes include:

- Article I, Paragraphs A-D - These paragraphs were substantially revised to comply with the new requirements of the 2024 Final Rule.
- Article I, Paragraph E – This paragraph includes language as to the expanded scope of a school district's obligations under the 2024 Final Rule.
- Article I, Paragraph J – This paragraph adds language to the existing paragraph as required by 34 C.F.R. § 106.31(a).

- Article II – The 2024 regulations delete references to “actual knowledge” and deliberate indifference” and insert a requirement that schools respond “promptly and effectively.” See C.F.R. § 106.44(a). The definitions in Article II were revised to incorporate this change.
- Article III – This Article addresses the designation of a school district’s Title IX Coordinator. The 2024 Final Rule significantly revised the designation requirements under Title IX, allowing some of the required roles/responsibilities in the grievance process to be combined or performed by one individual. It is recommended, however, that school districts designate a primary Title IX Coordinator and at least one alternate Title IX Coordinator so that the alternate can undertake Title IX Coordinator responsibilities in the event the primary Title IX Coordinator is a party to a complaint or is otherwise not qualified under this policy to serve in that role in a particular case.
- Article IV - This Article is essentially new as it incorporates numerous changes and significant additions to school district requirements related to protecting parent, family, marital status and related conditions as found in 34 C.F.R. § 106.40.
- Article VI, Paragraph F – This paragraph address emergency removals of students and employees from school who are alleged to have engaged in harassment and/or violence. The interrelationship between the Title IX regulations authorizing the emergency removal of students and the Minnesota Pupil Fair Dismissal Act (MPFDA) is unclear at this time. School districts should consult with legal counsel regarding the emergency removal of a student. At a minimum, it is recommended that school districts provide alternative educational services, as defined in the MPFDA, to any student so removed under the Title IX regulations.
- Article VII – The grievance procedures in this Article were significantly revised in the 2024 Final Rule resulting in substantial revisions to this Article.
- Article VII.B – As noted in this section, the Title IX regulations require reasonably prompt timeframes for major stages of the grievance procedures, but do not specify any particular timeframes. School districts may, therefore, establish their own district-specific timeframes. Despite this discretion, it is recommended that legal counsel be consulted before adjusting time periods as the suggested timeframes still comport with the general expectations of enforcement agencies and significant changes could lead to a legal challenge.
- Article VII.B.7(c) - This paragraph identifies how certain evidence is to be considered in determining if harassment occurred. One factor addressed is the issue of consent. This term is not defined in the Model Policy or in the new regulations. The federal Department of Education will not require a school district to adopt a particular definition of consent, where that term is applicable with respect to sex-based harassment and the determination as to what “consent” means will be left to the school district. If assistance is needed in a particular case in determining this standard, it is recommended that school district legal counsel be consulted.
- Article VII.E. – This paragraph addresses an untested provision of the Title IX regulations that gives schools some discretion to consolidate related complaints. The regulations provide that a school district’s obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. Thus, as noted in this section of the model policy, schools have the discretion to consolidate related complaints despite the data privacy rights of individual parties or witnesses. It is important to note, however, that this decision is discretionary. Yet, the decision may have an impact not only on data privacy rights but the ultimate determination as to a violation by the respondent(s) due to the introduction of evidence that shows additional acts of alleged misconduct. For these reasons, there is a possibility that challenges could be raised if a



school district unilaterally decides to consolidate complaints, even if it has the right to do so under Title IX. For these reasons, before making this decision, school districts may wish to consult with legal counsel as to whether to unilaterally proceed with consolidation or seek the prior written consent from parties to consolidate and waive their data privacy rights, to the extent the right to privacy or other due process rights are impacted.

- Article XV. C.5 – This paragraph provides a notification as to the prohibition that a school district must not distribute publications stating that applicants, students or employees may be treated differently based on sex unless otherwise permitted. The 2024 Final Rule adds requirements regarding the notice of nondiscrimination and the publication of this requirement.
- Article XVI – This Article sets out specific data retention requirements under the 2024 Final Rule. These retention requirements may differ from school district retention policies under their adopted Records Retention Schedule that is required by state law. Thus, school districts should consider whether amendments should be made to their Records Retention Schedule and submitted to the State Historical Society for approval.

To the extent that the 2024 Final Rule is challenged in a manner that would affect its enforcement in Minnesota, MSBA will make adjustments to the Model Policy in the future. For the time being, however, the revisions to this policy are applicable and enforceable for Minnesota schools. School boards are encouraged to consult with the school district's attorney if they have questions as to adopting the new version of Model Policy 522.



**POLICY 522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE
PROCEDURE AND PROCESS**

I. GENERAL STATEMENT OF POLICY

- A. The Northfield School District does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The district does not discriminate in such a manner in its implementing regulations. The district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.
- C. The district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The district shall promptly respond in a manner that is prompt and effective.
- D. Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a district's education program or activity in the United States. For the purpose of this paragraph, conduct that occurs under the district's education program or activity includes but is not limited to conduct that is subject to the district's disciplinary authority. The district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the district's education program or activity or outside the United States.
- E. The district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.
- F. The district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. The

obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or other league, or association which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the district and which receives Federal financial assistance.

- G. The district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the district's education program or activity or outside the United States.
- H. Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person, subject to Paragraph F of this section, including but not limited to making a complaint through the district's grievance procedures for complaints of sex discrimination.
- I. In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis harm on the basis of sex.
- J. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The district's Title IX Coordinator is:

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

The school district's Alternate Title IX Coordinator is:

Sara Pratt, Assistant Director of Special Services
201 Orchard Street South
Northfield, MN 55057
Phone: 507.645.3410
Email: spratt@northfieldschools.org

Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator(s), the United States Department of Education's Office for Civil Rights, or both.

- K. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [district website](#).
- L. The effective date of this policy is August 1, 2024, and applies to alleged violations of this policy occurring on or after August 1, 2024.

II. DEFINITIONS

- A. "Admission" means selection for part-time, full-time, special, associate, transfer, exchange or any other enrollment, membership, or matriculation in or at an education program or activity operated by the district.
- B. "Complainant" means
 - 1. A student or employee of the district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
 - 2. A person other than a student or employee of the district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in a district education program or activity at the time of the alleged sex discrimination.
- C. "Complaint" means an oral or written request to the district that objectively can be understood as a request for the district to investigate and make a determination about alleged discrimination under Title IX or its regulations.
 - 1. A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 Code of Federal Regulations, section 106.44(f)(1)(v).
 - 2. The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the district investigate and make a determination about alleged discrimination under Title IX:
 - a. A complainant;
 - b. A parent, guardian, or other authorized legal representative with

- c. the legal right to act on behalf of a complainant; or
The district's Title IX Coordinator.

- 3. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the persons listed above, the following persons have a right to make a complaint:
 - a. Any district student or employee; or
 - b. Any person other than a district student or employee who was participating or attempting to participate in a district education program or activity at the time of the alleged sex discrimination.

D. "Confidential employee" means

- 1. A district employee whose communications are privileged or confidential under Federal or Minnesota law. The employee's confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
- 2. A district employee whom the district has designated as confidential under this part for the purpose of providing services to persons related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with respect to information received about sex discrimination in connection with providing those services.

E. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

F. "Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the district's prohibition on sex discrimination.

G. "Parental status" as used in Title IX and its regulations means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:

- 1. A biological parent;
- 2. An adoptive parent;
- 3. A foster parent;
- 4. A stepparent;
- 5. A legal custodian or guardian;
- 6. In loco parentis with respect to such a person; or

7. Actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- H. “Party” means a complainant or respondent.
- I. “Peer retaliation” means retaliation by a student against another student.
- J. “Pregnancy or related conditions” means:
1. Pregnancy, childbirth, termination of pregnancy, or lactation;
 2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
 3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- K. “Program or activity” and “program” means all of the operations of a local education agency as defined in 20 United States Code, section 8801, a special purpose district, a system of vocational education, or other school system.
- L. “Relevant” means related to the allegations of sex discrimination under investigation as part of the grievance procedures under Title IX and 34 Code of Federal Regulations, section 106.44. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
- M. “Remedies” means measures provided, as appropriate, to a complainant or any other person the district identifies as having had their equal access to the district’s education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person’s access to the district’s education program or activity after a district determines that sex discrimination occurred.
- N. “Respondent” means a person who is alleged to have violated the district’s prohibition on sex discrimination.
- O. “Retaliation” means intimidation, threats, coercion, or discrimination against any person by the district, a student, or an employee or other person authorized by the district to provide aid, benefit, or service under the district’s education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.
- P. “Sex-based harassment” prohibited by Title IX and its regulations is a form of

sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. *Quid pro quo harassment.*

An employee, agent, or other person authorized by the district to provide an aid, benefit, or service under the district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

2. *Hostile environment harassment.*

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the district's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- a. The degree to which the conduct affected the complainant's ability to access the district's education program or activity;
- b. The type, frequency, and duration of the conduct;
- c. The parties' ages, roles within the district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- d. The location of the conduct and the context in which the conduct occurred; and
- e. Other sex-based harassment in the district's education program or activity; or

3. *Specific offenses.*

- a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
- b. Dating violence meaning violence committed by a person:
 - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (a) The length of the relationship;
 - (b) The type of relationship; and
 - (c) The frequency of interaction between the persons

involved in the relationship;

- c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - i. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the state of Minnesota, or a person similarly situated to a spouse of the victim;
 - ii. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - iii. shares a child in common with the victim; or
 - iv. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - i. Fear for the person's safety or the safety of others; or
 - ii. Suffer substantial emotional distress.

Q. "Student" means a person who has gained admission.

R. "Student with a disability" means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, or a child with a disability as defined in the Individuals with Disabilities Education Act.

S. "Supportive measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

1. Restore or preserve that party's access to the district's education program or activity, including measures that are designed to protect the safety of the parties or the district's educational environment; or
2. Provide support during the district's grievance procedures or during the informal resolution process.

The district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the district's education program or activity or provide support during the district's Title IX grievance procedures or during the informal resolution process.

T. "Title IX" means Title IX of the Education Amendments of 1972, as amended.

III. DESIGNATION OF TITLE IX COORDINATOR AND DESIGNEES

A. The district must designate and authorize at least one employee, referred to as a

Title IX Coordinator, to coordinate its efforts to comply with its obligations under Title IX and its regulations. If a district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over the responsibilities and ensure the district's consistent compliance with its responsibilities under Title IX and its regulations.

- B. As appropriate, the district may delegate, or permit a Title IX Coordinator to delegate, specific duties to one or more designees.

IV. PARENTAL, FAMILY, OR MARITAL STATUS; PREGNANCY OR RELATED CONDITIONS

- A. Status Generally

The district must not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

- B. Pregnancy or Related Conditions

- 1. Nondiscrimination

The district must not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The district does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity provided the district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

- 2. Responsibility to Provide Title IX Coordinator Contact and Other Information

The district must ensure that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the district's education program or activity.

- 3. Specific Actions to Prevent Discrimination and Ensure Equal Access

The district must take specific actions below to promptly and effectively prevent sex discrimination and ensure equal access to the district's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX

Coordinator must coordinate these actions.

a. Responsibility to provide information about district obligations.

The district must inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the district's obligations under 34 Code of Federal Regulations, section 106.31, paragraphs (b)(1) through (5) and section 106.44(j) and provide the district's notice of nondiscrimination under section 106.8(c)(1)

b. Reasonable modifications

i. The district must make reasonable modifications to the district's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the district's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the district must consult with the student. A modification that a district can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.

ii. The student has discretion to accept or decline each reasonable modification offered by the district. If a student accepts the district's offered reasonable modification, the district must implement it.

iii. Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

c. Voluntary access to separate and comparable portion of program or activity

The district must allow the student to voluntarily access any separate and comparable portion of the district's education program or activity under Paragraph A. above.

d. Voluntary leaves of absence

The district must allow the student to voluntarily take a leave of absence from the district's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the district that allows a greater period of time than the medically necessary period, the district must permit the student to take voluntary leave under that policy instead if the student so chooses. When the student returns to the district's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

e. Lactation space

The district must ensure that the student can access a lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

f. Limitation on supporting documentation

The district must not require supporting documentation under Paragraph B.3, subparagraphs b. through e. unless the documentation is necessary and reasonable for the district to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under Paragraph C. subparagraphs 3 through 5 is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the district with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action under Paragraph C. subparagraphs 3 through 5 is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

4. Comparable Treatment to Other Temporary Medical Conditions

To the extent consistent with Paragraph B.3 above, the district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any

medical or hospital benefit, service, plan, or policy the district administers, operates, offers, or participates in with respect to students admitted to the district's education program or activity.

5. Certification to Participate

The district must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the district's class, program, or extracurricular activity unless:

- a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- b. The district requires such certification of all students participating in the class, program, or extracurricular activity; and
- c. The information obtained is not used as a basis for discrimination prohibited by this part.

V. REPORTING PROHIBITED CONDUCT

A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.

B. The district requires all employees who are not confidential employees to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations. This requirement does not apply to an employee who has personally been subject to conduct that reasonably may constitute sex discrimination under Title IX or its regulations.

C. Confidential Employee Requirements

1. The district must notify all participants in the district's education program or activity of how to contact its confidential employees, if any.

2. The district must require a confidential employee to explain to any person who informs the confidential employee of conduct that reasonably may constitute sex discrimination under Title IX or its regulations:

- a. The employee's status as confidential for purposes of this part, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;
- b. How to contact the district's Title IX Coordinator and how to

- c. make a complaint of sex discrimination; and
That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the grievance procedures.
- D. Any employee of the district who has experienced, has knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- E. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during nonbusiness hours, and may be made in person, by mail, by telephone, or by email using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- F. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the district may report the alleged conduct to law enforcement authorities. The district encourages complainants to report criminal behavior to the police immediately.

VI. SCHOOL DISTRICT'S RESPONSE TO SEXUAL HARASSMENT

- A. General
Upon knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, the district must respond promptly and effectively. The district must also comply with 34 Code of Federal Regulations, section 106.44 to address sex discrimination in its education program or activity.
- B. Barriers to Reporting
The district must require its Title IX Coordinator to:
 - 1. Monitor the district's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations; and
 - 2. Take steps reasonably calculated to address such barriers.
- C. Title IX Coordinator Requirements
 - 1. The Title IX Coordinator is responsible for coordinating the district's compliance with its obligations under Title IX and its regulations. The district must require its Title IX Coordinator, when notified of conduct that reasonably may constitute sex discrimination under Title IX or its regulations, to take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its

recurrence, and remedy its effects:

- a. Treat the complainant and respondent equitably;
 - b. Offer and coordinate supportive measures, as appropriate, for the complainant. In addition, if the district has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent;
 - c. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and if applicable and the informal resolution process, if available and appropriate. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate;
 - d. In response to a complaint, initiate the grievance procedures or the informal resolution process, if available and appropriate and requested by all parties;
 - e. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures.
- i. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:
 - [a] The complainant's request not to proceed with initiation of a complaint;
 - [b] The complainant's reasonable safety concerns regarding initiation of a complaint;
 - [c] The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
 - [d] The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
 - [e] The age and relationship of the parties, including whether the respondent is an employee of the district;
 - [f] The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;

- [g] The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
 - [h] Whether the district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.
- ii. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint
- f. If initiating a complaint under Subparagraph e. above, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and
 - g. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the district's education program or activity.
- 2. The Title IX Coordinator is not required to comply with Paragraph C.1, subparagraphs a. through g. above upon being notified of conduct that may constitute sex discrimination if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX or its regulations.

D. Supportive Measures

Under the *Title IX Coordinator Requirements* above, the district must offer and coordinate supportive measures, as appropriate, as described below. For allegations of sex discrimination other than sex-based harassment or retaliation, the district's provision of supportive measures does not require the district, its employee, or any other person authorized to provide aid, benefit, or service on the district's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

- 1. Supportive measures may vary depending on what the district deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring

of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.

2. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the district's educational environment, or to provide support during the district's grievance procedures, or during the informal resolution process. The district must not impose such measures for punitive or disciplinary reasons.
3. The district may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process, or the district may continue them beyond that point.
4. The district must provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the district's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.
5. The district must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when an exception in 34 Code of Federal Regulations section 106.44(j)(1) through (5) applies.
6. The district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 in the implementation of supportive measures.

E. Students with Disabilities

If a complainant or respondent is an elementary or secondary student with a disability, the district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 throughout the district's implementation of grievance procedures under 34 Code of Federal Regulations, section 106.45.

F. Emergency Removal

Nothing in Title IX or its regulations precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

G. Administrative Leave

Nothing in Title IX or its regulations precludes the district from placing an employee respondent on administrative leave from employment responsibilities during the pendency of the district's grievance procedures. This provision must not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

H. Prohibited Disclosures of Personally Identifiable Information

The district must not disclose personally identifiable information obtained in the course of complying with this part, except in the following circumstances:

1. When the district has obtained prior written consent from a person with the legal right to consent to the disclosure;
2. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
3. To carry out the purposes of 34 Code of Federal Regulations, section 106, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the district's education program or activity;

4. As required by federal law, federal regulations, or the terms and conditions of a Federal award, including a grant award or
5. To the extent such disclosures are not otherwise in conflict with Title IX or its regulations, when required by Minnesota or local law or when permitted under FERPA or its implementing regulations.

VII. GRIEVANCE PROCEDURES FOR THE PROMPT AND EQUITABLE RESOLUTION OF COMPLAINTS OF SEX DISCRIMINATION

A. General

The district's grievance procedures for the prompt and equitable resolution of complaints of sex discrimination must be in writing and include provisions that incorporate the requirements of this section. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the district's prohibition on sex discrimination. When a sex discrimination complaint alleges that a district's policy or practice discriminates on the basis of sex, the district is not considered a respondent.

B. Basic Requirements for Grievance Procedures

The district's grievance procedures must:

1. Treat complainants and respondents equitably;
2. Require that any person designated as a Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decisionmaker may be the same person as the Title IX Coordinator or investigator;
3. Include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the district's grievance procedures for complaints of sex discrimination;
4. Establish reasonably prompt timeframes for the major stages of the grievance procedures, including a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Major stages include, for example, evaluation (i.e., the district's decision whether to dismiss or investigate a complaint of sex discrimination); investigation; determination; and appeal, if any;
 - a. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
 - b. An appeal of a determination of responsibility or of a decision

dismissing a formal complaint must be received by the district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.

- c. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the district.
 - d. The district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the district.
 - e. Although the district strives to adhere to the timelines described above, in each case, the district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.
 - f. The district has established the following process for reasonable extension of time frames on a case-by-case basis for good cause as set forth above. The process includes notice to the parties and the reason for the delay:
- 5. Require the district to take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the district's grievance procedures, provided that the steps do not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses, subject to the prohibition against retaliation; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures;
 - 6. Require an objective evaluation of all evidence that is relevant, as defined in Article II, and not otherwise impermissible—including both inculpatory and exculpatory evidence—and provide that credibility determinations must not be based on a person's status as a complainant, respondent, or witness;
 - 7. Exclude the following types of evidence, and questions seeking that evidence, as impermissible (i.e., must not be accessed or considered, except by the district to determine whether an exception in subparagraphs (a) through (c) applies; must not be disclosed; and must not otherwise be used), regardless of whether they are relevant:
 - a. Evidence that is protected under a privilege as recognized by

federal or Minnesota law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;

- b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the district obtains that party's or witness's voluntary, written consent for use in the district's grievance procedures; and
- c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred; and

- 8. If the district adopts grievance procedures that apply to the resolution of some, but not all, complaints articulate consistent principles for how the district will determine which procedures apply.

C. Notice of Allegations

Upon initiation of the district's grievance procedures, the district must provide notice of the allegations to the parties whose identities are known.

- 1. The notice must include:
 - a. The district's grievance procedures, and if applicable, any informal resolution process;
 - b. Sufficient information available at the time to allow the parties to respond to the allegations. Sufficient information includes the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination under Title IX or this part, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available to the district;
 - c. A statement that retaliation is prohibited; and
 - d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the district provides a description of the evidence, the parties are entitled to an equal opportunity to access to the relevant and not otherwise

impermissible evidence upon the request of any party.

2. If, in the course of an investigation, the district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the district must provide notice of the additional allegations to the parties whose identities are known.

If, in the course of an investigation, the district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the district will notify the parties of the additional allegations.

D. Consolidation

The district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

E. Complaint Investigation

1. The district must provide for adequate, reliable, and impartial investigation of complaints. To do so, the district must:
 - a. Ensure that the burden is on the district – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;
 - b. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
 - c. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance, consistent with § 106.2 and with paragraph (b)(7) of this section; and
 - d. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible in the following manner:
 - i. The district must provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the district provides a description of the evidence, it must further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;

- ii. The district must provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and
- iii. The district must take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

F. Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing Credibility

The district must provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

G. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the district must:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred, unless the district uses the clear and convincing evidence standard of proof in all other comparable proceedings, including proceedings relating to other discrimination complaints, in which case the district may elect to use that standard of proof in determining whether sex discrimination occurred. Both standards of proof require the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness; if the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker must not determine that sex discrimination occurred.
2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX or its regulations including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
3. If there is a determination that sex discrimination occurred, as appropriate, require the Title IX Coordinator to coordinate the provision and implementation of remedies to a complainant and other persons the district identifies as having had equal access to the district's education program or activity limited or denied by sex discrimination, coordinate the imposition of any disciplinary sanctions on a respondent, including

notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the district's education program or activity. The district may not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the district's grievance procedures that the respondent engaged in prohibited sex discrimination;

4. Comply with 34 Code of Federal Regulations, section 106.45, before the imposition of any disciplinary sanctions against a respondent; and
5. Not discipline a party, witness, or others participating in district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the district's determination whether sex discrimination occurred.

H. Additional Provisions

If the district adopts additional provisions as part of its grievance procedures for handling complaints of sex discrimination, including sex-based harassment, such additional provisions must apply equally to the parties.

I. Informal Resolution

In lieu of resolving a complaint through the district's grievance procedures, the parties may instead elect to participate in an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) if provided by the district consistent with that paragraph.

J. Provisions Limited to Sex-Based Harassment Complaints

For complaints alleging sex-based harassment, the grievance procedures must:

1. Describe the range of supportive measures available to complainants and respondents; and
2. List, or describe the range of, the possible disciplinary sanctions that the district may impose and remedies that the district may provide following a determination that sex-based harassment occurred.

VIII. INFORMAL RESOLUTION OF A COMPLAINT

- A. At any time prior to determining whether sex discrimination occurred, the district may offer to a complainant and respondent an informal resolution process, unless the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with federal, Minnesota, or local law. A district that provides the parties an informal resolution process must, to the extent necessary, also require its Title IX Coordinator to take other appropriate prompt and

effective steps to ensure that sex discrimination does not continue or recur within the district's education program or activity.

1. Subject to the limitations in Paragraph A. above, the district has discretion to determine whether it is appropriate to offer an informal resolution process when it receives information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations or when a complaint of sex discrimination is made, and may decline to offer informal resolution despite one or more of the parties' wishes.
 2. In addition to the limitations in Paragraph A. above, circumstances when the district may decline to allow informal resolution include but are not limited to when the district determines that the alleged conduct would present a future risk of harm to others.
- B. The district must not require or pressure the parties to participate in an informal resolution process. The district must obtain the parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and determination of a complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or exercise of any other right.
- C. Before initiation of an informal resolution process, the district must provide to the parties notice that explains:
1. The allegations;
 2. The requirements of the informal resolution process;
 3. That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the district's grievance procedures;
 4. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
 5. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
 6. What information the district will maintain and whether and how the district could disclose such information for use in grievance procedures, if grievance procedures are initiated or resumed.
- D. The facilitator for the informal resolution process must not be the same person as the investigator or the decisionmaker in the district's grievance procedures. Any person designated by the district to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive training as provided under this policy.

- E. Potential terms that may be included in an informal resolution agreement include but are not limited to:
 - 1. Restrictions on contact; and
 - 2. Restrictions on the respondent's participation in one or more of the district's programs or activities or attendance at specific events, including restrictions the district could have imposed as remedies or disciplinary sanctions had the district determined at the conclusion of the district's grievance procedures that sex discrimination occurred.

IX. DISMISSAL OF A COMPLAINT

- A. The district may dismiss a complaint of sex discrimination made through its grievance procedures under this policy for any of the following reasons:
 - 1. The district is unable to identify the respondent after taking reasonable steps to do so;
 - 2. The respondent is not participating in a district education program or activity and is not employed by the district;
 - 3. The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or,
 - 4. The district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the district will make reasonable efforts to clarify the allegations with the complainant.
- B. Upon dismissal, the district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
- C. The district must notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal occurs after the respondent has been notified of the allegations, then the district will also notify the respondent that the dismissal may be appealed on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal is appealed, the district must:
 - 1. Notify the parties of any appeal, including notice of the allegations consistent with paragraph (c) of this section if notice was not previously

- provided to the respondent;
 2. Implement appeal procedures equally for the parties;
 3. Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
 4. Ensure that the decisionmaker for the appeal has been trained as set out in this policy;
 5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
 6. Notify the parties of the result of the appeal and the rationale for the result.
- D. When the district dismisses a complaint, it must, at a minimum:
1. Offer supportive measures to the complainant as appropriate;
 2. For dismissals under Paragraph A. 3 and 4 above in which the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate under 34 Code of Federal Regulations, section 106.44(g); and
 3. Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the district's education program or activity.
- E. Dismissal of a formal complaint or a portion thereof does not preclude the district from addressing the underlying conduct in any manner that the district deems appropriate.

XI. APPEAL OF DETERMINATION

- A. The district offers the following process for appeals from a determination whether sex discrimination occurred. This appeal process will be, at a minimum, the same as the district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.
- B. If notice of an appeal is timely received by the district, the district will notify the parties in writing of the receipt of the appeal, assign or designate the appellate decisionmaker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the appellate decisionmaker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the appellate decisionmaker is final. No further review beyond

the appeal is permitted.

XII. SANCTIONS AND REMEDIES

Following a determination that sex-based harassment occurred, the district may impose disciplinary sanctions, which may include, but is not limited to warning, reprimand, suspension, termination of employment, exclusion, expulsion, transfer, and remediation.

The district may also provide remedies, which may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, and monitoring of certain areas of the school district buildings or property.

If the decisionmaker determines a respondent is responsible for violating this policy, the decisionmaker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

XIII. RETALIATION

The district must prohibit retaliation, including peer retaliation, in its education program or activity. When the district has information about conduct that reasonably may constitute retaliation under Title IX or its regulations, the district is obliged to comply with 34 Code of Federal Regulations, section 106.44. Upon receiving a complaint alleging retaliation, the district must initiate its grievance procedures or, as appropriate, an informal resolution process.

XIV. TRAINING

A. The district must ensure that the following persons receive training related to their duties under Title IX promptly upon hiring or change of positions that alters their duties under Title IX or its regulations, and annually thereafter. This training must not rely upon sex stereotypes.

1. All employees must be trained on:

- a. The district's obligation to address sex discrimination in its education program or activity;
- b. The scope of conduct that constitutes sex discrimination under Title IX and its regulations, including the definition of sex-based

- harassment; and
- c. All applicable notification and information requirements under 34 Code of Federal Regulations, sections 106.40(b)(2) and 106.44.

2. *Investigators, decisionmakers, and other persons who are responsible for implementing the district's grievance procedures or have the authority to modify or terminate supportive measures.*

In addition to the training requirements for all employees described in Paragraphs 1 and 2 above, all investigators, decisionmakers, and other persons who are responsible for implementing the district's grievance procedures or have the authority to modify or terminate supportive measures under 34 Code of Federal Regulations, section 106.44(g)(4) must be trained on the following topics to the extent related to their responsibilities:

- a. The district's obligations under 34 Code of Federal Regulations, section 106.44;
- b. The district's grievance procedures under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46;
- c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
- d. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46.

3. *Facilitators of informal resolution process*

In addition to the training requirements for all employees described in Paragraph 1 above, all facilitators of an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) must be trained on the rules and practices associated with the district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

4. *Title IX Coordinator and Title IX Personnel*

In addition to the training requirements in Paragraphs 1 through 3 above, the Title IX Coordinator and Title IX Personnel must be trained on their specific responsibilities under 34 Code of Federal Regulations, section 106.8(a), section 106.40(b)(3), section 106.44(f) and (g), the district's recordkeeping system and the requirements of 34 Code of Federal Regulations, section 106.8 (f), and any other training necessary to coordinate the district's compliance with Title IX. "Title IX Personnel" means any person who addresses, works on, or assists with the district's

response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions.

XV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, district employees, and employee unions.
- B. The district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work email address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. Notice of Nondiscrimination
 - 1. The district must provide notice of nondiscrimination to applicants for admission and employment, students, parents, guardians, or other authorized legal representatives of elementary and secondary students, employees, and all unions holding collective bargaining agreements with the district.

2. Contents of Notice of Nondiscrimination

The notice of nondiscrimination must include the following elements:

- a. A statement that the district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment;
 - b. A statement that inquiries about the application of Title IX and its regulations to the district may be referred to the district's Title IX Coordinator, the federal Office for Civil Rights, or both;
 - c. The name or title, office address, email address, and telephone number of the Title IX Coordinator;
 - d. How to locate the district's nondiscrimination policy and the district's grievance procedures; and
 - e. How to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination under the regulations.
- 3. The district must prominently include all elements of its notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to people entitled to notice, or which are otherwise used in connection with the recruitment of students or employees.

4. If necessary, due to the format or size of any publication, the district may instead include in those publications the information covered in the following statement: Northfield Public Schools prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at www.northfieldschools.org.
5. The district must not use or distribute a publication stating that the district treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX or its regulations.

XVI. RECORDKEEPING

The district must create, and maintain for a period of seven years:

- A. For each complaint of sex discrimination, records documenting the informal resolution process under 34 Code of Federal Regulations, section 106.44(k) or the grievance procedures under section 106.45, and if applicable section 106.46, and the resulting outcome.
- B. For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations, including notifications under 34 Code of Federal Regulations, section 106.44(c)(1) or (2), records documenting the actions the district took to meet its obligations under section 106.44
- C. All materials used to provide training under this policy. The district must make these training materials available upon request for inspection by members of the public.

Policy 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

Adopted: 08.28.2006; Updated: 09.14.2020; Reviewed: 03.24.2022; Non-Substantive Update: 10.03.2022; Substantive Update: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Policy 609 RELIGION AND RELIGIOUS AND CULTURAL OBSERVANCES

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the Northfield School District.

II. GENERAL STATEMENT OF POLICY

- A. The district shall neither promote nor disparage any religious belief or nonbelief. Instead, the district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The district also recognizes that religion plays a significant role in the social, cultural, political, and historical development of civilization.
- C. The district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have a religious basis or origin as well as a secular importance.
- D. The district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs and beliefs shall, if used, be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. The superintendent or their designee shall be responsible for ensuring that the study of religious materials, customs, beliefs and holidays in the district is in keeping with the following guidelines:
 - 1. The proposed study or activity must have a secular purpose.
 - 2. The primary objective of the study or activity must be one that neither advances nor inhibits religion.
 - 3. The study or activity must not foster excessive governmental relationships with religion.
 - 4. Notwithstanding the foregoing guidelines, reasonable efforts must be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. The district must provide annual notice to parents of this policy.
- B. Outside Speakers. Outside speakers are permitted in accordance with Policy 644

Community Resource Persons. Speakers may present informational and historical information about religion, but will not proselytize. The staff member in charge should advise each speaker of Policy 609.

- C. The superintendent or their designee is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

Policy 609 Religion

Adopted: 12.10.2007; Updated: 05.2013; Non-Substantive Update: 04.20.2022; Substantive Update: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References:

U. S. Const., amend. I
Minn. Stat. § 120A.22, Subd. 12(⊕) (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence from School for Religious and Cultural Observances)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)
Santa Fe Indep. Sch. Dist. V. Doe, 530 U.S. 290, 120 S.Ct. 2266 (2000)
Tangipahoa Parish Bd. Of Educ. V. Freiler, 530 U.S. 1251, 120 S.Ct. 2706 (2000)
Lemon v. Kurtzman, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)
Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir.2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist. 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D.Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. No. 63 (1940)
Minn. Op. Atty. Gen. No. 120 (1924)
Minn. Op. Atty. Gen. No. 121 (1924)

Cross References:

MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

Policy 624 ONLINE INSTRUCTION

I. PURPOSE

The purpose of this policy is to recognize and govern online instruction options of students enrolled in the Northfield School District for purposes of compulsory attendance and address enrollment of students with an online instruction site for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The district shall not prohibit an enrolled student from applying to enroll in online instruction.
- B. The district shall grant academic credit for completing the requirements of an online instruction course or program.

III. DEFINITIONS

- A. "Blended instruction" means a form of digital instruction that occurs when a student learns part time in a supervised physical setting and part time through online instruction under paragraph (E).
- B. "Digital instruction" means instruction facilitated by technology that offers students an element of control over the time, place, path, or pace of learning and includes blended and online instruction.
- C. "Enrolling district" means the district in which a student is enrolled under Minnesota Statutes, section 120A.22, subdivision 4.
- D. "Online course syllabus" means a written document that identifies the state academic standards taught and assessed in a supplemental online course under paragraph (I); course content outline; required course assessments; instructional methods; communication procedures with students, guardians, and the enrolling district under paragraph (C); and supports available to the student.
- E. "Online instruction" means a form of digital instruction that occurs when a student learns primarily through digital technology away from a supervised physical setting.
- F. "Online instructional site" means a site that offers courses using online instruction under paragraph (E) and may enroll students receiving online instruction under paragraph (E).
- G. "Online teacher" means an employee of the enrolling district under paragraph (C) or the supplemental online course provider under paragraph (J) who holds the appropriate licensure under Minnesota Rules, chapter 8710, and is trained to provide online instruction under paragraph (E).

- H. "Student" means a Minnesota resident enrolled in a school defined under Minnesota Statutes, section 120A.22, subdivision 4, in kindergarten through grade 12 up to the age of 21.
- I. "Supplemental online course" means an online learning course taken in place of a course provided by the student's enrolling district under paragraph (C).
- J. "Supplemental online course provider" means a school district, an intermediate district, an organization of two or more districts operating under a joint powers agreement, or a charter school located in Minnesota that is authorized by the Minnesota Department of Education (MDE) to provide supplemental online courses under paragraph (I).

IV. DIGITAL INSTRUCTION

- A. An enrolling district may provide digital instruction, including blended instruction and online instruction, to the district's own enrolled students. Enrolling districts may establish agreements to provide digital instruction, including blended instruction and online instruction, to students enrolled in the cooperating schools.
- B. When online instruction is provided, an online teacher shall perform all duties of teacher of record under Minnesota Rules, part 8710.0310. Unless the Commissioner of MDE grants a waiver, a teacher providing online instruction shall not instruct more than 40 students in any one online learning course or section.
- C. Students receiving online instruction full time shall be reported as enrolled in an online instructional site.
- D. Curriculum used for digital instruction shall be aligned with Minnesota's current academic standards and benchmarks.
- E. Digital instruction shall be accessible to students under section 504 and 508 of the federal Rehabilitation Act and Title II of the federal Americans with Disabilities Act.
- F. An enrolling district providing digital instruction and a supplemental online course provider shall assist an enrolled student whose family qualifies for the education tax credit under Minnesota Statutes, section 290.0674 to acquire computer hardware and educational software so they may participate in digital instruction. Funds provided to a family to support digital instruction or supplemental online courses may only be used for qualifying expenses as determined by the provider. Nonconsumable materials purchased with public education funds remain the property of the provider. Records for any funds provided must be available for review by the public or MDE.
- G. An enrolling district providing digital instruction shall establish and document procedures for determining attendance for membership and

keep accurate records of daily attendance under Minnesota Statutes, section 120A.21.

V. SUPPLEMENTAL ONLINE COURSES

- A. Notwithstanding Minnesota Statutes, sections 124D.03 and 124D.08 and Minnesota Statutes, chapter 124E, procedures for applying to take supplemental online courses other than those offered by the student's enrolling district are as provided in this subdivision.
- B. Any kindergarten through grade 12 student may apply to take a supplemental online course. The student, or the student's parent/guardian for a student under age 17, must submit an application for the proposed supplemental online course or courses. A student may:
 1. Apply to take an online course from a supplemental online course provider that meets or exceeds the academic standards of the course in the enrolling district they are replacing.
 2. Apply to take supplemental online courses for up to 50 percent of the student's scheduled course load.
 3. Apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun. An enrolling district may waive the 50 percent course enrollment limit or the 15-day time limit.
 4. Enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.
- C. A student taking a supplemental online course must have the same access to the computer hardware and education software available in a school as all other students in the enrolling district.
- D. A supplemental online course provider must have a current, approved application to be listed by MDE as an approved provider. The supplemental online course provider must:
 1. Use an application form specified by MDE.
 2. Notify the student, the student's guardian if they are age 17 or younger, and enrolling district of the accepted application to take a supplemental online course within ten days of receiving a completed application.
 3. Notify the enrolling district of the course title, credits to be awarded, and the start date of the online course. A supplemental online course provider must make the online course syllabus available to the enrolling district.

4. Request applicable academic support information for the student, including a copy of the IEP, EL support plan, or 504 plan
 5. Track student attendance and monitor academic progress and communicate with the student, the student's guardian if they are age 17 or younger, and the enrolling district's designated online learning liaison.
- E. A supplemental online course provider may limit enrollment if the provider's school board or board of directors adopts by resolution specific standards for accepting and rejecting students' applications. The provisions may not discriminate against any protected class or students with disabilities.
- F. A supplemental online course provider may request that MDE review an enrolling district's written decision to not accept a student's supplemental online course application. The student may participate in the supplemental online course while the application is under review. Decisions shall be final and binding for both the enrolling district and the supplemental online course provider.
- G. A supplemental online course provider must participate in continuous improvement cycles with MDE.

VI. ENROLLING DISTRICT

- A. An enrolling district may not restrict or prevent a student from applying to take supplemental online courses.
- B. An enrolling district may request an online course syllabus to review whether the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district.
- C. Within 15 days after receiving notice of a student applying to take a supplemental online course, the enrolling district must notify the supplemental online course provider whether the student, the student's guardian, and the enrolling district agree that academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district. If the enrolling district does not agree that the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district, then:
1. The enrolling district must provide a written explanation of the district's decision to the student, the student's guardian, and the supplemental online course provider.
 2. The online provider must provide a response to the enrolling district explaining how the course or program meets the graduation requirements of the enrolling district.

- D. An enrolling district may reduce the course schedule of a student taking supplemental online courses in proportion to the number of supplemental online learning courses the student takes.
- E. An enrolling district must appoint an online learning liaison who:
 - 1. Provides information to students and families about supplemental online courses.
 - 2. Provides academic support information including IEPs, EL support plans, and 504 plans to supplemental online providers.
 - 3. Monitors attendance and academic progress, and communicates with supplemental online learning providers, students, families, and enrolling district staff.
- F. An enrolling district must continue to provide support services to students taking supplemental online courses as they would for any other enrolled student including support for English learners, case management of an individualized education program, and meal and nutrition services for eligible students.
- G. An online learning student must receive academic credit for completing the requirements of a supplemental online learning course. If a student completes an online learning course that meets or exceeds a graduation standard or the grade progression requirement at the enrolling district, that standard or requirement is met.
- H. Secondary credits granted to a supplemental online learning student count toward the graduation and credit requirements of the enrolling district. The enrolling district must apply the same graduation requirements to all students, including students taking supplemental online courses.
- I. An enrolling district must provide access to extracurricular activities for students taking supplemental online courses on the same basis as any other enrolled student.

VII. REPORTING

Courses that include blended instruction and online instruction must be reported in the manner determined by the Commissioner of MDE.

Policy 624 Online Instruction

Adopted: 08.14.2023; Statutory Update: INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 120A.21 (Enrollment of a Student in Foster Care)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 124D.03 (Enrollment Options Act)

Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)

Minn. Stat. § 124D.094 (Online Instruction Act)

~~Minn. Stat. Ch. 124E (Charter Schools)~~

Minn. Rules Ch. 8710 (Teacher and Other School Professional Licensing)

Cross-References: MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 620 (Credit for Learning)

Policy 709 STUDENT TRANSPORTATION SAFETY

I. PURPOSE

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

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

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

B. Student School Bus Safety Training

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

5. The district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The district may provide kindergarten students with school bus safety training before the first day of school.
8. The district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training required

- a. The district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - (1) Pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique.
 - (2) Bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.
 - (3) Electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

2. Deadlines

- a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.
- b. Students under subdivision 1, paragraph (b), who are enrolled

during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.

- c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.
- d. The district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.

3. Instruction

- a. The district may provide active transportation safety training through distance learning.
- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
 - 1. School Bus and Bus Stop Rules. The district school bus safety rules are to be posted on every bus. If these rules are broken, the district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the district's transportation office/school office.
 - 2. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road or highway when waiting for the bus.

- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation or horseplay.
- j. No use of alcohol, tobacco or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

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

(2) Secondary (7-12)

- 1st offense: Warning
- 2nd offense: 5 school-day suspension from riding the bus
- 3rd offense: 10 school-day suspension from riding the bus
- 4th offense: 20 school-day suspension from riding the bus/meeting with parent
- 5th offense: Suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the

student's consequences may start over at the first offense.

(3) Other Discipline

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

(4) Records

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

(5) Vandalism/Bus Damage

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

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

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

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

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

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

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

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

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

9. A violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
 - E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
 - F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

- A. Training
 1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

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

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

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

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake

systems to avoid diesel fumes from being drawn into the systems.

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. If a Type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The Type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "Type III school bus" and "Type III Head Start bus" must not be outwardly equipped and identified as a Type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on Type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any Type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any Type III vehicle used to transport students must not load or unload so that a pupil has to cross the road, except where not possible or impractical, then the driver or assistant must escort a pupil

across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any Type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as Type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

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

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a Type III vehicle, described above, under the following conditions:

- a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
- b. The operator's employer, which may include the school district has adopted and implemented a policy that provides for annual training and certification of the operator in.
 - (1) Safe operation of a type III vehicle.
 - (2) Understanding student behavior, including issues relating to students with disabilities.
 - (3) Encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately.
 - (4) Knowing and understanding relevant laws, rules of the road, and local school bus safety policies.
 - (5) Handling emergency situations.
 - (6) Proper use of seat belts and child safety restraints.
 - (7) Performance of pretrip vehicle inspections.
 - (8) Safe loading and unloading of students, including, but not limited to:
 - (a) Utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions.
 - (b) Refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane.
 - (c) Avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location.
 - (d) Placing the type III vehicle in "park" during loading and unloading.
 - (e) Escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile., and
 - (9) Compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statutes section 144.057 or Minnesota Statutes chapter 245C for day care

- employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
 - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes 609.02, of violating Minnesota Statutes section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statutes chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.
 3. An employee of the school district who is not employed for the sole

purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

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

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

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

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district’s school transportation safety director. The school transportation safety director shall have

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

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

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

Policy 709 Student Transportation Safety

Adopted: Unknown; Updated: 05.2013, 07.2013, 12.2014; Substantive Updates: 10.24.2022, 07.10.2023, INSERT DATE HERE

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16 and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subds. 2 and 3 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)

Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subd 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of a School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

TO: Dr. Matt Hillmann, Superintendent
FROM: Val Mertesdorf, Director of Finance *VM*
DATE: August 12, 2024
RE: Board Approval of Financial Reports – March 2024

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of March 2024.

Bills totaling \$1,938,999.37 were paid in March 2024.

Payroll checks totaling \$3,666,682.58 were issued in March 2024.

No bond payments were paid in March 2024.

At the end of March 2024 Total Cash and Investments amounted to \$22,082,472.04.
Wire transfers initiated by the district during March 2024:

\$500,000.00 From Frandsen General to Frandsen Sweep

\$300,000.00 From Frandsen Sweep to Frandsen General

The following financial reports for March 2024 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

March 2024 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	2,155,037.03	6,557,787.32	4,346,236.74	(925,221.24)	3,441,366.37 *
FOOD SERVICE	969,471.79	257,529.95	276,684.71	4,234.56	954,551.59
COMMUNITY ED	666,553.60	311,421.14	326,409.93	(1,462.44)	650,102.37
CONSTRUCTION ACCOUNT	23,346.88	25,008.93	-	-	48,355.81
DEBT SERVICE	2,033,967.93	-	4,500.00	-	2,029,467.93
SELF INSURANCE	2,798,015.63	116,988.84	651,850.57	928,929.31	3,192,083.21
TOTALS	8,646,392.86	7,268,736.18	5,605,681.95	6,480.19	10,315,927.28
GENERAL FUND INVESTMENT	11,766,544.76	-	-	-	11,766,544.76 *
CONSTRUCTION INVESTMENT	-	-	-	-	-
	11,766,544.76	-	-	-	11,766,544.76
GRAND TOTALS	20,412,937.62	7,268,736.18	5,605,681.95	6,480.19	22,082,472.04

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

March 2024

Disbursements:

Bills Paid:

General Fund	\$ 1,100,019.05	
Food Service Fund	140,012.03	
Community Services Fund	42,617.72	
Construction Fund	-	
Trust & Agency Fund	4,500.00	
Self Insurance Fund	<u>651,850.57</u>	
Total Bills Paid		1,938,999.37

Payroll:

General Fund	3,246,217.69	
Food Service Fund	136,672.68	
Community Services Fund	283,792.21	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,666,682.58

Bond Payments:

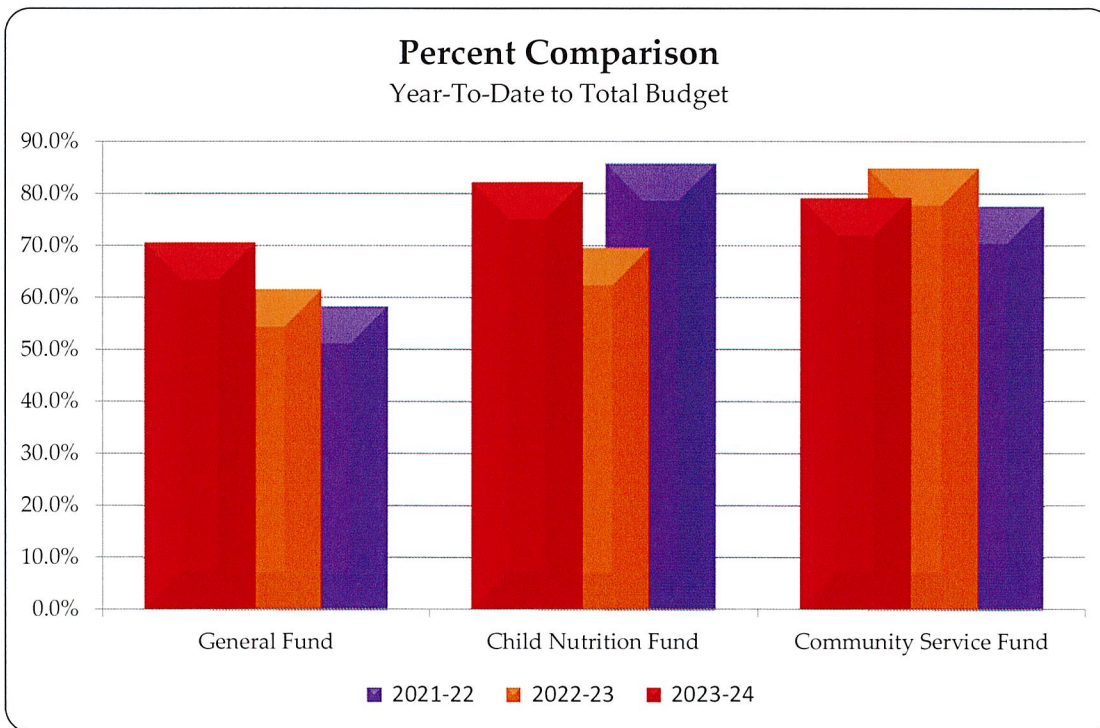
Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$5,605,681.95</u></u>



STATEMENT OF REVENUES

For the month ended March 31, 2024

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2023-24	2022-23	2021-22
General Fund					
Property Taxes	\$ 6,484,682	\$ 15,232,888	42.6%	42.3%	42.7%
State Sources	31,187,884	43,981,234	70.9%	67.7%	65.8%
Federal Sources	3,732,685	1,724,951	216.4%	47.6%	17.6%
Local Sources	2,866,537	1,824,435	157.1%	141.4%	92.3%
Total	\$ 44,271,788	\$ 62,763,508	70.5%	61.6%	58.3%
Child Nutrition Fund	\$ 1,978,592	\$ 2,407,584	82.2%	69.6%	85.7%
Community Service Fund	2,637,738	3,333,364	79.1%	85.0%	77.5%
Debt Service Fund	4,054,268	6,301,210	64.3%	60.8%	62.7%
Internal Service Fund	7,115,502	11,396,574	62.4%	64.4%	86.3%
Total All Funds	\$ 60,057,888	\$ 86,202,240	69.7%	63.0%	67.1%

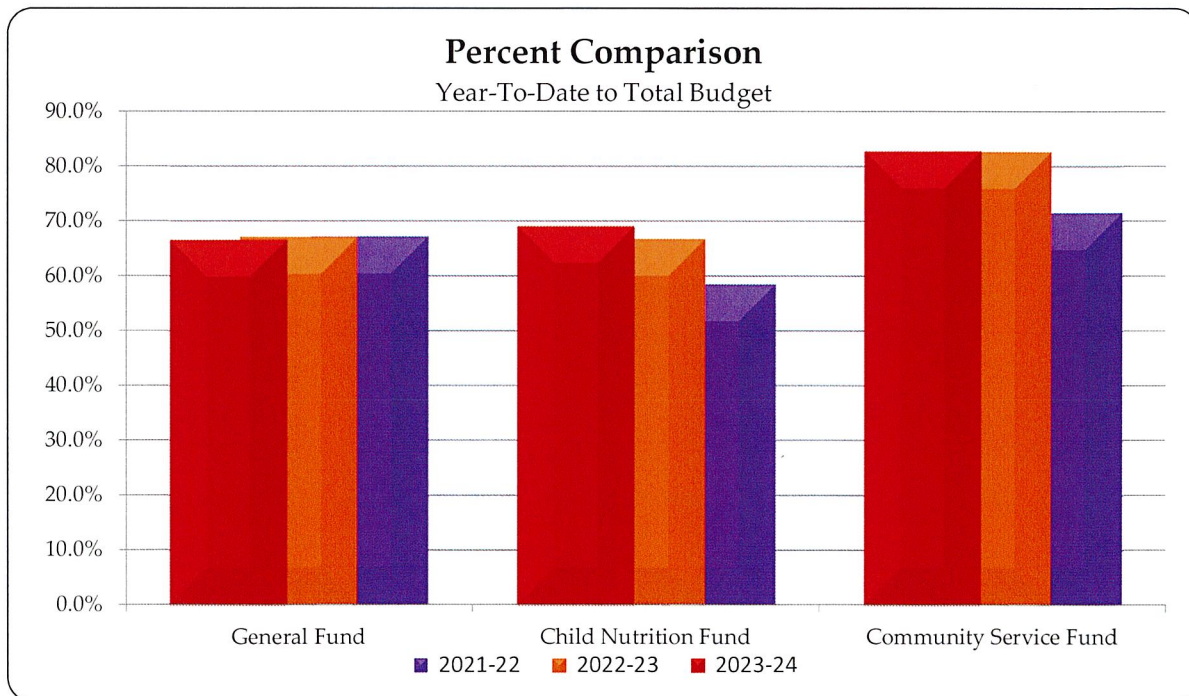




STATEMENT OF EXPENDITURES

For the month ended March 31, 2024

Fund	Year- To-Date	Budget	YTD as % of Budget		
			2023-24	2022-23	2021-22
General Fund					
Salaries	\$ 23,195,572	\$ 35,789,922	64.8%	64.3%	64.1%
Benefits	9,192,723	14,149,541	65.0%	66.5%	59.9%
Purchased Services	5,290,605	6,655,848	79.5%	70.9%	84.2%
Supplies & Materials	2,009,395	2,849,203	70.5%	81.0%	105.8%
Capital Expenditures	1,671,685	2,365,978	70.7%	80.3%	79.5%
Other Expenses	150,631	496,127	30.4%	71.7%	30.9%
Total General Fund	\$ 41,510,611	\$ 62,306,619	66.6%	67.1%	67.1%
Child Nutrition Fund	\$ 1,827,998	\$ 2,645,006	69.1%	66.8%	58.5%
Community Service Fund	2,866,404	3,463,457	82.8%	82.7%	71.5%
Debt Service Fund	5,912,459	5,912,409	100.0%	100.0%	100.0%
Internal Service Fund	8,222,256	11,094,171	74.1%	67.6%	84.5%
Total All Funds	\$ 60,339,728	\$ 85,421,662	70.6%	71.4%	71.4%



NORTHFIELD COMMUNITY EDUCATION

FALL 2024

BROCHURE INSTRUCTORS

Aaron Strawn	Pamela Bennewitz
Above and Beyond CDL Driving Academy	Peter Gittins
Aiden Gittins	Sam Gire
Alicia Midgley	Scott Stanina
Amy Storch	Shahar Fearing
Barbara Krause	
Brent Yule	Sports Unlimited
Bridget Draxler	Steve Hatle
Carey Tinkelenberg	Storybook Theatre
Christopher Kauffeld	Sue McKinley
Cody Rodewald	Susan Shirk
Cornerstone on the Vermillion	Tammy Hall-Benson
Cozy Wittman	Tech Academy
Craig Coffman	Thomas J Austin
Cynthia Gilbertson	Vickie Tyler
Darrell Sawyer	Vincent Garcia
Debra Miller	Youth Enrichment League
Dee O'Connor Peterson	
Dina Fesler	
Doug Bengtson	
Erin Updike	
Golf Squad	
Heidi Streiff	
Isaiah Michale Ramos	
Jacqui Dorsey	
Jill Davenport	
Kate Langlais	
Kevin Dahle	
Brent Yule	
Kristen Madaus	
Kristi Lynne Huettl	
Kristin Oberlander	
LaVergne Adelman	
Lori Hameister	
Mary Zelmer	
Megan Culhane	
Michael Detjen	
Northfield Hiliners Booster Club	
Northfield USBC Association	

To: Northfield Public School Board of Education Members
From: Claudia Gonzalez-George, Board Chair
Date: August 12, 2024
Re: Superintendent Contract Provisions for the 2024-25 Contract Year

2024-25 Contract Provisions

Under the current employment contract with Superintendent Hillmann, each year the board sets the salary and benefits for the current contract year.

The summary of Dr. Hillmann's annual performance appraisal was presented at the July 8, 2024 Regular School Board meeting. I reported on his excellent performance as rated by board members in the annual Superintendent Evaluation process. He earned an overall score of 4.92 on a 5-point scale. While the academic year 2023-2024 gave Dr. Hillmann many areas to highlight his strengths as an excellent district leader, thoughtful communicator, engaged administrator in the district and in St. Paul, involved community member, and terrific educator, one of the biggest goals he had on his plate this year was presenting to the board information regarding the facilities update to the high school such that the board could cast a vote on their desired path. This task is now leading the educational campaign by facilitating tours of the high school, engaging with groups via presentations, and being present at city-wide events to pass out information and answer questions from the public.

I recommend a compensation package increase of \$11,962 for the 2024-2025 contract year. This increase values Dr. Hillmann's incredible leadership in our district and provides a competitive salary and benefits package. The package will include:

- A salary increase of \$8,000 or 4.22%.
- An increase in the district's contribution towards health insurance premiums that match the increase in the NEA agreement.
- \$250 increase to 403(b) matching plan.
- Language changes to match other contracts
 - Paid family leave
 - Paid holiday - Juneteenth replacing Good Friday

We as a board, district, and a community continue to appreciate Dr. Hillmann's leadership style. He is someone who includes others, has open respectful dialogue with stakeholders, and is open to feedback and improvement. As a community we are in good hands and understand that not every community has the education staff, district personnel, and board leadership that make Northfield Public Schools a desirable school district. The school board is grateful for Dr. Hillmann's excellent performance.

**2025-2028 CONTRACT
BETWEEN
INDEPENDENT SCHOOL DISTRICT 659, NORTHFIELD, MINNESOTA
AND
SUPERINTENDENT OF SCHOOLS**

The School Board of Northfield School District 659, Northfield Minnesota (School District) enters into this contract with Matthew J. Hillmann (Superintendent), a legally qualified and licensed superintendent, who agrees to perform the duties of Superintendent of Schools of the School District.

The School District and the Superintendent agree as follows:

I. Applicable Statute:

This contract is entered into between the School District and the Superintendent in conformance with Minnesota Statutes 123b.143, Subd.1.

II. Licensure:

The Superintendent shall furnish throughout the life of this contract a valid and appropriate license to act as Superintendent in the State of Minnesota as provided by applicable state laws, rules and regulations.

III. Duration, Expiration, Termination and Mutual Consent:

A. Duration.

This contract is for a term of three years commencing July 1, 2025, and ending June 30, 2028. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent, or unless terminated as provided herein.

B. Subsequent Contract:

1. **Notice by Superintendent.** The notice provisions of this contract shall obligate the School Board only if no later than September 1 immediately prior to the expiration of this contract the Superintendent provides written notice to each member of the School Board calling to the attention of members of the School Board the notice requirements as contained in this section of the Superintendent's contract; provided that if the Superintendent provides this notice after September 1, the November 1 and December 31 deadlines in subparagraphs 2 and 5 shall be extended by the same number of days that the Superintendent's notice is delayed beyond September 1.
2. **Preliminary Notice – School Board.** In the event the School Board is contemplating not offering the Superintendent a subsequent contract, the School Board shall give preliminary written notice of such intent not to offer a subsequent contract no later than September 1 immediately preceding the date of expiration of this contract.

3. **Request for Meeting.** Within ten calendar (10) days after receipt of an intent not to renew as provided in Paragraph 2 hereof, the Superintendent may request, in writing, a meeting with the School Board to discuss its intentions, the reasons therefore, and ways in which any concerns of the School Board might be addressed by the parties.
 4. **Meeting Between the Parties.** Upon receipt of such request, the School Board shall within fifteen (15) calendar days hold a meeting with the Superintendent.
 5. **Final Action – School Board.** The School Board shall delay taking final action on a subsequent contract for at least seven (7) calendar days after the meeting between the parties. However, the School Board shall take final action on a subsequent contract no later than October 31 and shall notify the Superintendent of such action in writing.
 6. **Effect.** The timeline provided herein is intended to provide both the School Board and the Superintendent with an appropriate process to address the subsequent contract issue and is intended to bind both parties unless the parties mutually agree to extend the timeline in writing. The timeline provided herein may be extended by written agreement between the School Board Chair and the Superintendent. In such event, the School Board Chair shall confer with and notify School Board members, in writing, of such extension.
- C. **Expiration.** This contract shall expire at the end of the term specified in Paragraph A hereof. At the conclusion of its term, neither party shall have any further claim against the other, and the School District’s employment of the Superintendent shall cease, unless a subsequent contract is entered into in accordance with Minnesota Statutes 123B.143, Subd. 1.
- D. **Termination During the Term.** The Superintendent’s employment may be terminated during the term of this contract only for cause as defined in Minnesota Statutes 122A.40 Subds. 9 or 13. Except for purposes of describing grounds for discharge, the provisions of Minnesota Statutes 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the contract term for cause as described in Minnesota Statutes 122A.40 Subds 9 or 13, it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing within fifteen (15) calendar days after receipt of the written notice of proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS Rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided herein within a fifteen (15) calendar day period, it shall be deemed acquiescence by the Superintendent to the School Board’s proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

E. **Mutual Consent.** This contract may be terminated at any time by the parties by mutual consent.

IV. **Duties.** The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School Board; shall direct and assign teachers and other employees of the schools under the Superintendent's supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall from time to time suggest policies, regulations, rules and duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules and procedures established by the School Board and the Minnesota Department of Education. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees and provide administrative recommendations on each item of business considered by each of these groups.

V. **Duty Year and Leaves.**

A. **Basic Work Year.** The Superintendent's duty year shall be for the entire 12-month contract year as provided herein and the Superintendent shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy. For purposes of computing a per diem salary, the Superintendent's annual salary shall be divided by 260.

B. **Vacation.** The Superintendent shall be entitled to twenty-five (25) days of paid vacation for each year. The Board encourages the Superintendent to use his vacation time. Each year's vacation shall be taken during the contract year or within twelve months following the end of the contract year. If the Superintendent is unable to use his accrued vacation days within the twelve months following the end of the contract year, up to five (5) days of unused vacation that would otherwise be lost will be reimbursed to the Superintendent as contribution towards a 403(b). If, during his last year of employment with the School District, the School Board wishes to have the Superintendent work to the end of the contract year, the School Board shall pay the Superintendent at the end of that year an amount equal to the salary for the number of accumulated vacation days. There will be no reimbursement for unused vacation days if the Superintendent is released from this contract.

C. **Holidays.** The Superintendent is entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, , and Juneteenth. If the approved school calendar precludes the use of any of these days as holiday, an alternate day(s) shall be determined by the Superintendent subject to approval by the School Board.

D. **Sick Leave.** At the beginning of each subsequent year of employment, the Superintendent will be credited with thirteen (13) days of sick leave, accumulative to a maximum of 247 days. Sick leave for the Superintendent will be administered in accordance with the policy for such leaves affecting the administrative staff.

- E. Emergency Leave.** The Superintendent may be granted paid emergency leave at the discretion of the School Board. Unless the School Board directs otherwise, the Board Chairperson may grant the leave on behalf of the Board.
- F. Professional Leave.** The Board recognizes the importance of encouraging the Superintendent to attend or participate in educational conferences or meetings as a necessary part of professional growth. The Superintendent is encouraged, with the consent of the School Board, to attend appropriate professional meetings at the local, state and national level, the expenses of such attendance to be paid by the district. The Board expects the Superintendent to continue his professional development on an annual basis and expects him to participate in relevant learning experiences consistent with the budget adopted by the Board. The Superintendent shall file an itemized expense statement with the Finance Office of the District, to be processed as provided by law. The Superintendent shall from time to time advise and report to the Board on the meetings and conferences he will be attending or has attended.
- G. Disability.** If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all accumulated sick leave, the School District shall provide additional paid sick leave until the expiration of the waiting period for long-term disability insurance.
- H. Medical Leave.**
1. The Superintendent and School District agree to incorporate by reference and be bound by the provisions of Minnesota Statutes 122A.40, Subd. 12 relating to suspension and leave of absence for health reasons.
 2. If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all sick leave credit available or has become eligible for long-term disability compensation and has not been suspended or placed on leave of absence pursuant to Minnesota Statute 122A.40 Subd. 12, the Superintendent shall, upon request, be granted a medical leave of absence, without pay, up to one year in duration. The School Board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated time at which the Superintendent is expected to be able to resume normal responsibilities. The Superintendent when on medical leave of absence is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but the Superintendent shall pay the entire premium for such programs as the Superintendent wishes to retain commencing with the beginning of the leave. If the medical leave of at least one full year is granted pursuant to this section, the Superintendent voluntarily waives any right to a leave of absence to which the Superintendent might otherwise be entitled pursuant to Minnesota Statute 122A.40, Subd. 12.
- I. Judicial Leave.** If the Superintendent is called to serve on jury duty, or subpoenaed to appear as a witness (not a defendant) in a criminal court case, Northfield Public Schools will make up the difference between the Superintendent's basic salary and the fees (but not reimbursed expenses) received by the employee. The Superintendent shall submit to the Finance Office an itemized certification of fees and expenses for judicial duty.
- J. Child Care Leave/Adoption Leave**

Child care leaves under this section include maternity leave, parental leave and adoption leave. Child care leaves shall be processed under the Federal Family and Medical Leave Act (FMLA) for those employee's that meet the current eligibility requirements of FMLA as outlined in Policy 410 and Policy 448. Child care leaves for those employees that do not meet the current eligibility requirements of FMLA shall be processed under the District Disability After Childbirth Policy – Policy 411.

A. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and/or provide parental care for a child or children of the employee for an extended period of time.

B. An employee making application for child care leave shall inform the District in writing with intention to take the leave as soon as possible and at least one calendar month before commencement of the intended leave, except in unusual circumstances. The district and the employee will attempt to work out a satisfactory plan for the leave.

C. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a medical certification indicating the expected date of the delivery.

D. Sick leave under Section 3.02 and long-term disability insurance under Article IV, Section 4.06, is available for the disabilities of pregnancy prior to the commencement of the child care leave. Such use of sick leave days shall run concurrently with parental leave days under paragraph I.

E. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, unless otherwise agreed, be required to:

(1) Grant any leave more than six (6) months in length or to the beginning of the school year following such six (6) month period.

F. Failure of the employee to return pursuant to the date determined under this Section shall constitute the failure to work without first securing a release which is a ground for immediate discharge unless the school district and the employee mutually agree to an extension in the leave.

G. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave.

H. Up to twenty (20) days leave allowance may be used for adoption purposes such as preparation and legal reasons, necessary travel, and initial adjustment.

I. Up to ten (10) days parental leave may be used within 30 days of the birth of a child, the days used to be deducted from sick leave. Employees that qualify for maternity leave are not eligible for these parental leave days.

J. Time off during the leave period shall not count toward a step

advancement on the wage schedule. However, employees will be advanced a step if they worked more than one-half of the duty days in their work year.

Section 3.08 – Religious Observance Leave

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to the superintendent, in writing, at least three (3) days prior to such absence.

VI. Insurance.

A. Health and Hospitalization Insurance. The School Board shall provide the Superintendent and his dependents with coverage through the District health and hospitalization insurance plan. The School Board will contribute the amount received by teachers in the District's Master Agreement with the Northfield Education Association for single or family health and hospitalization insurance.

B. Retirement Insurance Provision. If the Superintendent retires upon attaining age fifty-five (55) or thereafter, he may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by law. The Superintendent may continue participation in the district's group term life insurance plan according to provisions of section D at the Superintendent's own expense until the Superintendent is eligible for Medicare. The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for nine (9) years from the date of retirement. Coverage will be available to a retired Superintendent who has group medical insurance available to him/her from another employer; however, such other employer's coverage shall be considered primary.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611

C. Dental Insurance. The employer shall provide the superintendent and his dependents with coverage through the District dental insurance plan. The School Board will

contribute the amount received by teachers in the District's Master Agreement with the Northfield Education Association for single or family dental insurance.

- D. **Life Insurance.** The School Board shall provide and pay the cost of a group term life insurance plan providing \$225,000.00 as the amount of coverage for the Superintendent, payable to the Superintendent's designated beneficiary. The Superintendent may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the Superintendent through payroll deduction.
- E. **Long-Term Disability Insurance.** The Board shall pay the full premium for long-term disability insurance for the Superintendent. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings. Benefit payments shall continue in accordance with federal regulations.

Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the Superintendent's basic annual earnings.

The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, the Superintendent may continue in the district's group insurance plans at his expense while receiving long-term disability insurance benefits.

- F. **Claims Against the School District.** The parties agree that the eligibility of any person for insurance benefits shall be governed by the terms of the insurance policies purchased by the School Board pursuant to this section. It is further understood that the School Board's obligation is to purchase the insurance policies and pay such amounts as agreed to herein and no claims shall be made against the School Board as a result of a denial of insurance benefits under said policies by an insurance carrier.

VII. **Other Benefits.**

- A. **Tax Sheltered Contributions.** The Superintendent shall be eligible to participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District shall contribute up to \$15,250 annually to the Superintendent's tax sheltered annuity, as allowed under Minnesota Statute and eligibility with 403(b) contribution limits as matched by the Superintendent.
- B. **Automobile.** The School District shall provide the Superintendent with a monthly taxable allowance of \$500 for business use of the Superintendent's private automobile, pursuant to Minnesota Statutes 471.665, Subd. 3.
- C. **Conferences and Meetings.** The School District shall pay all legally valid expenses and fees for the Superintendent's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the School Board Chair. The Superintendent shall periodically report to the School Board relative to meetings and conferences attended. The Superintendent shall file itemized expense statements to be processed and approved as provided by law.

VIII. Salary.

- A. Salary.** The Superintendent shall be paid an annual salary determined by the School Board. The annual salary will be set by the School Board based upon its evaluation of the Superintendent's performance. The Superintendent shall continue to be paid the salary from the previous school year until the School Board determines the salary for subsequent school years. The Superintendent shall devote, with due diligence, full time efforts to the affairs and activities of the School District. The annual salary may be modified, but shall not be reduced, during the term of this contract.
- B. Other Compensation.** The School District shall continue to pay \$2,889.00 to the Superintendent as a payment in lieu of insurance contributions which was the result of a reduction in benefits through previous contract negotiations. This amount is ineligible for TRA contributions.

IX. Other Provisions.

- A. Outside Activities.** While the Superintendent shall devote full time and due diligence to the affairs and activities of the School District, the Superintendent may serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if such activities do not impede the Superintendent's ability to perform the duties of the Superintendent. The superintendent shall not engage in other employment, consultant service or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.
- B. Indemnification and Provision of Counsel.** In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with the Superintendent's employment, and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District herein shall be subject to the limitations as provided in Minnesota Statutes, Chapter 466.
- C. Dues.** The Superintendent is encouraged to belong to and participate in appropriate professional educational and civic organizations where such membership will serve the best interests of the School District. Accordingly, the School District will pay such membership dues for organizations as are required, directed or permitted, by the School Board Chair. The Superintendent shall present appropriate statements for approval as provided by law.
- D. Severance Plan.** When the Superintendent has completed six (6) years of full time continuous service under this employment agreement, or combined with other administrative positions within the district as identified in the Principals Association Master Agreement and/or Non-Union Administrators-Director or Non-Union Administrator -Cabinet employment agreements, the Superintendent shall be eligible for payment upon separation of employment based on the following.

 - a. Payment shall be equivalent to his basic daily rate of pay times a number of days determined by multiplying eight (8) days times the number of years' employment with the Northfield School District at the time of separation of employment.
 - b. The maximum number of paid days shall be 130 days, and shall not exceed the number of sick leave days accumulated by the Superintendent at the time of separation of employment.

- c. If the Superintendent dies after separation from the School District, but before disbursement of the severance pay has been made, the payment will be made to the Superintendent's named beneficiary.
 - d. Severance pay shall not be granted in the event of discharge by the School District pursuant to Section III, paragraph D herein.
- E. Severability.** If any provision of this contract is held to be invalid by operation of law the remainder of the contract shall not be affected thereby and shall remain in full force and effect.
- F. Vandalism Reimbursement.** The School District shall reimburse the Superintendent for vehicular vandalism, which occurs on school property or in the course of the Superintendent performing his required duties, in an amount up to \$500.00 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

This contract shall be effective only upon signatures of the Superintendent and of the officers of the School Board after authorization for such signatures by the officers is given by the School Board in appropriate action in its minutes.

IN WITNESS WHEREOF, I have subscribed
my signature this 12th day of August, 2024.

IN WITNESS WHEREOF, I have subscribed
my signature this 12th day of August, 2024.

Matthew J. Hillmann, Superintendent

Claudia Gonzalez-George, Chair

Amy Goerwitz, Clerk

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL BOARD ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 659 (Northfield), State of Minnesota as follows:

1. (a) It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.
2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 5th day of November, 2024.
3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.
4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of the ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.
5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.
6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instruction as may be necessary to accommodate an optical scan voting system.

GENERAL ELECTION BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 659
NORTHFIELD PUBLIC SCHOOLS
November 5, 2024

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this:



**SCHOOL BOARD MEMBER – 4 YEAR TERM
VOTE FOR UP TO FOUR**

- Candidate A
- Candidate B
- Candidate C
- Candidate D
- _____ Write in, if any
- _____ Write in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter or credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and tenth day following the general election.

10. The School District Clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02 available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Dated: August 12, 2024

Amy Goerwitz, School Board Clerk

Policy 441 USE OF TECHNOLOGY AND TELECOMMUNICATIONS SYSTEMS BY EMPLOYEES

I. PURPOSE

The Northfield School District provides technology and telecommunications resources for district employees to support the educational and operational mission of the district. Access to and use of technology resources for students and employees is a fundamental part of the school day. This policy covers district employee use of all technology and telecommunications resources in the district. The purpose of this policy is to govern and guide the appropriate use of these resources.

II. GENERAL STATEMENT OF POLICY

The district provides technology and devices to employees in order to support quality education, information and communication systems. It is the expectation that staff will use these technologies for meaningful educational activities that support the curriculum and district operations needs, as well as provide strong guidance and supervision toward appropriate student use.

III. EMPLOYEE EXPECTATIONS FOR TECHNOLOGY USE

1. Each employee shall act responsibly when utilizing technology resources.
 - a. The use of the district technology services and devices is a privilege, not a right. Employees may occasionally access district technology services and devices for personal use as long as it does not interfere with the employee's job duties and performance. Employees will use electronic information resources in compliance with all existing policies.
 - b. Devices issued to a district employee will be used by the employee only. If an employee is using a shared device, they must use their own unique credentials and user profiles. The Director of Technology Services or their designee may make exceptions.
 - c. Employees will not:
 - Use district technology resources to access student, guardian, or staff data that is not needed to carry out their role for the district.
 - Use the district technology resources to access, display, store, upload, download, distribute or print pornographic, obscene or sexually explicit materials.
 - Use the district technology resources to access, display, store, upload, download, distribute or print materials that advocate violence, harassment or discrimination or are disruptive in any way.
 - Send abusive, intimidating, harassing, or unwanted material, such as advertising, causing the work of others to be disrupted.
 - Use the district technology resources to vandalize, damage or disable the property of another person, will not make deliberate attempts to degrade, vandalize or disrupt equipment, software, or system performance, will not violate the network's security in any way, and will not use the district technology and devices in any way so as to disrupt the use of the system by other users.
 - Use the district technology resources to gain unauthorized access to resources, passwords, accounts, information or files without direct permission from a network authority.
 - Use district technology resources to violate copyright laws, download or pirate software or plagiarize information.

- Mishandle devices in a way that will cause damage to the device. Multiple occurrences may result in the employee's financial responsibility for repair or replacement.
 - Send or forward unnecessary or frivolous emails or messages in any quantity to other users of the district email system. Transmission of chain letters and pyramid schemes is strictly prohibited.
 - Use district technology resources for commercial purposes, political lobbying or solicitation of any kind.
 - Use non-district equipment to access the district wired, password-protected wireless networks, or district accounts without explicit permission of the director of technology services or their designee. This does not apply to district systems for which users have their own username and password.
 - Use district technology resources to communicate under a false name or designation or a name or designation they are not authorized to use, including instances in conjunction with representing that they are somehow acting on behalf of or under the auspices of the district.
 - Use the name "Northfield Public Schools" in any form or use any symbol or logo or graphic used by the district without the district's prior consent.
2. Each employee shall respect copyright and other intellectual property rights.
- a. Copying of data and files belonging to others will be considered a violation of district policies, a violation of law, and may constitute fraud, plagiarism or theft.
 - b. Software licensed by the district must only be used in accordance with applicable license specifications and agreements. Illegal copying and/or installing of software on district or personal computers is strictly prohibited.
 - c. Modifying or damaging information without authorization including but not limited to altering data, introducing viruses or damaging files or data is unethical and a violation of district policies.
3. Each employee shall abide by security restrictions on all systems and information.
- a. The district establishes data security classifications, implements procedural and electronic security controls, and maintains records regarding assigned security authorization. Data security measures apply to all users of technology services and devices.
 - b. Access to technology services and devices is controlled by the use of unique credentials (usernames and passwords). Unique credentials are assigned to specific users and each user is accountable for all actions occurring under their access credentials.
 - c. Users shall not allow anyone else to use their credentials to access technology services and devices. District technology staff and administrators in line with their duties and responsibilities can request access to credentials at any time
 - d. Users shall not leave their user accounts logged in on unattended district technology services and devices.
 - e. Users shall not store credentials where others may access them. Users who suspect their account has been compromised must report it to the technology services and change their password as soon as possible.
 - f. Attempting to evade or disable desktop security systems, or other security precautions, or assisting others in doing so threatens work, privacy, and the integrity of district information, and is a serious violation of district policy.

- g. Users must immediately report to Technology Services (i.e. within 24 hours if possible) when they believe that a digital technology under their control has been lost, stolen, compromised, or significantly damaged.
 - h. All acquisitions whether by purchase or otherwise of digital technologies or digital resources must be approved in advance by the Director of Technology Services or their designee to ensure functionality with district technology and devices. In most cases, users are able to install ~~their own~~ software via district software installation portals.
 - i. Personal software installation is prohibited on district computers. Employees may request an exception to this prohibition when the software will be used in an approved graduate-level course that will be used for a teacher lane change as outlined in the agreement with the Northfield Education Association.
 - j. User accounts will be disabled and users are required to return district-issued digital technology to the district upon unenrollment, unemployment, long long-term leave with the district. The Director of Technology Services or their designee may make exceptions.
4. Each employee shall recognize limitations to privacy and use of electronic communications. Employees and staff do not own district technology and telecommunications equipment or software. The district reserves the right to access user files at any time to protect the integrity of the systems and property of the district.
- a. The district may examine or make copies of files that are suspected of misuse, or that have been corrupted or damaged. Files may be subject to search by law enforcement agencies if files contain information, which may be used as evidence in a court of law.
 - b. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or district policy. The district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with district policies.
 - c. District-owned laptops and mobile devices may be used outside of school except when employees are directed by technology or administrative staff to leave equipment on site.
5. Each employee shall be aware that data and other materials in files maintained on district property may be subject to review, disclosure or discovery under state and federal legislation, including the Minnesota Government Data Practices Act.
- a. The district can and will monitor the online activities of all employees and students, and employ “filtering” protection measures during any use by employees and/or students. The “filtering” measures are intended to block internet sites that contain violent, obscene, pornographic or sexually explicit materials. The district will comply with any and all state and federal requirements around internet filtering for student use. The use of this software does not guarantee that students or staff will not be able to obtain objectionable or pornographic materials over the internet, but the chances have been minimized.
 - b. It is mandatory that staff monitor and supervise student use of the internet and all other technology resources at school to ensure appropriate, educational use.
6. Each employee shall be aware of limitations of district liability. Use of the district system is at the user’s own risk. While the district will take precautions with the

installation of hardware and software in the security of data and systems, there are no foolproof means for absolutely securing all data and systems.

- a. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on district disks, tapes, hard drives, servers, vendor-provided systems, cloud-based services, and/or for delays or changes in or interruptions of service.
 - b. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district network/internet/email system. The district will not be responsible for financial obligations arising through unauthorized use of the district system or the Internet.
7. Each employee shall refrain from text messaging or using electronic mail while driving. In compliance with [Minnesota Statute 169.475](#) Use of Wireless Communications Device, it is the policy of the district to:
- a. Prohibit all text messaging, including electronic mail, by all district employees and encourage contractors to adopt policies that prohibit text messaging while driving. This prohibition includes the time waiting for a traffic signal to change.
 - (1) While driving district owned, leased or rented vehicles.
 - (2) While driving a personally owned vehicle when on official district business.
 - (3) While driving any vehicle, even during off-duty hours, and using electronic equipment supplied by the district.
 - b. Take appropriate disciplinary action for violation of this mandatory ban on texting, up to and including removal from employment.
 - c. Encourage district employees and contractors and their families to refrain from texting, or from engaging in any behavior that distracts attention from driving safely, at any time.

Policy 441 Use of Technology and Telecommunication Systems By Employees

Adopted: 04.13.1998; Updated: 07.19.2001, 05.10.2004, 06.10.2013, 11.24.2014, 07.12.2021, 01.08.2024, INSERT DATE HERE
Renumbered: 03.28.2005

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

Why e-Learning days?

The purpose of e-Learning days is to maintain instructional momentum when Minnesota winter weather disrupts the ability to provide in-person instruction rather than extend the school year later into June.

Note: If a parent **does not** wish to have their student participate in an e-Learning day, they have that option. Please call the attendance line at your school and let them know. That absence will be excused.

When will the district use e-Learning days?

The first full school day cancellation due to winter weather **will not** be replaced with an e-Learning day. The **second** and **subsequent** school closures will be replaced with e-Learning days. In special circumstances, the superintendent may determine not to designate an e-Learning day on a day when there is a full school day cancellation due to weather. If the district closes school after initially identifying a two-hour late start, an e-Learning/online learning day will be implemented using the same parameters as if it were a standard school closure. There is a limit of five (5) e-Learning days for weather-related closures. Because school districts can provide online instruction to their students at their discretion, the board may authorize additional online learning days if necessary.

Staff availability

Teachers, administrators, and other licensed professionals will be available by [email](#), [phone \(via voice mail\)](#), Talking Points, or through the grade-appropriate digital learning space (Schoology, SeeSaw, or Zoom) based on the schedules below. The [staff directory](#) includes all district email addresses and voicemail extensions. Special Education students can expect to be contacted by their case manager to determine how they can support a successful e-Learning/online learning day experience.

Student attendance and activities

Students will be considered in attendance as indicated in the table below. Parents may call the attendance line to notify the school of their student's absence. This absence will follow the same protocols as for an absence when students physically attend school. Student work on e-Learning/online learning days will follow the guidelines in the table below. Not all e-Learning/online learning activities will be graded. Graded activities will be allowed additional time for submission on a case-by-case basis. Students who need additional time because of limited Internet access or other family responsibilities should contact their teacher for an extension.

Building	Student Activity Guidelines
Area Learning Center	Students will receive e-Learning/online learning day instructions from the ALC.
Bridgewater, Greenvale Park, and Spring Creek	<p>Students are marked “present” for the e-Learning/online learning day if they hand in the assigned work. At least one activity must be completed in each curricular area on the e-Learning matrix (linked below). Follow the instructions on the matrix. Teachers are available between 9:00-11:30 a.m. and 1:00-3:00 p.m. to support students and their work. Students may post their work in SeeSaw or Schoology or return it the next school day.</p> <p style="text-align: center;">Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5</p>
Middle School	<p>Northfield Middle School staff will post the day's activities on Schoology before 9:00 am. Students will join their Period 1 class via Zoom at 9:00 am for attendance and to receive instructions about the e-Learning day. Expectations will align with what students would complete within a regular class period. The learning activity will advance the current content being learned in the course. The teacher will explain the maximum time the student should spend on the learning activity. Teachers will be available to assist students with the day's tasks based on the following schedule. For clarity, this schedule is not for required live instruction but for student assistance.</p> <p><u>1st period:</u> 9:00 am-9:45 am (includes the required 15-minute e-Learning day attendance, expectations, and schedule overview.) <u>2nd period:</u> 10:00 am-10:30 am <u>3rd period:</u> 10:45 am- 11:15 am <u>Lunch:</u> 11:15 am-12:15pm <u>4th period:</u> 12:15 pm-12:45 pm <u>5th period:</u> 1:00 pm-1:30 pm <u>6th period:</u> 1:45 pm-2:15 pm <u>7th period:</u> 2:30 pm-3:00 pm</p>
High School	<p>Northfield High School staff will post the day's activities on Schoology before 9:00 am. Students will join their Period 2 class via Zoom at 9:00 am for attendance and to receive instructions about the e-Learning day. Expectations will align with what students would complete within a regular class period. The learning activity will advance the current content being learned in the course. The teacher will explain the maximum time the student should spend on the learning activity. Teachers will be available to assist students with the day's tasks based on the following schedule. For clarity, this</p>

	<p>schedule is not for required live instruction but for student assistance.</p> <p><u>2nd period</u>: 9:00 am-9:45 am (includes the required 15-minute e-Learning day attendance, expectations, and schedule overview.) <u>1st period</u>: 10:00 am-10:30 am <u>3rd period</u>: 10:45 am- 11:15 am <u>Lunch</u>: 11:15 am-12:15pm <u>4th period</u>: 12:15 pm-12:45 pm <u>5th period</u>: 1:00 pm-1:30 pm <u>6th period</u>: 1:45 pm-2:15 pm <u>7th period</u>: 2:30 pm-3:00 pm</p>
Northfield Community Education Center	<p>Adult Basic Education, Early Ventures, and KidVentures are canceled Early Childhood Family Education and Hand-in-Hand Preschool - families will receive e-Learning day instructions from staff.</p>
Big Nine Online	<p>Students will follow the Big Nine Online program schedule.</p>