

**REGULAR SCHOOL BOARD MEETING  
7:00 PM  
TUESDAY, AUGUST 13, 2013  
DISTRICT OFFICE BOARD ROOM**

**OUR VISION  
NO BOUNDARIES TO LEARNING**

**OUR MISSION  
TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR  
PROGRAMS**

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**BOARD MEETING AGENDA**

**PROCEDURAL ITEMS**

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Citizen Comments

**REPORTS**

1. Committee Reports
2. Superintendent Report

**APPROVE AGENDA**

3

**DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES**

**CONSENT AGENDA**

*The consent agenda consists of non-controversial items that the Board adopts routinely without debate. Any single member may remove an item from consent agenda by requesting removal at the time the consent agenda is moved for adoption. The full text of items approved by consent may be found at the conclusion of the agenda.*

- |   |    |
|---|----|
| 1. Personnel                              | 8  |
| 2. Gifts                                  | 9  |
| 3. Fundraiser                             | 10 |
| 4. Non Resident Student Agreements        | 15 |
| 5. Advertising for Fall Play and Football | 16 |
| 6. Oakland Area Learning Center Lease     | 20 |

**DISCUSSION ITEMS**

1. Springsted Survey - Don Lift (7:15-7:45p.m.)
2. Facilities Update - Presenters: Vaughn Dierks and Pat Overum) 7:45-7:55 p.m.

**ACTION ITEMS**

1. Graduation Options 2014 (7:55-8:15 p.m.)  
Administration recommends this motion. *Motion to approve graduation to be on Friday, June 6,*

2014.

2. Transportation - Picking up over the boundary lines (8:15-8:35 p.m.)  
*Motion to approve transportation beyond district boundaries on a case by case basis.*
  3. Fall Musical on Sunday (8:35-8:45 p.m.)  
*Motion to approve two Sunday Performances for the Fall Musical.*
  4. Adult Lunch Prices (8:45-8:55 p.m.) 24  
*Motion to approve lunch prices as presented.*
  5. Policies - Second Reading (8:55-9:00 p.m.) 25  
*Motion to approve policies as presented.*
  6. South Elementary 13-14 Parent-Student Handbook (8:55-9:00 p.m.) 45  
*Motion to approve the South Elementary Parent-Student Handbook as presented.*
- MEETING DATES FOR SCHOOL BOARD and SCHOOL BOARD COMMITTEE MEETINGS** 75

**Upcoming Meetings:**

**Facilities Projects Committee: August 14, 2013 at 3:30 p.m. and August 21, 2013 at 9:00 a.m.**

**Negotiations/Certified August 26, 2013 6:00 p.m**

**Policy: August 27, 2013 - 5:30 p.m.**

**Transportation, September 5, 2013, 7:30a.m.- 8:30 a.m.**

**Curriculum: September 10, 2013, 12:00 p.m.**

**Finance: September 10, 2013, 5:30 p.m.**

**ADDITIONS TO AGENDA**

**ADJOURN**

### Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Vice Chair Eric Minks on the **16th day of July 2013, at 7:00 p.m.** in the District Office Board Room.

#### Roll Call

Members Present: Craig Johnson, Jeremy Miller, Eric Minks, Chuck Nagle, Howard Vaillancourt, and Chad Young.

Member absent: Deb Ulm

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech

#### Citizen Comments

A Parent concerned with a Sunday graduation. A citizen would like to have the district publicize financial information.

### REPORTS

#### Board Reports:

Erick Minks: Attended the Finance Board Committee meeting.

Chuck Nagle: Attended the Finance Board Committee meeting, and the Community Education baseball game

Jeremy Miller: Attended the Finance Board Committee meeting

Superintendent Report: Dr. Espe reported on the completion of the network wireless study, and the result showed where improvements are needed in the district. In addition, the graduation survey has been conducted. The Survey Data will be provided to each of the board members in their weekly update and the board will discuss the data at the August 13, 2013 regular board meeting. Dr. Espe informed the board that she met with Fr. Anderson and one of the topics discussed was graduation on Sunday. Fr. Anderson said he approves of graduation on a Sunday.

### APPROVE AGENDA

Motion by Jeremy Miller and seconded by Howard Vaillancourt, **to approve the agenda** as presented. Motion passed unanimously.

### DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Howard Vaillancourt and seconded by Chad Young, **to approve the June 25, 2013 Regular School Board meeting minutes.** Motion passed unanimously.

## CONSENT AGENDA

*The consent agenda consists of non-controversial items that the Board adopts routinely without debate. Any single member may remove an item from consent agenda by requesting removal at the time the consent agenda is moved for adoption. The full text of items approved by consent may be found at the conclusion of the agenda.*

Motion was made by Howard Vaillancourt and seconded by Craig Johnson, **to approve the consent agenda items:** Gifts, Personnel, Non Resident Student Agreements, Bills, Wire Transfers, and the Treasurers Cash Flow Report. Motion passed unanimously.

## DISCUSSION

### School Finance Enrollment Study Presentation

Dr. James Sheehan and Ann Thomas provided the board with an overview of the enrollment study. The executive summary and the completed report can be read online under the District website meeting access link or in the Superintendent's Office at the District Office.

### Policies - First Readings (Presenter Julia Espe)

- #417 Chemical Use and Abuse
- #509 Enrollment of Non Resident Students
- #806 Crisis Management
- #903 Visitors to School District Buildings and Sites

Each of the policies listed were organized to follow MSBA's policy and the board agreed to pass them onto a 2<sup>nd</sup> reading.

## ACTION ITEMS

### Acceptance of Milk Bid

Motion by Jeremy Miller and seconded by Chuck Nagle, **to approve the milk bid with Dean's company.** Upon roll call the following voted in favor of: Howard Vaillancourt, Chad Young, Eric Minks, Chuck Nagle, Jeremy Miller, and the following voted against the same, Craig Johnson. Motion passed 5:1.

### 2nd Reading - Health & Safety Policy

Motion by Howard Vaillancourt and seconded by Chad Young **to approve the Health & Safety Policy** as presented. Motion passed unanimously.

**PHS 2013-14 Student Handbook**

Motion by Howard Vaillancourt and seconded by Craig Johnson, **to approve the 2013-14 Princeton High School Student Handbook** as presented along with the addition of corrections in the graduation requirements paragraph, and the removal of the graduation date.  
Motion passed unanimously.

**Portables - Lease**

Motion by Craig Johnson and seconded by Chad Young, **to approve the lease for the Portables** as presented. By roll call the following voted in favor of: Craig Johnson, Chad Young, Eric Minks, Jeremy Miller, Howard Vaillancourt, and the following voted against the same, Chuck Nagle. Motion passed 5:1.

**MEETINGS TO BE SET**

**Finance Board Committee Meeting**

Date: Thursday August 1, 2013,  
Time: 7:00 a.m.  
Location: Superintendent's Office

**Activities Board Committee Meeting**

Date: Thursday, August 1, 2013  
Time: 1:00 p.m.  
Location: Superintendent's Office

**Transportation Board Committee Meeting**

Date: Thursday, September 5, 2013,  
Time: 7:00 a.m. (this is a tentative time)  
Location: Superintendent's Office

**ADDITIONS TO AGENDA**

The Regular Board meeting was **adjourned** at 8:30 p.m.

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Deb Ulm, Chair

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Chad Young, Clerk

Recorder: Bridget Sorensen

The **regular meeting of the School Board of District #477** was called to order by Vice Chair Eric Minks on the **16th day of July 2013, at 7:00 p.m.** in the District Office Board Room. Members Present: Craig Johnson, Jeremy Miller, Eric Minks, Chuck Nagle, Howard Vaillancourt, and Chad Young. Member absent: Deb Ulm. Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech.

**Citizen Comments:** A Parent concerned with a Sunday graduation. A citizen would like to have the district publicize financial information.

**Superintendent Report:** Dr. Espe reported on: the completion of the network wireless study, and the result showed where improvements are needed in the district. In addition, the graduation survey has been conducted. The Survey Data will be provided to each of the board members in their weekly update and a discussion will be done at the August 13, 2013 regular board meeting. Dr. Espe informed the board that she had a meeting with Fr. Anderson and one of the topics discussed was graduation on a Sunday. Fr. Anderson said he approves of graduation on a Sunday.

Motion by Jeremy Miller and seconded by Howard Vaillancourt, **to approve the agenda** as presented. Motion passed unanimously.

Motion by Howard Vaillancourt and seconded by Chad Young, **to approve the June 25, 2013 Regular School Board meeting minutes.** Motion passed unanimously.

Motion was made by Howard Vaillancourt and seconded by Craig Johnson, to approve the consent agenda items: Gifts, Personnel, Non Resident Student Agreements, Bills, Wire Transfers, and the Treasurers Cash Flow Report. Motion passed unanimously.

**School Finance Enrollment Study Presentation-** provided the board with an overview of the enrollment study. The executive summary and the completed report can be read online under the District website meeting access link or in the Superintendent's Office at the District Office.

**Policies - First Readings:** #417 Chemical Use and Abuse, #509 Enrollment of Non Resident Students, #806 Crisis Management, #903 Visitors to School District Buildings and Sites. Each of the policies listed were organized to follow MSBA's policy and the board agreed to pass them onto a 2<sup>nd</sup> reading.

Motion by Jeremy Miller and seconded by Chuck Nagle, **to approve the milk bid with Deans company.** Upon roll call the following voted in favor of: Howard Vaillancourt, Chad Young, Eric Minks, Chuck Nagle, Jeremy Miller, and the following voted against the same, Craig Johnson. Motion passed 5:1.

Motion by Howard Vaillancourt and seconded by Chad Young **to approve the Health & Safety Policy** as presented. Motion passed unanimously.

Motion by Howard Vaillancourt and seconded by Craig Johnson, **to approve the 2013-14 Princeton High School Student Handbook** as presented along with the addition of corrections in the graduation requirements paragraph, and the removal of the graduation date. Motion passed unanimously.

Motion by Craig Johnson and seconded by Chad Young, **to approve the lease for the Portables** as presented. By roll call the following voted in favor of: Craig Johnson, Chad Young, Eric Minks, Jeremy Miller, Howard Vaillancourt, and the following voted against the same, Chuck Nagle. Motion passed 5:1.

**Committee Meetings** Finance Meeting, Thursday August 1, 2013, 7am, Supt. Office, Activities Meeting, Thursday, August 1, 2013, 1pm, Supt. Office, Transporting Meeting, Thursday, Sept. 5, 7am, Supt. Office  
No additions to the agenda

**The full details of the meeting are on file in the Superintendent's Office located at the District Office Building (706 1<sup>st</sup> St.), and on the District Web Site at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us).**

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Chair Deb Ulm

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Clerk Chad Young

Recorder: Bridget Sorensen

	A	B	C	D	E	F	G
1	<b>August 13, 2013</b>						
2	<b>Name</b>	<b>Status</b>	<b>Job Title</b>	<b>Group</b>	<b>Replacing</b>	<b>Effective Date</b>	<b>Wage</b>
3	Anderson, Duane	LOA	Social Studies Teacher - HS	PEA	N/A	2013-14 school year	N/A
4	Atkins, Tammy	Assignment Change from SE to HS Transition Program	Paraprofessional	ESA	N/A	2013-14 school year	N/A
5	Baxter, James	LOA	Instrumental/Music Teacher - HS	PEA	N/A	9/9/13 - 10/7/13 (~20 days)	N/A
6	Brannick, Timothy	Assignment Change from EBD at SE to Level III EBD at NE	SPED Teacher - NE	PEA	Karen Franke	2013-14 school year (8/26/13)	N/A
7	Chapman, Craig	New Hire	Assistant Grounds / Route Driver	CUS	Dennis Meyer	8/2/2013	\$12.42/hour (A12, step 0)
8	Clyne, Kimberly	Resignation	Playground / Lunchroom Paraprofessional	ESA	N/A	End of 2012-13 school year (6/6/13)	N/A
9	Franke, Karen	Assignment Change from Level III EBD at NE to EBD at SE	SPED Teacher - SE	PEA	Tim Brannick	2013-14 school year (8/26/13)	N/A
10	Fransen-Huss, Andrea	LOA	1st Grade Teacher - SE	PEA	N/A	8/29/13 (~6 weeks)	N/A
11	Jacobs, Erik	New Hire	Phy Ed Teacher - MS	PEA	Clay Norman	2013-14 school year (8/26/13)	\$34,115 (BA, step 1)
12	Kettelhodt, Alexandra	New Hire	Kindergarten Teacher - SE	PEA	New Position	2013-14 school year (8/26/13)	\$34,981 (BA, step 2)
13	Kirchner, Christopher	Resignation	Boys JV Soccer Coach	PEA	N/A	7/23/2013	N/A
14	Kloncz, Sunday	Resignation	Activities Secretary - MS	SEC	N/A	7/20/2013	N/A
15	Lillquist, Amy	Resignation	Lunch Room Paraprofessional	ESA	N/A	End of 2012-13 school year (6/6/13)	N/A
16	Linden, Tracie	LOA	Kindergarten Teacher - SE	PEA	N/A	~8/26/13 - 11/26/13 (62 days)	N/A
17	Morrow, Patrick	New Hire	Tech Integration	PEA	New Position	2013-14 school year (8/26/13)	\$47,194 (MA, step 6)
18	Neubauer, Jordan	New Hire	Math Teacher - MS	PEA	Ted Brown	2013-14 school year (8/26/13)	\$34,981 (BA, step 2)
19	Ronning, Randy	New Hire	Co-Head Girl's Tennis Coach	PEA	N/A	2013-14 school year season (~8/12/13 - 11/15/13)	\$1652.00 (1/2 of Class C, step 5)
20	Roof, Jean	Increase from 1.0 FTE to 1.03 FTE (5 additional duty days)	SPED Teacher / Work Coordinator - HS	PEA	N/A	2013-14 school year (8/26/13)	N/A
21	Spaulding, Mary	Resignation	1st Grade Teacher - SE	PEA	N/A	8/16/2013	N/A
22	Stencel, Carrie	LOA	5th Grade Teacher - NE	PEA	N/A	9/25/13 - 11/8/13 (~31 days)	N/A
23	Ward, Mary	LOA	Teacher - SE	PEA	N/A	8/27/13 - 9/20/13 (17 days)	N/A
24	Warner, Bruce	Resignation	Paraprofessional	ESA	N/A	8/30/2013	N/A
25	Wogen, Eric	New Hire	2nd Grade Teacher - SE	PEA	John Olinger	2013-14 school year (8/26/13)	\$34,115 (BA, step 1)
26							

Gifts to Princeton Schools

(August 13, 2013)

Item #	School/Program	Amount/Item	Donor	Purpose
1	Middles School 7th Grade student Field Trip to Franconia Park & St Croix Rivery Valley Geology	\$500.00	Franconia Sculpture Park	To assist in defraying costs of field trip for 7th grade students to Franconia Park & St. Croix River Valley Geology.
2				
3				
4				
5				
6				
7				

**COPY**

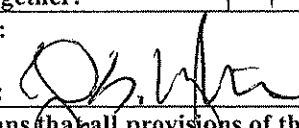
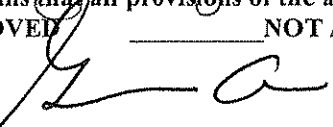

FUNDRAISING APPROVAL FORM

Date of fundraiser: 2013-14 school year		Projected profit: \$1,500	Amount earned:	
Group or organization proposing the fundraiser: Princeton Track			Item(s) being sold: Calendar Ads	
Company/organization supplying items to be sold: Fall/Winter and Spring Sports Calendar				
The money raised will be used for: Equipment and/or other needs beyond our district budget				
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.		<input checked="" type="checkbox"/>	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		NA	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.		NA	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		<input checked="" type="checkbox"/>	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		NA	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		<input checked="" type="checkbox"/>	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		<input checked="" type="checkbox"/>	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.		<input checked="" type="checkbox"/>	
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date:	7/29/13	Teacher/Sponsor Signature:	Tom Ostroff	
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED				
Date:	7/29/13	Administrator Signature:	Carmen Fraas	
Date:	8-1-13	Superintendent Signature:	Julia Espe	
Date:		School Board Chair Signature:		

FUNDRAISING APPROVAL FORM

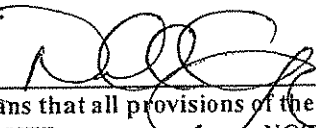
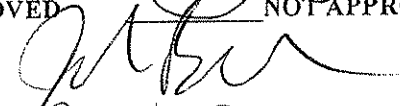

Date of fundraiser: <i>SEPT. 9-23, 13</i>		Projected profit: <i>\$500</i>	Amount earned:	
Group or organization proposing the fundraiser: <i>PRINCETON MUSIC EDUCATION ASSOC (PAND BOOKERS)</i>			Item(s) being sold: <i>COPY BOOKS (LOTTES)</i>	
Company/organization supplying items to be sold: <i>THULIEN + ASSOCIATES</i>				
The money raised will be used for: <i>individual tour accounts</i>				
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:				
			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.		<input checked="" type="checkbox"/>	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		<input checked="" type="checkbox"/>	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.		<input checked="" type="checkbox"/>	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		<input checked="" type="checkbox"/>	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		<input checked="" type="checkbox"/>	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		<input checked="" type="checkbox"/>	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		<input checked="" type="checkbox"/>	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.		<input checked="" type="checkbox"/>	
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date: <i>4/12/13</i>		Teacher/Sponsor Signature: <i>[Signature]</i>		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED				
Date: <i>7-12-13</i>		Administrator Signature: <i>[Signature]</i>		
Date: <i>8-1-13</i>		Superintendent Signature: <i>[Signature]</i>		
Date:		School Board Chair Signature:		

## FUNDRAISING APPROVAL FORM

Date of fundraiser: 10/7/13 - 10/28/13		Projected profit:		Amount earned:	
Group or organization proposing the fundraiser: Cheerleading				Item(s) being sold: cheesecakes	
Company/organization supplying items to be sold: Adrenalize fundraising					
The money raised will be used for: 5% to team account 35% to participant to help off-set fees					
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:					
				Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			N/A	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			X	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			X	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>			X	
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: 7.31.13		Teacher/Sponsor Signature: 			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED					
Date: 8.1.13		Administrator Signature: 			
Date: 8.8.13		Superintendent Signature: 			
Date:		School Board Chair Signature:			

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>6/30/13-1/16/14</i>		Projected profit:		Amount earned:			
Group or organization proposing the fundraiser: <i>Cheerleading</i>				Item(s) being sold: <i>piestrotchie dough</i>			
Company/organization supplying items to be sold: <i>Adrenalize Fundraising</i>							
The money raised will be used for: <i>5% will go to team account. 3% will be used to offset participation fees.</i>							
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.			
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:							
				Yes		No	
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			X			
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			N/A			
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			X			
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			X			
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			X			
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			X			
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			X			
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>			X			
I have reviewed Policy #511 Fundraising and agree to its provisions:							
Date: <i>7-31-13</i>		Teacher/Sponsor Signature: <i>[Signature]</i>					
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction.				APPROVED		NOT APPROVED	
Date: <i>8.1.13</i>		Administrator Signature: <i>[Signature]</i>					
Date: <i>8.8.13</i>		Superintendent Signature: <i>[Signature]</i>					
Date:		School Board Chair Signature:					

Date of fundraiser: <u>Sept 2013</u>		Projected profit: <u>\$ 22,000<sup>00</sup></u>		Amount earned:	
Group or organization proposing the fundraiser: <u>North Elementary</u>				Item(s) being sold: <u>Various Gifts</u>	
Company/organization supplying items to be sold: <u>The Chip Shoppe</u>					
The money raised will be used for: <u>Field Trips</u>					
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:					
				Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			X	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			X	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			X	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>			X	
I have reviewed Policy #511 Fundraising and agree to its provisions.					
Date: <u>8-2-13</u>		Teacher/Sponsor Signature: 			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <u>                    </u> APPROVED <u>                    </u> NOT APPROVED					
Date: <u>8/2/13</u>		Administrator Signature: 			
Date: <u>8.8.13</u>		Superintendent Signature: 			
Date:		School Board Chair Signature:			

Non Resident students and Resident Students Open Enrolled IN/Out  
 School Year 2013-14  
 (as of August 13, 2013)

OE In/Out	Effective	Resident Dist.	Serving Dist.	Grade	Reason
IN	9/3/2013	Elk River	Princeton	2	Moved out of Princeton temporarily.
IN	9/3/2013	Milaca	Princeton	9	Preference is to attend Princeton.
IN	9/3/2013	Milaca	Princeton	6	Preference is to attend Princeton.
IN	9/3/2013	Elk River	Princeton	9	Moved into ER Distr. gave it 1 yr. did not like it there and wants to come back and graduate from Princeton as siblings and parents did.
IN	9/3/2013	Milaca	Princeton	8	Wants to graduate from Princeton.
IN	9/3/2013	Milaca	Princeton	6	Parents like the Athletics & Activities in Princeton vs. Milaca.
IN	9/3/2013	Milaca	Princeton	9	Wants son to be a part of Princeton sports
IN	9/3/13	Milaca	Princeton	1	Moving back to Princeton sometime this year.
IN	9/3/13	Milaca	Princeton	K	Moving back to Princeton sometime this year.
IN	9/3/13	Milaca	Princeton	K	Daycare is in Princeton.
IN	9/3/13	Milaca	Princeton	8	Transportation reasons
OUT	9/3/2013	Princeton	Elk River	7	Academics, moving
OUT	9/3/2013	Princeton	Cambridge-Isanti	K	Location
OUT	9/3/2013	Princeton	Connections Online	8	No reason provided-Survey sent
OUT	9/3/2013	Princeton	St Francis	K	No reason provided-Survey sent



AMERICAN FAMILY INSURANCE PARTICIPATION SHEET

July 31, 2013

Home Team Marketing (HTM) is dedicated to the financial support of high school athletics. It is our mission to maintain the reputation of being the best high school funding mechanism in the United States with the highest respect for the high school sports experience. HTM is currently partnered with more than 6,000 high schools across the country and serves as the official marketing arm for multiple state associations.

Through HTM, American Family Insurance (AFI) is supporting high schools across the country during the 2013-14 school year. Your high school has been selected by an AFI agent to participate in this exciting program during the Fall season. In return, **your school will receive \$800.** Below are the details:

- **FIELD LEVEL SIGNS** – HTM will provide two (2) 8’ x 3’ field level signs to be placed 8-10 yards behind the end zone on each end of the field in the Fall. **These signs are NOT designed to be placed on a fence.**
- **PUBLIC ADDRESS ANNOUNCEMENTS** – HTM will provide your school with a script for a PA announcement, which is approximately 10 seconds. Please read this 2-4 times at all varsity football games.
- **PROGRAM AD** – HTM will provide your school with artwork for a full page ad (8.5” x 11”) to be placed in all fall season game programs. **Please let us know where to send the artwork.**
- **SCHEDULE MAGNETS** – The local AFI agent will attend your first home varsity football game to distribute magnets with your team’s varsity schedule printed on it. Please allow the agent to distribute the magnets near your admission gate(s). **Please send us your schedule for this opportunity!**
- **PAYMENT** – For complying with the above and by sending HTM a picture of the sign as it is displayed on the field, **your school will receive \$800.**

ADDITIONAL DETAILS:

- There is **NO COST** for participating in this program. HTM will produce/ship all materials needed for your school.
- Each school **must** provide HTM with a picture (digital or hard copy) of the field signs as displayed.
- Pictures can be emailed to [pictures@hometeammarketing.com](mailto:pictures@hometeammarketing.com) or mailed to: Home Team Marketing, 812 Huron Rd, Ste. 205, Cleveland, OH 44115.

HTM CONTACT INFO:  
 Danny Chalhoub  
 School Development  
[dchalhoub@hometeammarketing.com](mailto:dchalhoub@hometeammarketing.com)  
 (866)810-2111, ext. 7302  
[www.hometeammarketing.com](http://www.hometeammarketing.com)

AGREEMENT TO PARTICIPATE:  
 Athletic Director (print): \_\_\_\_\_  
 Athletic Director (signature): \_\_\_\_\_  
 High School: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date of 1<sup>st</sup> Home Game: \_\_\_\_\_  
 Print Ad Contact: \_\_\_\_\_

**Please fax completed sheet to 877-612-8374 to participate.**

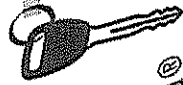
Please include your varsity football schedule!



**NICK DIORIO AGENCY, INC.**

**815-436-7474**

**TEENS SAFE**  
DRIVER PROGRAM<sup>SM</sup>



**AMERICAN FAMILY**  
**INSURANCE<sup>®</sup>**

The Princeton Public Schools Proudly Present

# DAMN YANKEES

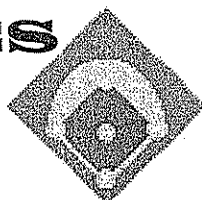
A Baseball Musical for Fans of All Ages

Book by George Abbot and Douglass Wallop

Music by Richard Adler and Jerry Ross

Based on the Novel The Year the Yankees Lost the Pennant by Douglass Wallop

November 6,7,13, 14, & 15, 2009



Mark Potvin, Director

Princeton High School

807 South Eighth Avenue

Princeton, MN 55371

763.389.6092 (Office)

mark.potvin@princeton.k12.mn.us

October 1, 2009

To whom it may concern:

The Princeton High School Activities program is in the midst of producing *Damn Yankees* as its 2009 fall musical. In order to make this program a success, we are dependent upon a local sponsors to help defray production costs. Typically, we ask businesses and individuals to contribute in the form of advertising in the playbill. Contributions can be made at a variety of levels with ad sizes that correspond to the amount donated. The size/cost breakdown is as follows:

- Business Card Size \$50
- ¼ Page \$150
- ½ Page \$250
- Full Page \$500

We are happy to use an advertisement you design or design one for you. Should you choose to have us design your ad, please provide us with your company's logo or the information you wish to include in the playbill. If possible, please e-mail a pdf file, tif file or jpg file of your ad to:

[debbie.jenson@princeton.k12.mn.us](mailto:debbie.jenson@princeton.k12.mn.us)

Checks can be made payable to Princeton High School/ISD 477 and sent to:

Princeton High School  
Attn: 2009 Fall Musical  
807 8th Avenue South  
Princeton, MN 55371

The deadline to submit an ad is Friday, October 23rd. Please direct inquiries to Debbie Jenson (763.389.6002) or Deanne Kampa (763.300.2445). Thank you for your consideration of this request. Your support of the arts in the Princeton community is sincerely appreciated!

Regards,

**Ads**

**as of 7/31/13**

	A	B	C	D	E	F
1	<b>Business</b>	<b>Amount</b>	√	<b>ad</b>	<b>Size</b>	
2	Princeton Insurance	\$150.00	√	x	1/4 page	
3	East Central Electric	\$50.00	√	x	card	
4	RW Builders	\$50.00	√	x	card	
5	Plastic Products	\$50.00	√	x	card	
6	Senior Helpers	\$250.00	√	x	1/2 page	
7	Princeton Used Clothing Center	\$500.00	√		card	
8	Sherburne State Bank	\$150.00	√	x	1/4 page	
9	Edward Jones / Scott Liestman	\$50.00	√	x	card	Add Picture to the ad
10	Dr. Philip J. Lingle, LTD.	\$50.00	√	x	card	
11	New Life Church	\$50.00	√			
12	Dr. James Gibbs	\$50.00	√	x	card	
13	K-Bob Café	\$50.00	√	x	card	
14	Curves	\$50.00	√	x	card	
15	<b>TOTAL</b>	<b>\$1,500.00</b>				
16						Biz card = \$50
17						1/4 page = \$150
18						1/2 page = \$250
19						Full Page = \$500

**LEASE AGREEMENT  
BETWEEN  
INDEPENDENT SCHOOL DISTRICT NO. 477  
AND  
OAK LAND AREA LEARNING CENTER**

THIS LEASE, made and entered on July 1, 2013, by and between Independent School District No. 477, a public corporation under the laws of the State of Minnesota, whose address is 706 1<sup>st</sup> Street, Princeton, Minnesota 55371 ("Lessor") and School Within a School whose address is

Oak Land Area Learning Center  
626C Main St. N.  
Cambridge, Minnesota 55008

"Lessee":

**PREMISES**

The Lessor hereby leases to the Lessee the following described premises:

Princeton Middle School  
1100 4<sup>th</sup> Avenue North  
Princeton, Minnesota 55371

SECT 27 TWP-036 RANG-25 NW of NW – W & SW OF RIVER to Princeton, Mille Lacs County, Minnesota.

The total space to be leased and occupied by the Lessee is that approximately 900 square feet (more or less) of the Princeton Middle School.

**TERM**

The term of this Lease shall begin July 1, 2013, and end on June 30, 2014.

Either party shall have the right to terminate this Lease upon giving not less than sixty (60) days written notice to the other party of its intention to terminate the Lease. Said Lease shall then terminate effective upon the end of the second full month following the month in which said notice is given. Such notice shall be deemed to have been properly given upon being deposited in the United States mail, properly addressed with postage prepaid. In the event of such termination, Lessee shall nevertheless be obligated for any unpaid rent accrued or accruing under Section 3 during the Lessee's occupancy of the leased premises.

In a like manner the lessor shall be obligated to return any advance rent accrued beyond the sixty (60) day written notice should the agreement end prior to the end of the year.

## **RENT**

The total rent under this lease is \$7.29 per square foot for 2013-14. Semi-annual lease payments are required with the first due on or before July 1, and the second due on or before January 1. Total Cost = \$6,561.00.

## **USE OF THE PREMISES**

The premises are to be used for the purposes of educational and instructional use. Lessee shall restrict its use to such purposes, and shall not use or permit the use of premises for any other purpose without consent of Lessor or Lessor's authorized agent.

## **RESTRICTIONS ON USE**

Lessee shall not use the premises in any manner that will increase risks covered by insurance on the premises and result in an increase in the rate of insurance or a cancellation of any insurance policy. Lessee shall not keep, or use, anything prohibited by a policy of fire insurance covering the premises, and shall comply with all requirements on the insurers applicable to the premises necessary to keep in force the fire and liability insurance.

## **WASTE, NUISANCE, OR UNLAWFUL ACTIVITY**

Lessee shall not allow any waste or nuisance on the premises, or use or allow the premises to be used for any unlawful purpose.

## **DELAY IN DELIVERING POSSESSION**

The Lease shall not be rendered void or voidable by the inability of Lessor to deliver possession to Lessee on the date set forth in the Terms, and the Lessor shall not be liable to Lessee for any loss or damage suffered by reason of such a delay. In the event of a delay in delivering possession, the rent for the period of such delay will be deducted from the total rent due under the Lease. No extension of the Lease shall result from a delay in delivering possession.

## **REPAIRS AND MAINTENANCE**

Lessee to provide general cleaning of premises on same schedule and standards as in place throughout the building areas occupied by school district personnel. Any repairs beyond reasonable use and wear shall be repaired by school district personnel by their contractors and billed to the ALC.

## **DELIVERY, ACCEPTANCE, AND SURRENDER OF PREMISES**

Lessor represents that the premises are in fit condition for use by Lessee. Acceptance of the premises by Lessee shall be construed as recognition that the premises are in a good state of repair and in sanitary condition. Lessee shall surrender the premises at the end of the Lease term, or any renewal thereof, in the same condition as when Lessee took possession, allowing for reasonable use and wear, and damage by acts of God, including fires and storms.

## **ENTRY ON PREMISES BY LESSOR**

Lessor reserves the right to enter on the premises at reasonable times to inspect them, perform required maintenance and repairs, or make additions, alterations, or modifications to any part of the building in which the premises are located, and Lessee shall permit Lessor to do so.

## **NONLIABILITY OF LESSOR FOR DAMAGES**

Lessor shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the premises by Lessee, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the Lessee premises during the term of this Lease or any extension thereof. Lessee shall indemnify Lessor from all liability, loss of other damage claims or obligations resulting from any injuries or losses of this nature.

## **LIABILITY INSURANCE**

Lessee shall procure and maintain in force at their expense during the term of this Lease and any extension thereof, public liability insurance. Such coverage shall be the same requirements that Oak Land Area Learning Center has in force for the rest of their premises. The insurance policy shall provide coverage for contingent liability of Lessor and any claims or losses. A certificate of insurance shall be delivered to Lessor for keeping. Lessee shall obtain a written obligation from the insurers to notify Lessor in writing at least 30 days prior to cancellation or refusal to renew any policy. If the insurance policies are not kept in force during the entire term of this Lease or any extension, thereof, Lessor may procure the necessary insurance and pay the premium thereof, and the premium shall be repaid to Lessor as an additional rent installment for the month following the date on which the premiums were paid by Lessor.

Lessee shall also be responsible for insuring its personal property in the leased premises.

**ASSIGNMENT, SUBLEASE, OR LICENSE**

Lessee may not assign this Lease, lease the property to anyone else (sublet), sell this Lease or permit any other person to use the property without the prior written consent of the Lessor. If Lessee does any of these things, Lessor may terminate the Lease. Any assignment or sublease made without Lessor's written consent will not be effective. Lessor permission is good only for that specific assignment or sublease.

**DEFAULT**

Lessee's liability to Lessor for breach of the Lease, Lessee shall be liable for all expenses of the reletting, for the alterations and repairs made, and for the difference between the rent received by Lessor under the new Lease agreement and the rent installments that are due for the same period under this Lease.

LESSORS

Gary Hawkins  
Chair, Oak Land Vocational Advisory Board

Aug. 7, 2013  
(DATE)

LESSEES – Princeton Public Schools

\_\_\_\_\_  
Chair

[Signature]  
Clerk

\_\_\_\_\_  
Date

## **School Nutrition Programs Meal Pricing Requirements for School Year 2013-14**

### **Paid Meals to Students – Minimum Prices**

**Paid lunches:** School food authorities are required each year to evaluate their paid lunch prices for students and determine how much prices must be increased for the next school year. The guidelines for evaluating student lunch prices are provided in the annually updated *Paid Lunch Equity* spreadsheet and related documents on the School Nutrition Programs / Financial Management page of the Minnesota Department of Education (MDE) website.

**Paid breakfasts:** School food authorities should annually review whether paid breakfast prices need to be increased to meet breakfast costs. “Paid lunch equity” calculations do *not* apply to school breakfast.

### **Reduced-price Meals to Students – Maximum Prices**

**Reduced-price lunches:** The maximum reduced-price lunch charge to students continues to be **40 cents**.

**Reduced-price breakfasts:** *State law requires schools that have a school breakfast program to offer breakfasts at no charge to students who qualify for reduced-price breakfasts.* Minn. Stat. § 124D.1158.

State payments provide the 30 cents per reduced-price breakfast to school food authorities that families otherwise would have paid. Breakfasts served at no charge to students who qualify for reduced-price meals must be accurately claimed for program reimbursement as reduced-price breakfasts, not free breakfasts.

### **Meals Served to Adults and Other Non-Reimbursable Meals – Minimum Prices**

School Nutrition Programs funds may not subsidize non-program meals.\* Meals purchased by adults (and other non-reimbursable meals such as second meals) must be priced high enough so that the cost of the meal is fully paid by the customer.

**Minimum Adult Prices: Breakfast: \$1.60 Lunch: \$3.35**

The minimum meal prices for adults are set by the current rate of reimbursement for student free meals, including the value of U.S. Department of Agriculture Foods, rounded up to the nearest five cents.

\* Meals may be provided at no charge only to “program” adults, as defined in the memorandum *Prohibition on Subsidizing Meals for Non-Program Adults* on the School Nutrition Programs / Financial Management page of the MDE website.

**PRINCETON PUBLIC SCHOOLS****CHEMICAL USE AND ABUSE****I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, with the advice of the school board, shall be responsible for ~~to~~ establishing a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

**III. DEFINITIONS**

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.

- B. “Chemicals” includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on 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 school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### IV. STUDENTS

##### A. Instruction

1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
2. Each school shall have age-appropriate, developmentally based activities that:
  - a. address the consequences of violence and the illegal use of drugs, as appropriate;
  - b. promote a sense of individual responsibility;
  - c. teach students that most people do not illegally use drugs;
  - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. teach students about the dangers of emerging drugs;
  - f. engage students in the learning process; and
  - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.

3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
  - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
  - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
  - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
  - d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
  - e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
  - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
  - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
  - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
  - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
  - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
  - a. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
  - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school

counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Pre-assessment Team

1. Every school shall have a chemical abuse pre-assessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

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

- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than 6 months after the student is no longer enrolled in the district.
- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

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

F. School and Community Advisory Team

- 1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school pre-assessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
- 2. The advisory team shall:
  - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
  - b. develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

**V. EMPLOYEES**

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
  - 1. The dangers and health risks of chemical abuse in the workplace/school.

2. The school district's drug-free workplace/drug-free school policy.
3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
4. The penalties that may be imposed on employees for drug abuse violations.

B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

**Legal References:** Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
 Minn. Stat. §121A.40-121A.56 (Pupil Fair Dismissal Act)  
 Minn. Stat. §144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
 41 U.S.C. §§ 8101-8106-~~701-707~~ (Drug-Free Workplace Act of 1988)  
 20 U.S.C. §§ 7101-7144 (Safe and Drug-Free Schools and Communities Act of 1994)  
 34 C.F.R. Part 85 (Governmentwide Requirements for Drug-Free Workplace)

**Cross Reference:** MSBA/MASA Policy 416 (Drug and Alcohol Testing)  
 MSBA/MASA Policy 418 (Drug-Free Workplace/Drug Free School)  
 MSBA/MASA Policy 506 (Student Discipline)  
 MSBA/MASA Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
 MSBA/MASA Policy 527 (Student Motor Vehicles; Use; Parking; Search)

Adopted: April 28, 1987  
 Revised: May 25, 1993  
 Revised: June 13, 1995  
 Revised: August 27, 1996  
 Revised: September 9, 1997  
 Revised: June 25, 2002  
 Revised: May 11, 2004  
 Revised: June 25, 2013

## PRINCETON PUBLIC SCHOOLS

**ENROLLMENT OF NONRESIDENT STUDENTS****I. PURPOSE**

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

**II. GENERAL STATEMENT OF POLICY**

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
  4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment;
1. previous academic achievement of a student;
  2. athletic or extracurricular ability of a student;
  3. disabling conditions of a student;
  4. a student's proficiency in the English language;
  5. the student's district of residence; or
  6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F of this policy.
- D. Application. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education (that enrollment form follows this policy).
- E. Exclusion.
1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
  2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary

proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment.

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03, 124D.07 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

- G. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

**Legal References:** Minn. Stat. § 124D.03, Subds. 3, 4, 6 and 7 (Enrollment Options Program)  
 Minn. Stat. § 124D.68 (High School Graduation Incentives Program)  
 Minn. Stat. § 121A.40 to 121A.56 (The Pupil Fair Dismissal Act)  
 Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
 Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)

**Cross References:** Princeton Policy 506 (Student Discipline)  
 Princeton Policy 517 (Student Recruiting)

Adopted: October 14, 2003  
 Revised: June 25, 2013

**PRINCETON PUBLIC SCHOOLS**  
**CRISIS MANAGEMENT POLICY**

**I. PURPOSE**

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

**II. GENERAL INFORMATION**

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs.

The school district’s administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Emergency Planning and Procedures Guide for Schools to assist in the development of building-specific crisis management plans. Finally, all general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.
  - a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
  - b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.
2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
3. School Emergency Response Teams
  - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.
  - b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

### III. PREPARATION BEFORE AN EMERGENCY

#### A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

#### B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.

5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be available in the office of the building administrator and in other appropriate areas and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel. For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings.

It shall be the responsibility of the building administrator to inform students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

#### H. Grief-Counseling Procedures

Grief-counseling procedures will set forth the procedure for initiating grief-counseling plans. The procedures will utilize available resources including the school psychologist, counselor, community grief counselors, or others in the community. Grief-counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

### IV. MISCELLANEOUS PROCEDURES

#### A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

#### B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See Princeton Public Schools Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

#### C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

Princeton Public Schools is a sister district with Big Lake Public Schools should the Monticello Nuclear Power Plant have an accident or incident at the power plant. There are plans included in the Crisis Manual.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

**Legal References:** Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Rules Ch. 7511 (Fire Safety)  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

**Cross References:** Princeton School District Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
Princeton School District Policy 413 (Harassment and Violence)  
Princeton School District Policy 501 (School Weapons Policy)  
Princeton School District Policy 506 (Student Discipline)  
Princeton School District Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
Princeton School District Policy 903 (Visitors to School District Buildings and Sites)  
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Adopted: May 22, 2007

Revised: July 20, 2010

Revised: June 25, 2013

**PRINCETON PUBLIC SCHOOLS****VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES****I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

**III. RESPONSIBILITY**

- A. The school district administration shall present recommended visitor procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. It shall be the responsibility of the superintendent to provide coordination that may be needed throughout the process and provide for periodic school board review and approval of the procedures.

**IV. VISITOR LIMITATIONS**

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school

officials. When unauthorized vehicles of visitors are parked on school property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

***Legal References:*** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Adopted: August 10, 2010  
Reviewed: June 25, 2013

## Updates to South Elementary Parent/Teacher Handbook for the 13-14 school year

### ► Attendance procedure updates: underlined below

#### **What absences are considered unexcused?**

Missed bus, oversleeping, bus suspension, no phone call, no verbal or written communication with the office explaining the absence.

Chronic untreated head lice, 3 times or more in a one-month period, will be reported to Social Services by the Health Office. If the problem continues days missed will be considered unexcused.

#### **What happens when attendance becomes a problem?**

Attendance concerns will be brought to the attention of the School Social Worker, Health Office or Administration.

- |                          |  |
|--------------------------|--|
| 3 unexcused absences:    | The School Social Worker will notify the child's parent or legal guardian according to MN Statute 260A. A referral will be made to Family Ties.  |
| 7 unexcused absences:    | The school will file a report of educational neglect with the county of residence.   |
| 15 excused or unexcused: | A dated doctor's note excusing the student for the day's absence will be required. This must be presented within two days of the student's return to school.   |
| 7 tardies per trimester: | The School Social Worker will contact the parent or guardian stressing the importance of timeliness. If the tardies do not improve, a letter will be sent home asking for help in getting your child to school on time. <b>Please note:</b> <u>Arriving at school more than 30 minutes after the start of the day will be considered an unexcused absence unless a note stating the reason for the late arrival is received.</u> |

► **District Nurse updates:** immunizations, allergies, peanut aware school and checklist for parent with students with a health concern

► **Food Service updates:** regarding lunch account policy, lunch prices and morning snack shop

### ► Addition of the South Elementary Bully Prevention Program:

#### **South Elementary Bully Prevention Program**

**"Stop-Walk-Talk."** Parents, if you hear your students using these words, they are following the bully prevention program at South Elementary. Stop-Walk-Talk teaches students how to respond if other students are acting like bullies. Our staff has also been taught how to respond if students engage in bullying behavior, that is, behavior that is disrespectful and can even be unsafe. We would like to explain the program to you and suggest steps you can take to see that your students are not bullied and do not engage in bullying behaviors. You are key to the success of this program.

- 1) **“Stop” signal** – All students were taught the “Stop” signal. Our stop signal requires them to look directly at the other student, make the hand signal for stop (it is the time-out signal you use in sports), and use a firm voice to say, **“Stop”**. Students are encouraged to use the “Stop” signal if they are being bullied or if they see someone else being bullied. Students were also taught how to respond **if they are given the “Stop” signal**. The student receiving the “Stop” signal should immediately stop what he or she is doing, take a deep breath, count to 3, and then go on with their day following our school rules. Students were reminded that they should stop what they are doing, regardless of whether they agree that they deserved the stop signal or not. By following these guidelines, students show respect for themselves and one another.
  
- 2) **“Walk” away or ignore** – What if a student gives another student the stop signal, but the problem behavior continues? Students were then taught to **“Walk”** away or ignore the behavior. When it is not possible to walk away, such as while riding the bus, students were taught to **“ignore”** the student by looking the other way and not responding to them further either verbally or nonverbally (through gestures).
  
- 3) **“Talk”** – Finally, if students have tried to solve the problem themselves by using the stop signal and walking away or ignoring it, then they can **“Talk”** to an adult. All staff has been trained to respond to a student's request to talk. First, the staff member will ask the student about the problem. Then, they will ask the student if they used the “stop” signal and tried walking away. Students will be praised for trying these steps or reminded about using these steps first before talking to an adult. Finally, the staff member will discuss the problem behavior with the student who is engaging in problem or disrespectful behavior. They will remind students what they are to do when they are given the stop signal by another student or students (i.e., immediately stop what they are doing, take a deep breath and count to 3, and continue with their day following our school rules). In addition, staff will enforce the appropriate consequence for breaking one of our school rules. Parents will receive notification from the school if their student continues to engage in disrespectful or unsafe behaviors.

One important exception to the “Stop-Walk-Talk” sequence is when a student is in danger such as falling on the playground or fighting. In this case, students were told to immediately tell an adult.

By encouraging students to use **Stop-Walk-Talk**, we hope that students will feel like they have tools to deal with problem behaviors, help one another out, get in trouble less often, feel safer at school and be better able to keep their focus on learning during their school day.

# **SOUTH ELEMENTARY SCHOOL**

**Parent - Student Handbook  
2013 - 2014 School Year**



**805 8th Avenue South  
Princeton, MN 55371  
763-389-6901  
[www.isd477.org](http://www.isd477.org)**

Dear Parents/Guardians:

On behalf of the staff at South Elementary, it is my privilege to welcome you and your child(ren) to our school.

Each of us (parents and the staff at South) has an important role in your child's development. We desire to work closely with you and for you to truly feel welcome at our school.

We have prepared this handbook for your convenience and hope it will be of assistance to you. However, if at any time you have a question or concern, please don't hesitate to stop by my office or give me a call.

Thank you for the trust you show by allowing us to be part of your child's education. We are looking forward to a super year.

Sincerely,

Greg Finck  
Principal

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**SCHOOL BOARD MEMBERS**

Craig Johnson .....763-269-2006  
Jeremy Miller .....612-940-6838  
Eric Minks .....763-238-1571  
Chuck Nagle .....651-483-3982  
Deb Ulm .....763-234-7645  
Howard Vaillancourt .....763-389-3627  
Chad Young .....763-856-5314

**ADMINISTRATION**

Julia Espe.....Superintendent of Schools  
Michelle Czech ..... Director of Business Services  
Gwen Anderson..... Director of Community Education  
Deanna Cooley..... Food Service Director  
Barb Muckenhirn .....High School Principal  
Dan Voce ..... Middle School Principal  
John Beach ..... North Elementary Principal  
Greg Finck..... South Elementary Principal

**Princeton Public Schools Building Addresses and Telephone Numbers**

**District Office**

706 First Street..... 763-389-2422  
Superintendent..... 763-389-6190

**South Elementary**

805 South 8th Avenue..... 763-389-6901

**North Elementary**

1202 North 7th Avenue ..... 763-389-6801

**Middle School**

1100 4th Avenue North ..... 763-389-6704

**High School**

807 South 8th Avenue..... 763-389-4101

## **South Elementary Goals 2013 – 2014**

1. To meet or exceed the FAST benchmarks for each grade (K-2)
2. To continue to provide high quality staff development, through professional learning communities.
3. To expand this year's Positive Behavioral Intervention and Support (PBIS) initiative (henceforth called Tiger Pride) by providing on-going training for the staff, continuing with the passport system for the students, communicating more thoroughly with the parents and community, and by providing high quality activities throughout the school year for staff and students
4. To monitor students discipline using the School Wide Information System (SWIS) and to have a five percent reduction in disciplinary incidents from the previous year.
5. To continue to have a strong and vital site-based, decision-making team at South by modeling our core values of cooperation, open communication, respect, and encouragement.
6. To effectively evaluate classroom instruction utilizing the iObservation software.
7. To have each teacher post benchmarks in reading and math every day. These benchmarks are to be written in child friendly language.
8. To have each PLC use student data on a continual basis to monitor growth and adjust strategies/methodologies as needed.

# ***South Elementary Staff***

***PRINCIPAL - Greg Finck***

## ***Teaching Staff***

### **KINDERGARTEN**

Kathryn Aslakson  
Cindy Angstman  
Jeff Beckers  
Talley Blazevic  
Cindy Brovold  
Megan Johnson  
Sarah Julson  
Tracie Linden  
Annie Porttiin  
Janna Ruzek

### **FIRST GRADE**

Amy Anderson  
Mary Bahe  
Jennifer Beckers  
Michelle Hallbeck  
Alice Hoffer  
Andrea Huss  
Ann Jorgenson  
Stacy Miller  
Leah Sokup  
Lisa Swedzinski

### **SECOND GRADE**

Tonia Anderson  
Nicole Cook  
Jennifer Deziel  
Brianna Gadacz  
Michelle Hagen  
Cathy Jo Kiloran  
Michelle Lindell  
Samantha Long  
Amanda Pemberton  
Shelley Scheffel

### **RESOURCE TEAM**

Heather Brand - DCD  
Tim Brannick - EBD  
Amy Busch - Title 1  
JoAnn Moats - DAPE  
Joan Rademacher - Speech/Language  
Peggy Swenson - Social Worker  
Michele Tigue - DCD  
Mary Ward - Speech/Language  
Melinda Zachman - LD

### **SPECIALISTS**

Susan Bartholomaus - Art  
Sandi Huberty - Media  
Julie Moore - Music  
Kim Neubauer - Phy. Ed.  
Tom Ostroot - Science

### **EARLY CHILDHOOD**

Ann Carlson  
Carrie Grammond  
Kathy Kleinmeyer  
Terri Lorentz  
JoEllen Olson  
Amy Smith

# ***South Elementary Support Staff***

## **OFFICE**

Corrine Aluni - Health Assistant  
Chris Hazelton - Secretary  
Carrie Tarvestad - Secretary

## **MEDIA CENTER**

Dawn Fliehr

## **RESOURCE TEAM**

### **ASSISTANTS at South**

Karen Cichy  
Jerri Gave  
Marianne Hamers  
Cathy Johnson  
Missy Kafka  
Jessica Kloster  
Karee Meyer  
Laura Noard  
Tammy Oakes  
Shirley Tonn  
JennieRuth Warren  
Robin Wirebaugh  
Teresa Wredberg

## **TITLE 1**

Kris Berggren  
Jill Bolduc  
Tammi Braun  
Jean Culver  
Laura Daniels  
Mary David  
Lori Loberg  
Mary Natvig  
Karen Paulson  
Kathy Robideau  
Keryn Schleif

## **RESOURCE TEAM**

### **ASSISTANTS at Early Childhood**

Tammy Alickson  
Dorothy Holmes  
Nancy Leider  
Janelle Tou

## **MAINTENANCE**

Adam Foster  
Ken Henchen - Day Lead  
Monica Wolf - Night Lead  
Lois Thoreson

## **FOOD SERVICE**

Connie Giesel - Head Cook  
Terri Hermanson  
Kelly Lemm  
Wendy Provo  
Dawn Selin

## **CAFETERIA**

Amy Lillquist

## **PLAYGROUND**

Lora Card  
Juli Keykal  
Margaret Mize-Schwieger

## **FOSTER GRANDPARENTS**

Dorothy Schwerzler

## **READING CORP**

Guy Havelka

# South Elementary 2013 - 2014 Telephone List

Name	Phone No.	Assignment
Aluni, Corrine	389-6904	Health Asst
Anderson, Amy	389-6954	1st Grade
Anderson, Tonia	389-6930	2nd Grade
Angstman, Cindy	389-6906	Kindergarten
Bahe, Mary	389-6932	1st Grade
Bartholomaeus, Susan	389-6946	Art
Beckers, Jeff	389-6937	Kindergarten
Beckers, Jennifer	389-6949	1st Grade
Blazevic, Talley	389-6910	Kindergarten
Brand, Heather	389-6951	Resource Team
Brannick, Tim	389-6941	EBD
Brovold, Cindy	389-6907	Kindergarten
Busch, Amy	389-6940	Title 1
Computer Lab	389-6959	Media Center
Conference Room	389-6961	
Cook, Nicole	389-6936	2nd Grade
Cooks	389-6945	Food Service
Custodians	389-6943	
Deziel, Jennifer	389-6908	2nd Grade
Fax Number	389-6920	Fax
Finck, Greg	389-6902	Principal
Gadacz, Brianna	389-6919	2nd Grade
Hagen, Michelle	389-6947	2nd Grade
Hallbeck, Michelle	389-6956	Kindergarten
Hazelton, Chris	389-6903	Secretary
Hoffer, Alice	389-6944	1st Grade
Huberty, Sandi	389-6938	Media Center
Huss, Andrea	389-6927	1st Grade
Johnson, Megan	389-6948	Kindergarten
Jorgenson, Ann	389-6913	1st Grade
Julson, Sarah	389-6955	Kindergarten
Kiloran, Cathy Jo	389-6952	2nd Grade
Lindell, Michelle	389-6928	2nd Grade
Linden, Tracie	389-6911	1st Grade
Long, Sam	389-6918	2nd Grade
Lounge	389-6960	
Miller, Stacy	389-6909	1st Grade
Moore, Julie	389-6923	Music
Neubauer, Kim	389-6942	Phy Ed
Ostroot, Tom	389-6912	Science
Pemberton, Amanda	389-6933	2nd Grade
Porttiin, Annie	389-6905	Kindergarten
Project Room - 106	389-6916	
Project Room - P6	389-6914	
Rademacher, Joan	389-6935	Speech
Ruzek, Janna	389-6922	Kindergarten
Scheffel, Shelley	389-6926	2nd Grade
Sokup, Leah	389-6921	1st Grade

Name	Phone No.	Assignment
Swedzinski, Lisa	389-6924	1st Grade
Swenson, Peggy	389-6934	Social Worker
Tarvestad, Carrie	389-6901	Secretary
Tiger Club	389-7200	
Tigue, Michele	389-6915	Resource Team
Ward, Mary	389-6953	Speech
Workroom-bldg	389-6960	
Title One - ports	389-6939	
Zachman, Melinda	389-6940	Resource Team

<b>Palmer Bus Co</b>	<b>763-631-5315</b>
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<b>Calling Your Child's Teacher</b>	
<p>You may call your child's teacher before or after school or during their prep/specialist time: Teacher prep times are:</p>	
8:20 - 9:05:	Johnson, Ruzek, T. Anderson, Gadacz, Long
9:05 - 9:50:	Blazevic, Linden, Deziel, Kiloran, Pemberton
9:50 - 10:35:	Jf. Beckers, Julson, Cook, Lindell
10:45 - 11:30:	Angstman, Brovold, Hagen, Scheffel
11:30 - 12:15:	Aslakson, Porttiin
12:45 - 1:30:	Jn. Beckers, Hallbeck, Miller, Sokup, Swedzinski
1:30 - 2:15:	A. Anderson, Bahe, Jorgenson, Hoffer, Huss
<b>Lunch Schedules</b>	
<b>10:50</b>	Jn. Beckers, Hallbeck, Miller, Sokup, Swedzinski, T. Anderson, Gadacz
<b>11:20</b>	A. Anderson, Bahe, Hoffer, Huss, Jorgenson, Pemberton
<b>11:50</b>	Cook, Deziel, Hagen, Kiloran, Lindell, Long, Scheffel
<b>12:15</b>	Blazevic, Johnson, Linden, Ruzek
<b>12:25</b>	Angstman, Jf. Beckers, Brovold, Julson
<b>12:35</b>	Aslakson, Porttiin

**PRINCETON PUBLIC SCHOOLS  
2013-2014 SCHOOL CALENDAR**

**South Elementary**

July					January					
M	T	W	TH	F	M	T	W	TH	F	
1	2	3	4	5			1	2	3	
8	9	10	11	12		13	14	15	16	17
15	16	17	18	19		13	14	15	16	17
22	23	24	25	26		20	21	22	23	24
29	30	31				27	28	29	30	31
August					February					
M	T	W	TH	F	M	T	W	TH	F	
			1	2						
5	6	7	8	9		3	4	5	6	7
12	13	14	15	16		10	11	12	13	14
19	20	21	22	23		17	18	19	20	21
26	27	28	29	30		24	25	26	27	28
September					March					
M	T	W	TH	F	M	T	W	TH	F	
2	3	4	5	6		3	4	5	6	7
9	10	11	12	13		10	11	12	13	14
16	17	18	19	20		17	18	19	20	21
23	24	25	26	27		24	25	26	27	28
30						31				
October					April					
M	T	W	TH	F	M	T	W	TH	F	
	1	2	3	4			1	2	3	4
7	8	9	10	11		7	8	9	10	11
14	15	16	17	18		14*	15*	16	17	18
21	22	23	24	25		21	22	23	24	25
28	29	30	31			28	29	30		
November					May					
M	T	W	TH	F	M	T	W	TH	F	
				1				1	2	
4	5	6	7	8		5	6	7	8	9
11	12	13	14	15		12	13	14	15	16
18	19	20	21	22		19	20	21	22	23
25	26	27	28	29		26	27	28	29	30
December					June					
M	T	W	TH	F	M	T	W	TH	F	
2	3	4	5	6		2	3	4	5	6
9	10	11	12	13		9	10	11	12	13
16	17	18	19	20		16	17	18	19	20
23	24	25	26	27		23	24	25	26	27
30	31					30				

**August**  
28 4-6 pm, Open House

**September**  
3 First Day of School  
24 Staff Development – Late Start

**October**  
17 – 18 MEA - Professional Conference  
24 Family Fun Night

**November**  
1 Staff Development – Late Start  
21 & 26 Evening Conferences  
25 & 26 Staff Development – No Students  
27 No Staff or Students – South  
28 & 29 Thanksgiving Holiday

**December**  
23 – 31 Winter Holiday

**January**  
1 – 3 Winter Holiday  
20 No Staff or Students  
28 Staff Development – Late Start

**February**  
17 Presidents' Day









**March**  
6 & 11 Evening Conference  
7 No Staff or Students - South  
26 Staff Development – Late Start

**April**  
14 – 18 Spring Holiday

**May**  
1 No Kindergarten Classes  
2 No Kindergarten Classes  
1 – 2 Orientation for Fall Kind 2014-15  
26 Memorial Day

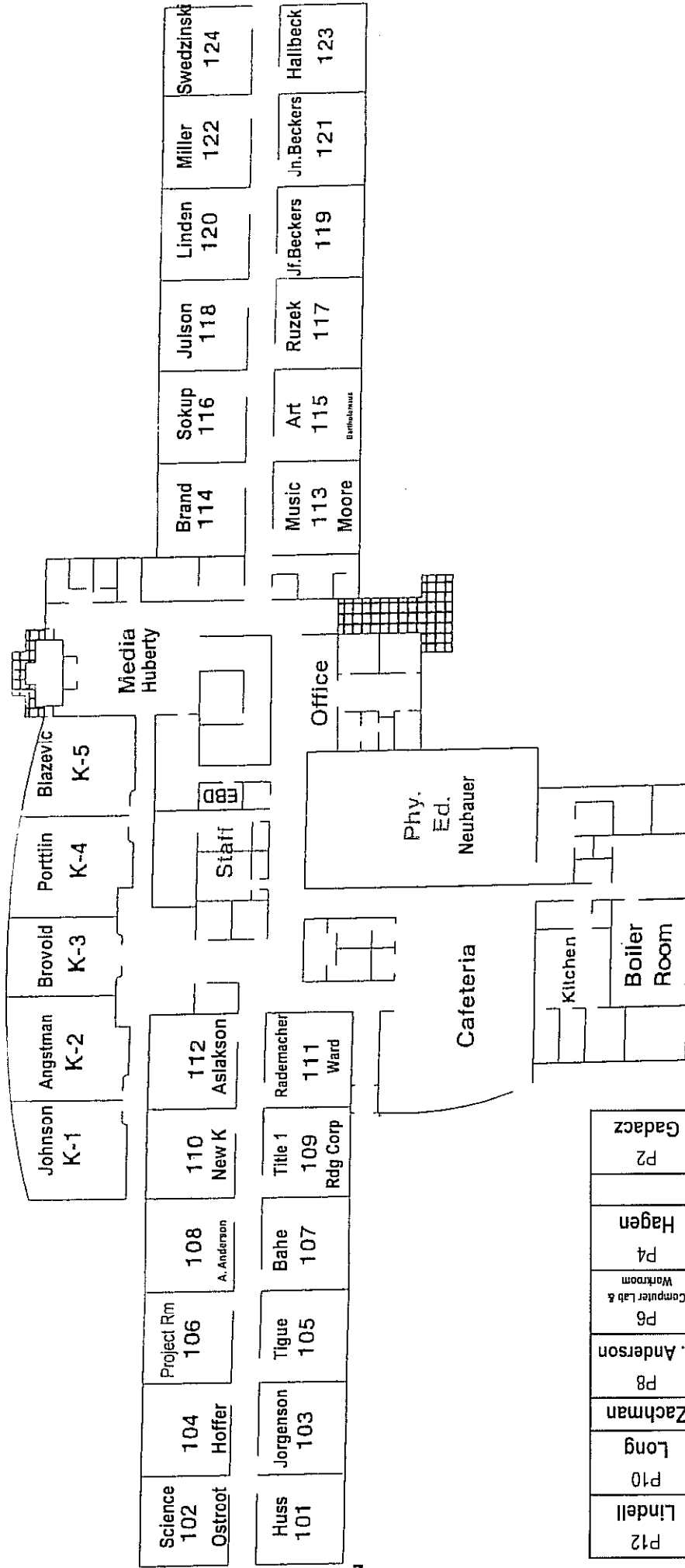
**June**  
5 Last Day of School  
6 Staff Planning

Total Student Days	Total	Tri 1	Tri 2	Tri 3
Gr 1 & 2	172	57	57	58
Kindergarten	170	57	57	56

	First Day of School		School Not in Session – No School for Students, Teachers, Staff
	New Teacher Workshop		Last Student Day
	Staff Planning/Staff Development = Late Start for Students		Graduation-Sunday, June 8, 2014
	End of Trimester		Staff Planning/Staff Development = No School for Students
*	Snow Make-up Days = April 14 & 15, 2014 – if needed	*K	No Kindergarten Classes

# South Elementary School

805 8<sup>th</sup> Avenue S, Princeton, MN 55371



P12	Lindell	P12	Scheffel
P10	Kiloran	P9	Cook
Long	Busch	P7	New 2nd
Zachman	T. Anderson	P8	Computer Lab & Workshop
Gadacz	Hagen	P4	Femberon
		P2	Scheffel

## **THE SCHOOL DAY**

**8:05 a.m. – 2:45 p.m.**

### **Reporting Absences/Homework**

If your child will be gone from school, please call the classroom teacher before 8:00 A.M. to report the absence. If your child is gone for only one day, do not request homework. However, if your child has a prolonged absence, and you desire homework for him or her, please give the teacher a half-day's notice to get the work together.

### **Emergency Closings**

In the event of an emergency school closing an announcement will be made using the Skyward instant alert system. Immediately phone calls and e-mails will be sent out to any parent phone numbers and e-mail addresses in our database. These closings are also reported to radio and television stations in the Princeton area, St. Cloud and the Twin Cities. The school district website will show the announcement as well.

Please check the following radio and television stations and web sites for information related to school closings and late starts.

#### **Radio:**

WCCO 830 AM

WQPM 1300 AM / KLCI 106.1 FM

KBEK 95.5 FM

KCLD 104.7 FM / KNSI 1450 AM / KZPK 98.9 FM KCML 99.9 FM

WWJO 98.1 FM / WJON 1240 AM

#### **Television Channels:**

4 – WCCO

5 – KSTP-5

9 – KMSP/FOX

11 – KARE

45 – KSTC

#### **Web sites:**

[www.channel4000.com](http://www.channel4000.com)

[www.kare11.com](http://www.kare11.com)

[www.isd477.org/south](http://www.isd477.org/south)

### **Cold Weather Procedures**

During the cold weather months, make a special effort to check your child before sending him/her off to school. Check to see that the clothing worn is appropriate; winter coat, hat/cap, mittens, boots, etc. Just remember, you will never be able to predict the occasion of a bus emergency despite all the weather warnings. Each day we evaluate up-to-date weather information, which helps us to decide on whether recess is to be outside or inside. If the wind chill factor is below  $-5^{\circ}$ , we keep the children inside during recess.

# **ACADEMIC**

## **Cooperative Learning Plan for students, parents, school**

### **Students**

- To listen to all instruction.
- To attempt all assignments.
- To complete each given assignment to the best of his/her ability.

### **Parents**

- To see that my child gets to school on time every day.
- To meet and speak with my child's teacher(s) as needed and to reply to all communications from the school concerning my child.
- To make sure that my child has some quiet time for homework each evening with no distractions. This time will be agreed upon between my child and me.
- To speak with my child every day about what was learned at school.
- To speak to my child in a positive manner about school.

### **School**

- To clearly inform the student as to what the assignment is and when it is due.
- To provide help for students having difficulty completing assignments.
- To notify parents if a problem exists after repeated late assignments.

## ATTENDANCE PROCEDURE

**It has been proven that good school attendance contributes to success later on in life. We at South Elementary would like to see your child in school.**

### **Truancy**

According to Minnesota Statute #260A.02, sub. 3, truant is defined as a child who is absent from school without lawful excuse required to attend. This law requires schools to report truancy to county agencies when concerns are not addressed.

If the student is under the age of 12, truancy is referred to as educational neglect and defined as the failure by a person responsible for a child's care to take steps to ensure that a child is educated in accordance with the state law. Parents/guardians are responsible for children under 12 years old to attend school.

This definition allows social services to intervene on the basis of educational neglect.

Attendance becomes a concern when the child's academic progress is affected, or when a pattern of disregard for the school day starting and ending times begins to develop. The school day at South is from 8:10 a.m. to 2:50 p.m.

**If your child will be absent**, call your child's teacher before 8:00a.m. After 8:00a.m. you may call the office at 763-389-6901. If no contact has been made, the office will call your home. Your child's absence will be considered unexcused until a verbal or written notification has been provided to the school **within two days** of the occurrence.

### **What absences are considered excused?**

Illness, injury, medical condition, death in the family, appointments, family trip or activity (we ask that you keep these to a minimum), other reasons on approval of administration.

### **What absences are considered unexcused?**

Missed bus, oversleeping, bus suspension, no phone call, no verbal or written communication with the office explaining the absence.

Chronic untreated head lice, 3 times or more in a one-month period, will be reported to Social Services by the Health Office. If the problem continues days missed will be considered unexcused.

### **What happens when attendance becomes a problem?**

Attendance concerns will be brought to the attention of the School Social Worker, Health Office or Administration.

- |                          |   |
|--------------------------|---|
| 3 unexcused absences:    | The School Social Worker will notify the child's parent or legal guardian according to MN Statute 260A. A referral will be made to Family Ties.   |
| 7 unexcused absences:    | The school will file a report of educational neglect with the county of residence.  |
| 15 excused or unexcused: | A dated doctor's note excusing the student for the day's absence will be required. This must be presented within two days of the student's return to school.  |
| 7 tardies per trimester: | The School Social Worker will contact the parent or guardian stressing the importance of timeliness. If the tardies do not improve, a letter will be sent home asking for help in getting your child to school on time. <b>Please note:</b> Arriving at school more than 30 minutes after the start of the day will be considered an unexcused absence unless a note stating the reason for the late arrival is received. |

## HEALTH SERVICES

The District School Nurse and Health Services Assistant welcome any communication or question related to student health. A student's health information (for example: communicable disease, serious illness or injury or a health condition) should be communicated to the school health office, thus enabling us to assist you with proper health care. For safety of students while riding the bus, health information will be shared with the bus company.

Telephone:     **Health Services Assistant:**                     763-389-6904  
                  **District School Nurse:**                         763-389-6195  
                  **Website:** [www.isd477.org](http://www.isd477.org) - click on District Information, Departments, Health Services

### Emergency Information and Check List

It is extremely important to update any medical information, phone and address changes and alternate emergency contact persons at any time during the school year.

#### Check List for parents who have a student with a health concern:

- Make your child's health concern known to the district school nurse
- Bring current signed health care provider orders and medication that will be taken at school
- Together with the district nurse, develop an Individual Health Plan
- Give permission for the district school nurse to communicate with child's health care provider
- Provide parent/guardian and emergency contact information and update the school with any changes
- Make the bus company aware of your child's health concern and provide them with any emergency medication

### Immunizations

Minnesota law requires children enrolled in school to be immunized against certain diseases or file a legal medical or conscientious exemption.

- Make sure your child's immunizations are up-to-date
- Provide your child's current immunization record to the school health office
- Call the district nurse with any immunization questions or concerns

### Medications

Students are not allowed to carry their own medication during the school hours except in special medical circumstances. In such cases, parent/guardian and medical caregiver signatures are required.

Parents/guardians of students requesting medications to be administered by Health Service personnel during school hours are required to provide:

1. A written order for the medication from the health care provider, for all prescription medications given for any length of time and for any over-the-counter medication given longer than two weeks.
2. A signed parental release. (Forms provided by the school.)
3. The medication supplied in the original, labeled bottle in which it was purchased. NO plastic bags or other containers will be accepted. You may ask your pharmacist to divide prescription medication into two bottles with complete labels, one for school and one for home.
4. The medication sent to school in proper dosage for administration. Tablets already cut if partial tablets are required to provide the correct dosage.
5. South and North Elementary: To assure safety, parents must bring the student's medication to the school health office or send with a responsible adult. **Do not send medication to school with your elementary student.**

### Illness

If a student becomes ill during school and is unable to return to class, the Health Assistant will contact the parents or guardian at home or at work to inform them of the illness and to request that the student be picked up from school. If the parents cannot be reached, those persons designated by the parent/guardian on the emergency sheet will be notified.

Students will be sent home from school or should stay home if the following criteria are present:

- Fever of 100 degrees or more
- Vomiting
- Diarrhea
- Red eyes/eyelids with pus type drainage
- Rash that may spread or may be disease related
- Live head lice or an increasing quantity of nits
- As determined by the District Nurse

### **Before Returning to School**

- Student must be fever free for 24 hours (without fever reducing medication)
- No vomiting or diarrhea for 24 hours
- If the student has a rash of unknown origin (that may be disease related) they must have a note from the health care provider stating that they may return to school.
- For any activity restrictions (in class or Physical Education) or special accommodations (water bottle, snacks, etc.) a note from the health care provider is required.

### **Accidents**

Parents/guardian or alternate emergency contacts will be notified in case of serious accident or injury. If we are unable to notify parent/guardian or contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to the Fairview Northland Regional Hospital by ambulance. Please update all changes in home and work phone numbers as they may occur so contacts can be made, if necessary.

### **Allergies**

Parents will submit an **Allergy Action Plan**, Medication Administration Form and emergency medication to the Health Office. School health staff will review the health information submitted by parent and physicians and share it with appropriate school staff which interacts with the student on a regular basis. Parents will submit emergency medication to the bus company (if needed).

### **Latex and Peanut Aware School**

Due to latex (rubber) allergies non-latex balloons, gloves and bandages will be used during the school day. Known latex products are not allowed in school. Mylar, vinyl and other non-latex products are a good substitute.

Peanuts and other nut products are allowed in classrooms unless there is a student in the classroom with known peanuts or other nut allergies.

In the lunch room there are areas where students may or may not eat peanuts and peanut products. Peanut and peanut products are served in the lunch room.

### **Scents**

Avoid using products with strong scents during the school day. No perfumes or perfume spray type products are allowed in school.

## **LUNCH ACCOUNT INFORMATION AND POLICY**

### **Lunch Account Payments**

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. It is important to have the child's first name, last name, lunch account number and grade on the check and envelope. It is best to send a check. Cash can get lost and never be recovered. If you do send cash, please place it in an envelope with the child's first name, last name, lunch account number, grade and teacher's name on the envelope.

Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 7:45-8:05 AM. Be sure to ask your child if he/she handed the money in the day you gave it to them.

### **Lunch Account Policy**

Accounts that have a negative balance of -\$2.00 or more will not be able to have milk at snack break. Accounts that have a negative balance of -\$5.00 or more will receive a sandwich and a milk for lunch until his/her account is paid.

All account balances must be positive by May 15<sup>th</sup> in order to continue charging meals to that account. No accounts should be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

### **Lunch Account Balances**

You may check your child's lunch account balance at any time using the Parent Access link on the school website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method. The minimum on-line payment is \$25.00.

If you wish to receive low lunch account balance emails; simply go to the Parent Access link. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

### **Free or Reduced Lunches**

Free or reduced lunch/breakfasts are available for students of families meeting the criteria. Forms must be filled out each year. Forms are handed out on Orientation night or when a new student registers. Parents are encouraged to complete and submit the forms to see if you qualify. If your financial situation changes during the school year, forms can be picked up and filled out at any time. They are available at all schools and the District Office. Please turn all forms into the building administrative staff. Qualifying for free/reduced not does negate any current negative balances. Students are still accountable for those charges and will expect to be paid in full as soon as possible.

### **First and Second Grade Snack Time Milk**

Milk is offered as an option at snack break. The cost is \$.35 for each milk for first and second grade students. This is recorded in the classroom and deducted from the student's lunch account once a week. The free or reduced lunch program does not apply to milk taken at snack time.

Snack Milk Full Year = \$60.20  
Snack Milk Half Year = \$30.10  
Snack Milk per Month = \$7.00

### **Kindergarten Snack Time Milk**

Kindergarten snack milk is state funded. There is no charge for milk in Kindergarten.

### **Prices** (subject to change)

Lunch	\$1.90	Reduced Lunch	\$.00
Breakfast	\$1.25	Reduced Breakfast	\$.00
Extra Lunch Milk – Everyone	\$.35	Adult Lunch	\$3.25
Snack Milk – 1 <sup>st</sup> & 2 <sup>nd</sup>	\$.35		
Snack Milk – Kindergarten	No Charge		

### **Student Lunch Menus**

Lunch is served at South Elementary each day. Menus are published in the Princeton Union-Eagle newspaper, the monthly South Elementary Newsletter and on the Princeton Public School website [www.isd477.org](http://www.isd477.org)

### **Student Cold Lunches**

Parents are encouraged to send well-balanced lunches if the child is bringing cold lunch. If your child brings an item with nuts, they will be asked to sit at the "peanut" table in the lunchroom to ensure the safety of all students. Students or parents may not call in orders to have meals delivered to school.

### **Breakfast Program**

A school breakfast gives children the opportunity to start the day energized and the chance to get a head start on learning for the day. School breakfast is offered every school day from 7:45 - 8:05. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

### **Morning Snack Shop Program**

Your student can purchase snacks needed for the day during classroom snack time. All they need to do is come to the lunch room during breakfast service. They will be allowed to go through a separate line dedicated to Snack Shop items. They should take those items back to their lockers or classrooms for later in the day. Students must have a positive lunch account balance to purchase items on their lunch number. This program is NOT a part of the free/reduced meal plan. Choices offered daily may vary, but all snack items meet the whole grain, reduced sugar, healthy and peanut safe requirements!

### **Expected Behavior**

Our Goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from. Discuss with your child the importance of taking only what they will eat and trying everything they take.

## **COMMUNICATION**

### **Who To Call**

Frequently, parents find it beneficial/necessary to communicate with school personnel concerning their child. As a general rule, your child's classroom teacher can best respond to questions concerning his/her progress, work to be completed, peer relationships, etc. South's office personnel might best answer questions and/or concerns more general in nature. The principal invites any questions, which might be appropriately directed to him. The number to call is 389-6901.

### **Parent Teacher Conferences**

Two scheduled conferences are provided by the school calendar. Other conferences are held when necessary.

### **Volunteer Program**

It is the intent of our district to utilize volunteers to enhance our educational program. If you are interested in volunteering at South Elementary, you may call the office at 763-389-6901.

### **Visiting School**

Parents are always welcome to visit South Elementary. As a courtesy to the teacher, it would be helpful to know of the parent's pending visit. We require all visitors, upon their arrival, report to the office. We also require that the visitor log is signed and a nametag is worn.

## **GENERAL INFORMATION**

### **Morning Arrivals**

Children should not report to school before 7:45 a.m. School starts at 8:05 and it is important for students to arrive on time.

### **Transporting Your Child to and from School**

In the morning, if you are dropping off your student and not coming in to the building, drive up to the sidewalk that runs parallel to our building. This is a stop-and-go area only. Please do not drop your child off so that he/she has to cross against moving cars without the assistance of an adult. If you would like to come in the building, use the parking lot in front of the building. The cars should move in a counterclockwise motion when exiting the parking lot. Please follow the arrows that are painted on the pavement. The buses drop off students just south of the main entrance. This bus area is cordoned off from our main parking lot. At the end of the day, the parking lot configuration is the same: the southern end is for buses and the main lot is for parents to use.

### **Student Pickup and Bus Change**

If your child will have any changes in dismissal routine (picked up, different bus, etc.) you must provide a written note or a phone call indicating what the change will be. If we do not receive one or the other, your child will be dismissed according to their routine.

If you pick your child up, you will pick up your child in one of five areas:

- Room 113, for the north hallway first grade classrooms (116, 121, 122, 123 & 124)
- Room 117, for the north hallway kindergarten classrooms (117, 118, 119 & 120)
- Room 106, for the south hallway first grade classrooms (101-108)
- Room P-6 for students who are in the portables
- Media Center for K-1 through K-5 and rooms 110 & 112 kindergarten classrooms

If you are picking up your child, please wait in the designated area until all classrooms have exited the building. This process is necessary for safety reasons and so that students are able to walk safely through the halls to the buses.

### **Release of Child during School Hours**

When you wish to pick up your child during school hours, it is necessary to report to the office. The following procedure will be followed:

1. Sign a log indicating who you are and which child you are picking up.
2. Your child will be called to the office or parent/parent-approved person will be given a pass to go to the classroom to pick up the child. They should have the teacher initial the pass and return the pass to the office.
3. If you must pick up your child before the end of the day dismissal, it is important that you do so before 2:30 p.m. Those wishing to pick up students after 2:30 p.m. will need to go through the regular dismissal process at the end of the day.

### **School Visitation by Children**

Students are not permitted to bring other students with them to school as visitors, unless the school principal grants special permission.

### **Change of Address**

Please contact the school office when you have a change of address or telephone number.

### **Transfer**

Please inform the school if you move out of the district. Parents must sign a request for release of their child's records when they enroll their child in their new school.

### **Snack Break**

Some grade levels at South have a "snack break" sometime during the day. Please send only a nutritious snack - not candy, chips or sweets.

### **Party Treats**

All treats served at school must be commercially prepared and packaged. They must also be peanut and peanut butter free. The State Health Department recommends the serving of homemade treats be prohibited.

### **Responsibility for Lost or Damaged Supplies or Equipment**

Under the authority from the School Board, South Elementary will charge fees for textbooks, workbooks, and library books lost, damaged or destroyed by students (Minnesota Statute 123B.37, Subd. 1 (b)).

### **Fire, Emergency and Weather Drills**

It is required by law that we hold a certain number of fire drills during the school year. When the fire alarm sounds, each class will follow the direction of the teacher who is following a building plan. The purpose of the drills is to learn how to evacuate the building in a quick but orderly fashion. All pupils and staff leave the building during these drills. There are also specific procedures to be followed for tornado drills and other emergencies.

### **Transportation**

Bus transportation for the school district is handled through Palmer Bus Company. If there are any questions about transportation, please direct them to 763-631-5315.

### **School Closings**

When school is closed for bad weather or other emergencies, the announcement will be sent using Skyward instant alert. The closing will also be announced on TV, radio & websites. See page 9 for a complete listing.

### **Staying in From Recess / Excused from Physical Education Class**

The recess period at lunch is considered part of each child's daily physical education program. Therefore, children are expected to be going outside for a short period of time each day. If you feel your child is too sick to go outside, we will allow your child to stay in from recess for one day if he/she has a written note from you. We will allow one additional day with a physician's note. The policy for not participating in P.E. will be the same: your child can sit out for one day with a written note from you and one additional day with a physician's note.

### **Bicycles**

It is assumed that parents of bike riders have given permission for their children to ride to school. We would ask that bikes be locked during the school day, and that they be walked on and off school property.

### **Lost and Found**

Each year mittens, sweaters caps, boots and other kinds of clothing are turned in to the Lost and Found and are never claimed. We encourage you to label your students clothes. Parents and/or children should check the Lost and Found area in the cafeteria whenever things have been lost or misplaced.

### **The Pledge of Allegiance**

Students in each classroom recite the Pledge of Allegiance at least one time per week. Parents have the right to choose to not have their child participate.

### **District Policies**

All school district policies are available for your review on the school districts website [www.isd477.org/](http://www.isd477.org/) - District Information – Policies and Procedures

### **Photos in School/District Publications**

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers, South Elementary, or District 477 publications. Parents may request that their children's photographs and identifying names not be published. Please make your written request to the principal.

## **SPECIALIZED STAFF**

### **Speech**

Speech/Language Clinicians are employed by the school district to work with all the children in the district who need speech therapy. New students are screened in the fall for admittance to our speech therapy program.

### **School Social Worker**

An elementary guidance and counseling program is in place in our elementary schools. The developmental program sees application in large and small groups via classroom scheduling. The family/school facilitator also works with individual students, teachers, parents and other agencies to give your child a well-balanced educational setting.

### **School Psychologist**

The services of a school psychologist are available for testing and consultation and are arranged through the Rum River Education Cooperative.

### **Resource Team**

The Resource Team at South Elementary is committed to improving education so all students will learn. Through collaborative team planning and consensus decision making, the team provides individual and group instruction to a diverse population of learners who are at risk of school failure.

## **Behavior and Discipline Guidelines**

### **Tiger Pride**

South Elementary has adopted a Positive Behavior Intervention and Support (PBIS) philosophy known in our school as "**Tiger Pride.**"

The key to Tiger Pride is the idea that proper behavior needs to be taught and re-taught. Discipline is learned and should be taught in the home, school, and community. As students mature, they should be given increased responsibility consistent with their developmental level and social maturity. The goal of these guidelines is to develop, in our students, an understanding of appropriate behavior, so that little external enforcement is required. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Another important aspect of Tiger Pride is that it is school-wide. Guidelines have been established for expected school behavior and every person in our school community knows those guidelines for each area of our school. Basically, there are four major rules for South Elementary:

**I will respect myself.**

**I will respect others.**

**I will respect property.**

**I will respect community.**

### **Students SHOULD NOT bring to school:**

- Weapons, intoxicants, or tobacco products
- Any object that looks like a weapon or could be used as a weapon, including toy guns or knives, water guns, etc.
- Shoes with wheels
- Electronic game toys or other electronic instruments or equipment
- Hardballs, softballs, or baseball bats
- Locks of any type, trading cards, figurines
- Any item that may cause a nuisance

Students and parents should use common sense and discretion when selecting items suitable to bring to school. Please call the school office if there is a question about the suitability of an item. Any inappropriate items will be confiscated and will be required to be picked up by parents at the office. The school is not responsible for lost or stolen items.

### **Consequences**

At South Elementary we use a variety of consequences that are progressive and are logical for the situation. Depending on the situation and the number of incidents, one or more of the following may be used:

- Conferences with student
- Warning
- Parent contact
- Lunch/recess
- In-school suspension
- Out-of-school suspension
- Referral to counselor/school social worker
- Referral to Police Liaison Officer

Behavior that is severely inappropriate or dangerous to the student or others will result in the student's removal. Restraint may be utilized to remove the child from an area. Parents will be contacted if their child needs to be removed from the school. The police will be called if necessary.

Any parent that questions a consequence given their child is welcome to call or visit with the child's teacher and/or the principal.

### **Reasonable Force**

Minnesota State Statutes have been revised to allow the use of reasonable force by a teacher, school employee, bus driver, or other agent of the school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58 nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

### **Apparel**

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

### **Clothing should be**

- Clean and neat
- Suitable for weather
- Labeled (coats, caps, boots) for identification

### **Unacceptable clothing and accessories include but are not limited to:**

- See through clothing, halters, tube tops, short shorts/skirts
- No underwear/undergarment should show
- Shirts which expose midriff, undergarments, and expose excessive skin including mesh, and see through materials
- Any items that are offensive or inappropriate
- Pants or shorts worn below the hips
- Clothing with logos, slogans, words or pictures promoting or depicting alcohol, tobacco, vandalism, bigotry, violence, sexual connotations or profanity

In all cases the ultimate authority on clothing issues is retained by school administration.

### South Elementary Bully Prevention Program

**“Stop-Walk-Talk.”** Parents, if you hear your students using these words, they are following the bully prevention program at South Elementary. Stop-Walk-Talk teaches students how to respond if other students are acting like bullies. Our staff has also been taught how to respond if students engage in bullying behavior, that is, behavior that is disrespectful and can even be unsafe.

We would like to explain the program to you and suggest steps you can take to see that your students are not bullied and do not engage in bullying behaviors. You are key to the success of this program.

- 1) **“Stop” signal** – All students were taught the “Stop” signal. Our stop signal requires them to look directly at the other student, make the hand signal for stop (it is the time-out signal you use in sports), and use a firm voice to say, **“Stop”**. Students are encouraged to use the “Stop” signal if they are being bullied or if they see someone else being bullied. Students were also taught how to respond **if they are given the “Stop” signal**. The student receiving the “Stop” signal should immediately stop what he or she is doing, take a deep breath, count to 3, and then go on with their day following our school rules. Students were reminded that they should stop what they are doing, regardless of whether they agree that they deserved the stop signal or not. By following these guidelines, students show respect for themselves and one another.
- 2) **“Walk” away or ignore** – What if a student gives another student the stop signal, but the problem behavior continues? Students were then taught to **“Walk”** away or ignore the behavior. When it is not possible to walk away, such as while riding the bus, students were taught to **“ignore”** the student by looking the other way and not responding to them further either verbally or nonverbally (through gestures).
- 3) **“Talk”** – Finally, if students have tried to solve the problem themselves by using the stop signal and walking away or ignoring it, then they can **“Talk”** to an adult. All staff has been trained to respond to a student’s request to talk. First, the staff member will ask the student about the problem. Then, they will ask the student if they used the “stop” signal and tried walking away. Students will be praised for trying these steps or reminded about using these steps first before talking to an adult. Finally, the staff member will discuss the problem behavior with the student who is engaging in problem or disrespectful behavior. They will remind students what they are to do when they are given the stop signal by another student or students (i.e., immediately stop what they are doing, take a deep breath and count to 3, and continue with their day following our school rules). In addition, staff will enforce the appropriate consequence for breaking one of our school rules. Parents will receive notification from the school if their student continues to engage in disrespectful or unsafe behaviors.

One important exception to the “Stop-Walk-Talk” sequence is when a student is in danger such as falling on the playground or fighting. In this case, students were told to immediately tell an adult.

By encouraging students to use **Stop-Walk-Talk**, we hope that students will feel like they have tools to deal with problem behaviors, help one another out, get in trouble less often, feel safer at school and be better able to keep their focus on learning during their school day.

<b>I will respect...</b>	<b>Myself</b>	<b>Others</b>	<b>Property</b>	<b>Community</b>
<b>Enter/Exit Building</b>	Moving slowly and safely Going directly to my destination	Keeping my hands to myself Using a quiet voice Moving on the right side of hall	Keeping my hands to myself Picking up my belongings Leaving others property alone	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Classroom</b>	Being prepared to learn Moving safely and slowly Being proud of my work Following directions	Using a quiet voice Giving compliments Keeping my hands to myself Listening to others Raising my hand	Pushing in my chair Keeping the room clean and organized Using materials properly	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Hallway</b>	Moving slowly and safely Moving safely on the right side Moving facing forward to be safe	Keeping my hands to myself Moving slowly on the right side Turning my voice off	Keeping my hands by my side Erasing black marks that I make	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Bathroom</b>	Washing my hands Moving safely near the sink	Using only the amount of soap needed Being prepared to wait patiently in line	Making sure that I am not climbing on the walls, doors, and toilets Throwing away paper towels	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Cafeteria</b>	Waiting safely in line Eating my lunch Sitting safely on my pockets	Using my manners Talking quietly Holding my tray out for the cooks Enter my lunch number when it is my turn	Keeping my food on my tray when I am not eating it Cleaning up my spills	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Playground</b>	Playing safely on the equipment Keeping rocks on the ground Coming to school prepared with warm clothes	Watching where I am going Helping others Playing with others Leaving others property alone	Picking up my belongings Playing safely on equipment Cleaning up and lining up when the whistle blows Putting lunches away	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>On the Bus</b>	Obeying the driver to be safe Sitting properly to stay safe Keeping my hands inside the bus to be safe	Talking quietly Allowing other to sit with me Keeping my hands and belongings to myself	Picking up garbage Leaving the bus in the condition found Helping others pick up belongings and trash	Talking only to people inside the bus Keeping trash inside the bus Teaching others how to be respectful by modeling behavior

## **DISTRICT WIDE POLICIES AND PROCEDURES**

Princeton Public School policies may be viewed on the district's website:  
[www.isd477.org](http://www.isd477.org)

### **Directory Information**

Student directory data by law, are available to the general public, unless the district receives written notice from the parent or guardian restricting such student's directory data. This includes student name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational agency or institution attended by the student. Parents and guardians who wish to restrict this data from the general public should send a request to the building principal.

## **CRIMINAL HISTORY BACKGROUND CHECKS**

The school district has adopted a background check policy (Employment Background Checks, policy #404), the purpose of which is to maintain a safe and healthful environment for its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history backgrounds for other volunteers, independent contractors, and student employees.

## **PROHIBITION OF WEAPONS**

### **School District Policy #501**

It is the policy of Independent School District No. 477 that the safety and well-being of each student/staff member is of paramount concern. Students or non-students, including adults and visitors, are not to be in possession of weapons while on school property or at any school activity unless approved in advance by the superintendent or designee.

Any student in possession of a weapon other than a firearm may result in (1) confiscation of the weapon; (2) an initial suspension for up to five (5) days; (3) notification to the police, and (4) a recommendation to the superintendent that the student be expelled. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

Possession of a firearm will result in expulsion of not less than one year per the Gun-Free Schools Act of March 31, 1994. The school board may modify the expulsion on a case-by-case basis.

"Weapon" means any firearm (whether loaded or unloaded), any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non- functioning guns that could be used to threaten others), knives, clubs, metal knuckles, numchucks, throwing stars, explosives, stun guns, ammunition, and mace/pepper spray\*. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

Parents of a student may make special arrangements with the building principal if a student needs to carry mace/pepper spray for defensive purposes outside the school setting. These substances must be checked into the office.

The complete policy is accessible at [www.isd477.org](http://www.isd477.org) or by contacting the district office.

## **HARASSMENT AND VIOLENCE**

### **School district policy #413**

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

The complete policy is accessible at [www.isd477.org](http://www.isd477.org) or by contacting the district office.

## **STUDENT TRANSPORTATION SAFETY**

### **School district policy #709**

#### **II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be reported to and imposed by the Building Principal or the Principal's designee. Serious misconduct will be reported to local law enforcement.

- A. **School Bus and Bus Stop Rules**  
The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school 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. The bus company manager will forward the misconduct report to the appropriate Building Principal or Principal's designee.
- B. **Rules at the Bus Stop**
  1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
  2. Respect the property of others while waiting at your bus stop.
  3. Keep your arms, legs and belongings to yourself.
  4. Use appropriate language.
  5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
  6. 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.
  7. After getting off the bus, move away from the bus.
  8. No fighting, harassment, intimidation or horseplay.
  9. No use or possession of alcohol, tobacco, drugs, or paraphernalia.

C. **Rules on the Bus**

The following rules will be posted on each school bus:

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. Eating or drinking are allowed at the discretion of the driver.
- \*7. No fighting, harassment, intimidation or horseplay.
- \*8. Do not throw any object.
- \*9. No use or possession of alcohol, tobacco, drugs, or paraphernalia.
- \*10. Do not bring any weapon or dangerous objects on the school bus.
- \*11. Do not damage the school bus.
12. Pets or animals of any type or size will not be transported on the bus.
13. Skateboards, scooters, sleds, sporting equipment, fishing rods, and related items cannot be brought on the bus.

\*These offenses may result in immediate suspension from riding the bus.

D. **Consequences**

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

1. **Elementary (K - 5)**

1<sup>st</sup> offense – Written warning

2<sup>nd</sup> offense – 3 school day suspension from riding the bus

3<sup>rd</sup> offense – 5 school day suspension from riding the bus

4<sup>th</sup> offense – 10 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. **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.

3. **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 serious misconduct will be provided to the Department of Public Safety. Record also may be maintained in the transportation office.

4. **Vandalism/Bus Damage**

Students damaging school buses will be financially responsible for the damages and repair. Any damage to a seat will result in a \$50 fine. Fines must be paid (or arrangements made to be paid) before the student may ride again.

5. **Notice**

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

6. **Criminal Conduct**

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the superintendent, local law enforcement officials and the Department of Public Safety will be informed.

III. **PARENT AND GUARDIAN INVOLVEMENT**

A. **Parent/Guardian Responsibilities For Transportation Safety**

1. Become familiar with district rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation and procedures in emergencies as set up by the school district.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.
11. Please notify your driver at School Bus Headquarters (763-631-5315) when your student is not going to ride the normal route.
12. In order for a student to be picked up or dropped off at a point other than the regular boarding point, the parents or guardians must sign, date and have delivered to the driver a permission slip and call School Bus Headquarters (763-631-5315), to verify the permission slip.

B. **Parent and Guardian Notification**

A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

The complete policy is accessible at [www.isd477.org](http://www.isd477.org) or by contacting the district office.

**SUSPENSION, EXCLUSION, EXPULSION**

A. **SUSPENSION**

1. Definition: "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a re-admission plan. The re-admission plan shall include where appropriate, a provision for alternative programs to be implemented upon re-admission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.

2. The administration has the prerogative of suspending a student in school or out of school for serious infractions of school rules such as fighting, sexual harassment, classroom disruption, failure to do detention, vandalism, stealing, forgery, smoking, truancy, insubordination, etc. Suspension from school may be for a period up to and including ten days and will be imposed by the principal or dean. Students who are suspended out of school must remain off the school grounds during the entire time of suspension. A letter will be sent to parents/guardian and the student detailing the reasons for the suspension, the plan for readmission, and a copy of the Minnesota Fair Dismissal Act.

## **B. EXPULSION**

Definition: "Expulsion" means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not exceed one calendar year.

Grounds: A student may be expelled from school for behavior or actions that would place themselves or other students in an unsafe condition.

### Length of Expulsion:

When an expulsion is appropriate, the School District may expel the student for an amount of time no greater than one school year from the date the pupil is expelled. The length of expulsion is within the School District's discretion. The following factors will be considered, to the extent the School District determines relevant, when the length of an expulsion is established.

- a. The nature of the misconduct.
- b. The harm caused or threatened by the misconduct.
- c. The student's behavioral and disciplinary history.
- d. Mitigating circumstances.
- e. The student's age.
- f. The student's educational needs.
- g. Characteristics of the victim.
- h. The student's recognition of the misconduct and its significance.
- i. The presence or absence of a weapon.

This list is not all-inclusive. Unique circumstances which cannot be anticipated might exist in individual cases. The School District expressly reserves the right to consider and give the weight it determines appropriate to such unique circumstances.

Permanent Record: The length and date of the expulsion will become part of the student's permanent record. If a student withdraws or transfers after expulsion proceedings for a weapon violation are started, the school may disclose this to another school district in connection with the possible admission of the student to school.

## **STUDENT USE AND DISTRIBUTION OF CONTROLLED SUBSTANCES**

### **School district policy #417**

It is the policy of Independent School District No. 477 to create a positive, healthful learning environment for all students. The district believes that student use of chemicals— tobacco, alcohol and other drugs -- leads to an unproductive and unhealthy environment. Therefore, the following consequences will be assessed to students for violations which occur at any time in school buildings, on school grounds, on school buses, and at school events that take place away from school (e.g., field trips, athletic events, etc.). The consequences described in each section of the policy are defined as minimums, and principals/designees have discretionary authority for further consequences, recognizing the individual circumstances for each student. Students found in violation of this policy shall be subject to the following:

## CHEMICAL USE AND ABUSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for the society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention. The use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to Free Workplace/Drug-Free School.

### Definitions

A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.

B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.

C. "School Location" includes any school building or on any school premises; on 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-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

### Consequences

The following consequences will be assessed to students for violations which occur at any time in school buildings, on school grounds, on school buses, and at school events that take place away from school (i.e. field trips, athletic events, etc.). The consequences described in this policy are defined as recommended minimums, and principals/designees have discretionary authority for further consequences, recognizing the individual circumstances for each student. Students found in violation of this policy may be subject to the following:

**Violation:** Use/Possession of Smoking Materials, Tobacco Products, Alcohol and other Mood-Altering Substances, and /or any look alike substance.

**Action:** Notification of parents; Notification of police; K-5 up to a five day in/out of school suspension; grades 6-12 a five day in/out of school suspension; referral to the building pre-assessment team; consideration of expulsion.

**Violation:** Distribution, Sale or Purchase of Tobacco Products, Smoking Materials, Alcohol, Other Mood-Altering Substances and/or Drug Paraphernalia, and /or any look alike substance

**Action:** Notification of parents; Notification of police; referral to building pre-assessment team; a 10 day suspension from school; recommendation to the school board for expulsion from school for one calendar.

## TECHNOLOGY USE

### School district policy # 524

#### I. **PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications (i.e.; personal laptops, hand-held computers, cell phones or other electronic devices).

#### **USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Use of the Internet is recognized as a useful educational tool in support of education and research when consistent with the educational goals of the Princeton School District. Access to the Internet, under supervision of staff, is a **privilege**, not a right. Responsibilities include, but are not limited to, the following:

1. Respect current school policies and behavior standards.
2. Accurately represent yourself, but don't reveal your personal address or phone number or anyone else's.
3. Respect the rights of others. Do not copy or modify files, data, or passwords belonging to others without their permission.
4. Do not post items produced by students without their permission and that of their instructors and parents/guardians. If permission is granted, items will be considered fair use and available to the public.
5. Abide by current copyright laws and statutes. Acknowledge your sources of information and graphics.
6. Use the Internet in an ethical manner. Do not use the Internet to create, download or transmit fraudulent, harassing, obscene, threatening, and other inappropriate messages. This includes messages that might harass individuals or groups because of their age, race, gender, religious beliefs, sexual orientation, physical attributes, etc.
7. Respect system security. Do not access or attempt to access systems or data that are not authorized to be accessed. Use of "loopholes" in computer systems is not allowed, nor is "hacking", etc., to attempt to degrade performance or gain illegal access to computer systems and software.
8. Do not use the Internet to promote products or services for the intent of financial or other gain for individuals, companies or employers, or any other local enterprise.
9. Respect the technology. Use Internet time and limited resources, such as bandwidth, file space and printers, wisely.

#### **INTERNET GUIDELINES**

1. **Acceptable Use** - The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Princeton Public Schools. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement is also prohibited.

2. **Rights and Privileges** - Princeton School District students have the right to examine a broad range of opinions and ideas in the educational process, including the right to locate, use and exchange information and ideas on the Internet. School officials must apply the same criterion of educational suitability used for other educational resources to attempts at removing or restricting access to specific databases or other Internet information sources. These criterion and procedures are spelled out in the Princeton School District's materials selection policy (see *P.E.R. Policy AFE and Selection and Evaluation of Textbooks, Other Curricular and Recreational Materials Policy IIA*). Inappropriate use may result in a loss of Internet privileges. The building administrators and staff will deem what is inappropriate use and may close an account at any time as required. Students may appeal administrative decisions to the Princeton School District Board of Education, whose decision is final.

#### **Internet Use Agreement:**

**If your student IS NOT to have Internet access, please send a written request to the building principal and we will honor your request to NOT have internet access at school.**

## 2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

The full year meeting date list is on file in the Superintendent's Office at the District Office Building. The purpose of the meeting will be on the meeting agenda displayed on the Legal Bulletin Board located in the District Office Hallway, and at on the districts web site [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) located under Meeting Agenda Access on the home page - no less than three days prior to each meeting date.

DATE/TIME	MEETING	LOCATION
8/8/2013 Thursday 7:00 a.m.	Wellness Board Committee Meeting	District Office Board Room
8/13/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
8/13/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
8/14/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
8/21/2013 Wednesday 9:00 a.m.	Facilities Projects Committee Meeting	Superintendent's Office
8/21/2013 Wednesday 7:00 a.m.	Security Committee Meeting	District Office Board Room
8/27/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
8/27/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
<del>8/27/2013 Tuesday, Approx. 7:40-8:40 p.m.</del>	<del>Board of Education Workshop</del> <b>CANCELLED</b>	<del>District Office Board Room</del>
9/5/2013 Thursday 7:30 a.m.	Transportation Board Committee Meeting	Superintendent's Office
9/25/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
10/1/201 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
10/8/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
10/8/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
10/09/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
10/22/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office

## 2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

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DATE/TIME	MEETING	LOCATION
10/22/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
10/22/2013 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
10/23/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
11/12/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
11/12/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
11/13/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
11/26/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Meeting
11/26/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
11/26/2013 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
11/27/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
12/3/14 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
12/17/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
12/17/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
12/18/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
01/14/2013 Tuesday, 5:30 p.m.	Finance Board Committee Meeting	Superintendent's Office

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### DATE/TIME

### MEETING

### LOCATION

01/14/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
01/15/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
2/4/2014 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
6/3/2014 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
April 5-7, 2014	NSBA Conference	New Orleans, LA

# 2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

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The full year meeting date list is on file in the Superintendent's Office at the District Office Building. The purpose of the meeting will be on the meeting agenda displayed on the Legal Bulletin Board located in the District Office Hallway, and at on the districts web site [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) located under Meeting Agenda Access on the home page - no less than three days prior to each meeting date.

## DATE/TIME

## MEETING

## LOCATION

Updated 8/12/13 Transportation meeting on 9/5/13 time 7am to 7:30am  
Updated 8/9/13 Put the Finance Meeting on 8/13/13 back on and the Policy Meeting on 8/27/13 back on.  
Updated 8/7/13 Canceled 8/27/13 Board of Education Workshop  
Updated 8/7/13 Removed Stakeholder Committee Meetings; changed the 8/13 Regular Board Meeting time to 7:00 from 8:05pm  
Updated 7/29/24 Added Facilities Projects Information Meeting 8/1/13 6pm  
Updated 7/22/13 Changed the committee name from Facilities Projects to Stakeholders  
Updated 7/17/13 Added Transportation, Finance, and Activities Board Committee Meetings  
Updated 7/12/13 Added all Facilities Projects Committee Meetings through mid January & added Reg.Board meeting & Finance Meeting on 1/14/2013.  
Updated 7/10/13 Reinstated finance meeting on 7/16/13 at 6:00 p.m.  
Update 7/10/13 Cancelled 7/16/13 Activities and Finance Board Committee Meetings  
Updated 6/20/13 Added Negotiations Certified 7/26/13 & Security Meeting 8/21/13 both at 7:00 a.m.  
Updated 6/13/13 Amended the Finance Committee meeting due to a change of meeting day to 6/21/13 7:00 a.m.  
Updated 6/5/13 Added the NSBA (National School Board Association) Conference in 2014  
Updated 5/30/13 Finance meeting change from 6/11/13 to 6/6/13