

Princeton Public Schools - ISD 477
Tuesday, June 17, 2014 at 7:00 PM
Regular School Board Meeting
District Office Board Room

OUR VISION
NO BOUNDARIES TO LEARNING

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

PROCEDURAL ITEMS

- Call to Order and Pledge of Allegiance
- Roll Call
- Citizen Comments

REPORTS

1. Board Members Committee Reports
2. Student Council Report
3. Superintendent Report

APPROVE AGENDA

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

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 6
2. Bills 7
3. Wire Transfers 15
4. Treasurer's Report 16
5. Gifts 17
6. Student Open Enrollments 18
7. Fundraiser 19
8. Field Trip 20
9. Cell Phone Reimbursement Amounts 21

INFORMATION

1. QComp Annual Report (Elaine Maples) 22

2. Midwest Instructional Leadership Council (MiLC) Organizational Assessment	30
FIRST READING - Health and Safety Policy	48
ACTION	
1. Middle School Handbook	52
2. Resolution Establishing Dates for Filing Affidavits of Candidacy	74
3. Director of Business Services Report	
Police Liaison Contract	75
Milk Bids	90
Meal Prices	91
Budget 2014-2015	92

FUTURE MEETINGS:

1. Meet and Confer: August ____, 2014

Reminder of upcoming meetings:

1. Transportation Committee Meeting: June 23, 2014, 5:00pm, Superintendent's Office
2. Special School Board Meeting: June 30, 2014, 5:00pm, District Office Board Room
3. Secretary Negotiations: June 18, 2014, at 3:00 p.m. in the Superintendent's Office
4. Custodians Negotiations: July 17, 2014, at 3:00 p.m. in the Superintendent's Office
5. Paraprofessionals Negotiations: July 17, 2014, at 1:00 p.m. in the Superintendent's Office

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 Chair Deb Ulm on the **3rd day of June, at 7:00 p.m.** in the District Office Board Room.

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

Members Absent: None

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Brenda Albrecht

Citizen Comments: None

Student Council Rep: Absent

REPORTS

Deb Ulm:	Board committee meeting(s) each Board member attended Special Board Meeting, Finance, and the Agenda planning meeting.
Howard Vaillancourt:	Special Board Meeting, Activities meeting.
Jeremy Miller:	Finance meeting.
Eric Minks:	Finance, and the Activities meetings.
Chuck Nagle:	Oak Land Graduation.
Craig Johnson:	Special School Board Meeting, and the Activities meeting.
Chad Young:	Special School Board Meeting.

Superintendent Report: Superintendent Espe reported that the students and staff at South Elementary held a celebration for the new school building last week on the North Elementary grounds. In addition, more ideas for what Princeton needs came from students: Correct the flooding at the park, build a field house, a cupcake store, a health spa, a hotel that accepts dogs, and a statue of the Princeton Tiger in the roundabout.

APPROVE AGENDA

Motion made by Howard Vaillancourt, and seconded by Craig Young, to approve the agenda as presented. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Chad Young, and seconded by Craig Johnson, to approve the May 20, 2014 Regular School Board meeting minutes, and the May 22, 2014 Special School Board meeting minutes as they are presented. Motion passed unanimously.

CONSENT AGENDA

Motion made by Howard Vaillancourt, and seconded Eric Minks, to approve the consent agenda items: Personnel, and Gifts. Motion passed unanimously.

DISCUSSION

Special Education Staffing – Special Education Coordinator Erin Dohrmann presented the Special Education staffing needs for 2014-15. The High School needs a speech clinician and one additional teacher. The Early Childhood program needs a speech clinician and one additional teacher.

ACTION

World's Best Workforce – RTI Coach Erin Engness presented the World's Best Workforce plan for the district.

Motion was made by Jeremy Miller, and seconded by Eric Minks, **to approve the World's Best Workforce plan**. Motion passed unanimously.

Princeton Teachers Growth and Evaluation Process – Principal Dan Voce, and High School Teacher Rick Kielty, presented to the board the state mandated teachers growth and evaluation process plan. Motion was made by Jeremy Miller, and seconded by Howard Vaillancourt, to approve **the Teachers Growth and Evaluation Plan**. Motion passed unanimously.

Call for Roof Bids

Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, **to approve the Call for Roof Bids**. All in favor: Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, and Deb Ulm. All against: Chuck Nagle. The motion passed 6:1.

Resolution Authorizing the Sale of the General School Obligation Bonds.

Motion was made by Jeremy Miller, and seconded by Howard Vaillancourt, **to approve the Resolution Authorizing the Sale of the General School Obligation Bonds**. Upon roll call the following voted in favor of: Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, Chuck Nagle, and Deb Ulm. Motion passed.

Fall Musical Proposal

Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, **to approve the Fall Musical Proposal with the exception that it goes back to the policy committee to ensure the activity fees, and ages are clearly presented**. Upon roll call the following voted in favor of: Craig Johnson, Jeremy Miller, Eric Minks, Chuck Nagle, Chad Young, Deb Ulm, and Howard Vaillancourt. The following voted against the same: None. Motion passed.

Extra-Curricular Pay Schedule

Motion was made by Craig Johnson, and seconded by Howard Vaillancourt, **to approve the Extra-Curricular Pay Schedule**. Upon roll call the following voted in favor of, Craig Johnson, Jeremy Miller, Eric Minks, Chuck Nagle, Howard Vaillancourt, Chad Young, and Deb Ulm. The following voted against the same: None. Motion passed.

Cheerleaders

Motion was made by Craig Johnson, and seconded by Howard Vaillancourt, **to remove the Cheerleading program from the Community Education area, and to approve placing the Cheerleading Program back under the High School Activities area.** Upon roll call the following voted in favor of: Craig Johnson, Jeremy Miller, Chuck Nagle, Howard Vaillancourt, Chad Young, and Deb Ulm, and the following voted against the same: Eric Minks. Motion passed 6:1.

SADD

Motion was made by Craig Johnson, and seconded by Howard Vaillancourt, **to remove the SADD program from the Community Education area, and to approve placing the SADD Program back under the High School Activities area.** Upon roll call the following voted in favor of, Craig Johnson, Jeremy Miller, Chuck Nagle, Howard Vaillancourt, Chad Young, and Deb Ulm. The following voted against the same, Eric Minks. Motion passed 6:1.

BOKS Activity

Motion was made by Craig Johnson, and seconded by Chad Young, **to approve the BOKS Program at North Elementary.** Upon roll call the following voted in favor of, Craig Johnson, Chad Young, Deb Ulm, and Jeremy Miller. The following voted against the same Chuck Nagle and Eric Minks. Motion passed 5:2.

Hall of Fame

Motion was made by Jeremy Miller, and seconded by Craig Johnson **to table this item and bring it back to the Activities committee for further discussion.** Motion passed unanimously.

Early Childhood and District Office Remodel

Motion was made by Chuck Nagle, and seconded by Jeremy Miller, **to table this item until additional information is presented.** Upon roll call the following voted in favor of: Chad Young, Craig Johnson, Chuck Nagle, Eric Minks, Jeremy Miller, and the following voted present: Howard Vaillancourt. The board would like to have the ICS team attend a board meeting and provide additional details including a timeline for this project.

MEETINGS TO BE SET –

Transportation: June 23, 2014 at 5:00pm in the Superintendent's Office

Activities Committee: June 17, 2014 at 4:30 pm in the Superintendent's Office

Special Board Meeting: June 30, 2014, 5:00 pm in the District Office Board Room

Negotiations:

Principals June 4, 2014 at 5:00pm in the Superintendent's Office

Custodians Waiting for response from Custodian Group

Food Service June 12, 2014 at 1:00pm in the District Office Minnesota Room

Paraprofessionals - Waiting for response from the Para Group

ADDITIONS TO AGENDA – None

ADJOURN Meeting was adjourned at **9:09 pm**

Recorder: Bridget Sorensen

Chair Deb Ulm

Clerk Eric Minks

Princeton Public Schools, ISD 0477 Board Consent Agenda

	A	B	C	D	E	F	G
1	June 17, 2014						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Alexander, Brenda	Resignation	Director of Human Resources	N/A	N/A	6/27/2014	N/A
4	Ash, Shellyn	Position Change from HS PASS Teacher to HS Media Specialist	Teacher - Media Specialist - HS	PEA	Barb Janssen	14-15 School Year (8/25/14)	Same step/lane as previous but increase from 1.0 FTE to 1.054 FTE
5	Brown, Robyn	Resignation of Playground Position only	Playground Para - SE	ESA	N/A	6/5/2014	N/A
6	Daniels, Laura	Resignation of Cafeteria Position only	Lunchroom Para - SE	ESA	N/A	6/5/2014	N/A
7	Evenski, Danielle	Resignation	World Language Teacher - MS	PEA	N/A	end of 2013-14 school year	N/A
8	Fariss, Jack	Rescinded Acceptance - New Hire - LTS	Science Teacher - HS	PEA	Wilkinson & Ratz	2014-15 and 2015-16 school years	.80 FTE
9	Fenske, Andrew	Resignation of EXC position	MS Football Coach	PEA	N/A	6/3/2014	N/A
10	Furman, John	New Hire	CE Site Supervisor	N/A	New Position	6/2/2014	\$12.02/hour (class II, step 1-3 on para schedule)
11	Johnson, Michelle	Resignation	Teacher - NE	PEA	N/A	6/6/2014	N/A
12	Kerwin, Terri	Resignation of EXC position	Math League Advisor - MS	PEA	N/A	5/1/2014	N/A
13	Marxhausen, Sarah	LOA	Assistant Principal - MS	ADM	N/A	~ 9/2/14 - 11/7/14	N/A
14	Moosbrugger, Karen	Retirement	Teacher - MS	PEA	N/A	6/6/2014	N/A
15	Morrow, Patrick	Non Renewal	Tech Intergration	PEA	N/A	7/1/2014	N/A
16	Schramel, Robyn	Resignation	MS Soccer Coach	PEA	N/A	3/10/2014	N/A
17	Skuzza, Heidi	Resignation	MS Volleyball Coach	PEA	N/A	6/3/2014	N/A
18							
19							
20							
21							
22							

Princeton Public Schools #477
Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
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			58687	155178	Check	1	7706	3	AMAZON.COM	Yes	Yes	No	USD	05/22/2014	2,586.55
			58644	155179	Check	1	1137		AMERIPRIDE LINEN & APPAREL	Yes	Yes	No	USD	05/22/2014	1,197.10
			58690	155180	Check	1	7858		ANDERSON JANICE	Yes	Yes	No	USD	05/22/2014	274.12
			58646	155181	Check	1	1206		AP EXAMS	Yes	No	No	USD	05/22/2014	1,673.00
			58641	155182	Check	1	10915		BERGGREN VICTOR	Yes	No	No	USD	05/22/2014	40.00
			58691	155183	Check	1	7860		BIEN ANN	Yes	Yes	No	USD	05/22/2014	238.00
			58655	155184	Check	1	12950		BIES JO	Yes	Yes	No	USD	05/22/2014	192.98
			58672	155185	Check	1	14249		BLACKBIRD ROBERTA	Yes	No	No	USD	05/22/2014	189.73
			58686	155186	Check	1	7402		BREEZY POINT RESORT	Yes	No	No	USD	05/22/2014	392.67
			58653	155187	Check	1	12944		BRITT DON	Yes	Yes	No	USD	05/22/2014	104.00
			58703	155188	Check	1	9606		BUTLER DON	Yes	Yes	No	USD	05/22/2014	120.00
			58674	155189	Check	1	1636		CAMBRIDGE HIGH SCHOOL	Yes	No	No	USD	05/22/2014	140.00
			58670	155190	Check	1	14247		CAPEDER JENINE	Yes	Yes	No	USD	05/22/2014	196.23
			58675	155191	Check	1	1818		CLEMENSEN ENTERPRISES	Yes	Yes	No	USD	05/22/2014	1,260.00
			58661	155192	Check	1	14238		CLEVELAND VERNA	Yes	Yes	No	USD	05/22/2014	11.00
			58694	155193	Check	1	8912	1	FRANCONIA SCULPTURE PARK	Yes	Yes	No	USD	05/22/2014	201.00
			58652	155194	Check	1	12941		FRANKE DIANE C.	Yes	No	No	USD	05/22/2014	118.34
			58647	155195	Check	1	12134		GEVING MARK	Yes	No	No	USD	05/22/2014	150.00
			58676	155196	Check	1	2771		GOOD KIMBERLY	Yes	No	No	USD	05/22/2014	200.26
			58700	155197	Check	1	9313		GOULD MAUREEN	Yes	No	No	USD	05/22/2014	195.00
			58636	155198	Check	1	10503	1	GTM SPORTSWEAR	Yes	Yes	No	USD	05/22/2014	2,783.00
			58645	155199	Check	1	11489		HAMANN DAN	Yes	Yes	No	USD	05/22/2014	300.00
			58663	155200	Check	1	14240		HARRIS RICHARD	Yes	No	No	USD	05/22/2014	214.61
			58656	155201	Check	1	12951		HARSHMAN JEANETTE	Yes	No	No	USD	05/22/2014	200.82
			58635	155202	Check	1	10144		HEIDORF BID	Yes	Yes	No	USD	05/22/2014	201.50
			58677	155203	Check	1	3064		HELPS PATRICIA	Yes	Yes	No	USD	05/22/2014	188.61
			58649	155204	Check	1	12624		HOFSTEDT JASON	Yes	Yes	No	USD	05/22/2014	150.00
			58697	155205	Check	1	9294		HOVORKA SHARON	Yes	Yes	No	USD	05/22/2014	203.96
			58671	155206	Check	1	14248		JENKINS JENNIFER	Yes	Yes	No	USD	05/22/2014	114.98
			58654	155207	Check	1	12946		KING EVELYN	Yes	Yes	No	USD	05/22/2014	91.28
			58650	155208	Check	1	12642		KRICK STEVE	Yes	Yes	No	USD	05/22/2014	150.00
			58660	155209	Check	1	13730		LIPKA ALICIA	Yes	Yes	No	USD	05/22/2014	40.00
			58689	155210	Check	1	7857		LUNDEEN CATHY	Yes	Yes	No	USD	05/22/2014	221.20
			58679	155211	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	05/22/2014	520.00
			58678	155212	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	05/22/2014	468.40
			58699	155213	Check	1	9297		MASSEY LINDA	Yes	Yes	No	USD	05/22/2014	200.60
			58637	155214	Check	1	10654		MATZ SHARON J.	Yes	No	No	USD	05/22/2014	195.00
			58659	155215	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	05/22/2014	2,437.09
			58680	155216	Check	1	4307		MINNESOTA ZOOMOBILE	Yes	No	No	USD	05/22/2014	355.00
			58693	155217	Check	1	8268		MISIURA AUDREY	Yes	Yes	No	USD	05/22/2014	294.42

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
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		58662	155219	Check	1	14239		NELSON MARLENE	Yes	Yes	No	USD	05/22/2014	192.98
		58657	155220	Check	1	12952		PASCH ANN	Yes	No	No	USD	05/22/2014	194.10
		58673	155221	Check	1	14250		PRINCE BARBARA	Yes	No	No	USD	05/22/2014	189.73
		58681	155222	Check	1	5124		PRINCETON DAIRY QUEEN	Yes	No	No	USD	05/22/2014	40.00
		58683	155223	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	Yes	No	USD	05/22/2014	55,513.91
		58682	155224	Check	1	5152		PRINCETON SCHOLARSHIP FOUND1	Yes	Yes	No	USD	05/22/2014	1,500.00
		58643	155225	Check	1	10963	1	PROBLEM SOLVING SOLUTIONS	Yes	No	No	USD	05/22/2014	3,255.00
		58640	155226	Check	1	10862		PUTNAM MAUREEN	Yes	Yes	No	USD	05/22/2014	275.00
		58666	155227	Check	1	14243		QUICKSTROM JOAN	Yes	No	No	USD	05/22/2014	105.12
		58701	155228	Check	1	9551		ROGERS HIGH SCHOOL	Yes	No	No	USD	05/22/2014	70.00
		58684	155229	Check	1	5451		SAARI MIKE	Yes	Yes	No	USD	05/22/2014	120.00
		58702	155230	Check	1	9595		SANDY JOHN	Yes	Yes	No	USD	05/22/2014	120.00
		58669	155231	Check	1	14246		SCHULTZ DIANE	Yes	Yes	No	USD	05/22/2014	193.99
		58658	155232	Check	1	12953		SEIFERT JOANNE	Yes	No	No	USD	05/22/2014	91.00
		58696	155233	Check	1	9292		SKOGEN MARTHA	Yes	Yes	No	USD	05/22/2014	203.96
		58648	155234	Check	1	12188		SMITH DANIEL	Yes	No	No	USD	05/22/2014	120.00
∞		58638	155235	Check	1	10655		SMITH STEPHEN J.	Yes	Yes	No	USD	05/22/2014	83.49
		58642	155236	Check	1	10959		SOLBERG MATT	Yes	Yes	No	USD	05/22/2014	150.00
		58692	155237	Check	1	7954		SONSTEBY MARCUS	Yes	Yes	No	USD	05/22/2014	40.00
		58667	155238	Check	1	14244		STAY NORMA	Yes	No	No	USD	05/22/2014	197.24
		58651	155239	Check	1	12932		STEVENSON ANNE	Yes	Yes	No	USD	05/22/2014	93.24
		58685	155240	Check	1	7006		THUNDER BLADES INC	Yes	Yes	No	USD	05/22/2014	355.00
		58665	155241	Check	1	14242		TOPLIFF DELORES	Yes	No	No	USD	05/22/2014	208.44
		58688	155242	Check	1	7853		TRUNK MARLENE	Yes	Yes	No	USD	05/22/2014	226.66
		58664	155243	Check	1	14241		VANDERWEYST JOAN	Yes	No	No	USD	05/22/2014	207.32
		58695	155244	Check	1	9291		VOLKER EMMA	Yes	Yes	No	USD	05/22/2014	211.47
		58668	155245	Check	1	14245		WARD PATRICIA	Yes	No	No	USD	05/22/2014	105.79
		58639	155246	Check	1	10705		WILSON SPORTS	Yes	Yes	No	USD	05/22/2014	405.00
		58705	155247	Check	1	8292		GRAND NATIONAL GOLF COURSE	Yes	No	No	USD	05/28/2014	165.00
		58704	155248	Check	1	5040		PIZZA BARN	Yes	No	No	USD	05/28/2014	125.00
		58719	155249	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	05/30/2014	572.70
		58715	155250	Check	1	14191		EDUCATION MINNESOTA - CUSTODI	Yes	No	No	USD	05/30/2014	979.20
		58724	155251	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	05/30/2014	4,687.06
		58713	155252	Check	1	13965		GURSTEL CHARGO PA	Yes	No	No	USD	05/30/2014	370.95
		58716	155253	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	05/30/2014	67.14
		58714	155254	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	05/30/2014	58.67
		58717	155255	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	05/30/2014	119.43
		58718	155256	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	No	No	USD	05/30/2014	112.00
		58720	155257	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	05/30/2014	16,833.60
		58721	155258	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	05/30/2014	83.00

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
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			58723	155260	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	05/30/2014	830.78
			58726	155261	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	05/30/2014	272.11
			58727	155262	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	05/30/2014	187.03
			58725	155263	Check	1	10168		PAULSON COURTNEY	Yes	No	No	USD	05/30/2014	375.00
			58728	155264	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	05/30/2014	380.00
			58729	155265	Check	1	11788		MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	05/30/2014	7,620.84
			58730	155266	Check	1	13771		METLIFE	Yes	No	No	USD	05/30/2014	9,708.39
			58737	155267	Check	1	12589		ABRAHAMSON DAVID	Yes	No	No	USD	05/30/2014	80.00
			58754	155268	Check	1	7402		BREEZY POINT RESORT	Yes	No	No	USD	05/30/2014	1,178.00
			58745	155269	Check	1	14252		BURCZYK BEV	Yes	No	No	USD	05/30/2014	38.75
			58734	155270	Check	1	11991		EMC INSURANCE COMPANIES	Yes	No	No	USD	05/30/2014	116.00
			58735	155271	Check	1	12134		GEVING MARK	Yes	No	No	USD	05/30/2014	80.00
			58740	155272	Check	1	12674		GOTFREDSON JON	Yes	No	No	USD	05/30/2014	120.00
			58733	155273	Check	1	11489		HAMANN DAN	Yes	No	No	USD	05/30/2014	80.00
			58756	155274	Check	1	9654		JARVIS JIM	Yes	No	No	USD	05/30/2014	80.00
			58738	155275	Check	1	12642		KRICK STEVE	Yes	No	No	USD	05/30/2014	80.00
			58747	155276	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	05/30/2014	260.00
			58748	155277	Check	1	4348		MN DEPT OF EDUCATION	Yes	No	No	USD	05/30/2014	1,110.00
			58749	155278	Check	1	4363	2	MN HISTORICAL SOCIETY	Yes	No	No	USD	05/30/2014	1,662.00
			58750	155279	Check	1	4628		NELSON NURSERY	Yes	No	No	USD	05/30/2014	495.00
			58751	155280	Check	1	4628		NELSON NURSERY	Yes	No	No	USD	05/30/2014	5,788.55
			58743	155281	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	05/30/2014	78,222.34
			58755	155282	Check	1	8381		PETERSON MELISSA	Yes	No	No	USD	05/30/2014	22.75
			58736	155283	Check	1	12174		PETERSON STAN	Yes	No	No	USD	05/30/2014	120.00
			58739	155284	Check	1	12648	1	REBYL SPORTS, INC.	Yes	No	No	USD	05/30/2014	2,131.50
			58753	155285	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	05/30/2014	2,000.00
			58752	155286	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	05/30/2014	55.00
			58744	155287	Check	1	13451		RUSH CIRIA	Yes	No	No	USD	05/30/2014	6.00
			58732	155288	Check	1	10959		SOLBERG MATT	Yes	No	No	USD	05/30/2014	160.00
			58741	155289	Check	1	12819		STEELE TONYA	Yes	No	No	USD	05/30/2014	111.60
			58746	155290	Check	1	14253		WALLSMITH KYLE	Yes	No	No	USD	05/30/2014	25.00
			58742	155291	Check	1	13262	1	WALMART COMMUNITY/GEGRB	Yes	No	No	USD	05/30/2014	731.29
			58731	155292	Check	1	10705		WILSON SPORTS	Yes	No	No	USD	05/30/2014	2,927.00
			58757	155293	Check	1	8305		GRAND SLAM SPORTS & ENT.	Yes	No	No	USD	06/02/2014	2,976.00
			58758	155294	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	06/03/2014	225.00
			58761	155295	Check	1	8979		GTI CAMBRIDGE THEATRE	Yes	No	No	USD	06/04/2014	520.00
			58759	155296	Check	1	5139		PRINCETON LANES	Yes	No	No	USD	06/04/2014	120.00
			58760	155297	Check	1	6532	1	WHITCOMB ARCHERY	Yes	No	No	USD	06/04/2014	30.00
			58764	155298	Check	1	10795		ACE SOLID WASTE, INC	Yes	No	No	USD	06/06/2014	2,490.38
			58772	155299	Check	1	13788		ADRENALINE FUNDRAISING	Yes	No	No	USD	06/06/2014	2,493.00

6

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58778	155300	Check	1	14260		ALBRECHT GERALD	Yes	No	No	USD	06/06/2014	9.60
			58769	155301	Check	1	13277		AMERICAN INSTITUTES FOR RESEA	Yes	No	No	USD	06/06/2014	945.00
			58777	155302	Check	1	14259		ANDERSON DENISE	Yes	No	No	USD	06/06/2014	15.85
			58790	155303	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	06/06/2014	1,767.97
			58773	155304	Check	1	14255		BACHMEYER GORDON	Yes	No	No	USD	06/06/2014	100.00
			58766	155305	Check	1	10915		BERGGREN VICTOR	Yes	No	No	USD	06/06/2014	40.00
			58792	155306	Check	1	7402		BREEZY POINT RESORT	Yes	No	No	USD	06/06/2014	589.00
			58783	155307	Check	1	1636		CAMBRIDGE HIGH SCHOOL	Yes	No	No	USD	06/06/2014	140.00
			58768	155308	Check	1	12071		CHS BOYS GOLF	Yes	No	No	USD	06/06/2014	135.00
			58779	155309	Check	1	14261		CISKOVSKY DAN	Yes	No	No	USD	06/06/2014	16.55
			58775	155310	Check	1	14257		DORNFELD AMMY	Yes	No	No	USD	06/06/2014	6.00
			58784	155311	Check	1	2234		DUPAY SUSAN	Yes	No	No	USD	06/06/2014	150.00
			58785	155312	Check	1	2406		ENGREN CHRISTINE	Yes	No	No	USD	06/06/2014	18.75
			58780	155313	Check	1	14262		FRANDSEN LORI	Yes	No	No	USD	06/06/2014	10.10
			58786	155314	Check	1	2874	1	GTS	Yes	No	No	USD	06/06/2014	195.00
			58788	155315	Check	1	4032	1	M.A.S.B.O.	Yes	No	No	USD	06/06/2014	329.00
			58787	155316	Check	1	3997		MAPLE GROVE PARK & REC CENTE	Yes	No	No	USD	06/06/2014	1,604.12
			58767	155317	Check	1	11444		MENSHEK BONNIE	Yes	No	No	USD	06/06/2014	5.50
			58762	155318	Check	1	10432		MINNESOTA ELEVATOR, INC	Yes	No	No	USD	06/06/2014	750.50
			58781	155319	Check	1	14263		OLSON CHRISTINA	Yes	No	No	USD	06/06/2014	15.00
			58791	155320	Check	1	6977		OLSON KATHY	Yes	No	No	USD	06/06/2014	20.80
			58794	155321	Check	1	9243	2	OREILLY AUTOMOTIVE INC	Yes	No	No	USD	06/06/2014	358.28
			58770	155322	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	06/06/2014	185,066.89
			58765	155323	Check	1	10862		PUTNAM MAUREEN	Yes	No	No	USD	06/06/2014	300.00
			58763	155324	Check	1	10601		REEK STACY	Yes	No	No	USD	06/06/2014	20.60
			58774	155325	Check	1	14256		SCHARBER CALEB	Yes	No	No	USD	06/06/2014	150.00
			58782	155326	Check	1	14264		SCHAUER KIM	Yes	No	No	USD	06/06/2014	23.45
			58793	155327	Check	1	7954		SONSTEBY MARCUS	Yes	No	No	USD	06/06/2014	40.00
			58771	155328	Check	1	13666		TEACHING STRATEGIES	Yes	No	No	USD	06/06/2014	3,250.00
			58789	155329	Check	1	4404	5	TWINS BALLPARK LLC	Yes	No	No	USD	06/06/2014	1,400.00
			58776	155330	Check	1	14258		VAN OORT CURT	Yes	No	No	USD	06/06/2014	11.60
			58805	155331	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	06/13/2014	4,687.06
			58803	155332	Check	1	13965		GURSTEL CHARGO PA	Yes	No	No	USD	06/13/2014	406.24
			58804	155333	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	06/13/2014	123.40
			58829	155334	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	No	USD	06/17/2014	5,192.94
			58838	155335	Check	1	14005		AGC NETWORKS INC	Yes	No	No	USD	06/17/2014	150.00
			58843	155336	Check	1	14235		ALL GOALS INC.	Yes	No	No	USD	06/17/2014	647.00
			58812	155337	Check	1	1137		AMERIPRIDE LINEN & APPAREL	Yes	No	No	USD	06/17/2014	1,496.32
			58818	155338	Check	1	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	06/17/2014	76,186.44
			58906	155339	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	06/17/2014	3,688.00
			58819	155340	Check	1	1218		AQUA LOGIC	Yes	No	No	USD	06/17/2014	1,074.08

10

Princeton Public Schools #477 Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58825	155341	Check	1	13199	1	ASPEX SOLUTIONS	Yes	No	No	USD	06/17/2014	327.42
			58878	155342	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	06/17/2014	774.69
			58912	155343	Check	1	9359		BALDWIN TOWNSHIP	Yes	No	No	USD	06/17/2014	285.00
			58837	155344	Check	1	1392		BENTON TROPHY & AWARD	Yes	No	No	USD	06/17/2014	51.26
			58850	155345	Check	1	1511		BRAND MANUFACTURING	Yes	No	No	USD	06/17/2014	53.30
			58849	155346	Check	1	1505		BRANSON ELECTRONICS	Yes	No	No	USD	06/17/2014	284.00
			58854	155347	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	06/17/2014	2,050.24
			58845	155348	Check	1	14268		CAMBRIDGE CHRISTIAN SCHOOL	Yes	No	No	USD	06/17/2014	500.00
			58851	155349	Check	1	1668		CARL E. JOHNSON PLBG & HTG	Yes	No	No	USD	06/17/2014	297.78
			58820	155350	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	06/17/2014	304.97
			58823	155351	Check	1	13063	1	CDW	Yes	No	No	USD	06/17/2014	612.50
			58873	155352	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	06/17/2014	3,005.15
			58852	155353	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	06/17/2014	771.11
			58817	155354	Check	1	12119		CEREBELLUM CORPORATION	Yes	No	No	USD	06/17/2014	150.71
			58828	155355	Check	1	13418	1	CHICAGO DISTRIBUTION CENTER	Yes	No	No	USD	06/17/2014	12.47
			58853	155356	Check	1	1761		CHIP'S A.C. REFRIG & APPLI	Yes	No	No	USD	06/17/2014	88.00
			58846	155357	Check	1	14269		CROWN CHRISTIAN SCHOOL	Yes	No	No	USD	06/17/2014	1,000.00
			58806	155358	Check	1	10069		DALCO	Yes	No	No	USD	06/17/2014	15,948.26
			58816	155359	Check	1	12028	3	DECKER EQUIPMENT	Yes	No	No	USD	06/17/2014	500.96
			58856	155360	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	06/17/2014	605.40
			58857	155361	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	06/17/2014	969.77
			58911	155362	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	06/17/2014	315.44
			58858	155363	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	06/17/2014	11,855.45
			58848	155364	Check	1	14271		EMBROIDERY PGH	Yes	No	No	USD	06/17/2014	394.00
			58859	155365	Check	1	2460		EVERBIND/MARCO BOOK COMPAN	Yes	No	No	USD	06/17/2014	305.10
			58840	155366	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	06/17/2014	2,290.45
			58913	155367	Check	1	9775		GABLE CONSTRUCTION	Yes	No	No	USD	06/17/2014	600.00
			58822	155368	Check	1	13030		GIFTS & GADGETS GALORE	Yes	No	No	USD	06/17/2014	472.80
			58832	155369	Check	1	13649		GOLF TEAM PRODUCTS	Yes	No	No	USD	06/17/2014	247.50
			58860	155370	Check	1	2775		GOPHER	Yes	No	No	USD	06/17/2014	168.57
			58861	155371	Check	1	2778		GOPHER STATE ONE-CALL INC	Yes	No	No	USD	06/17/2014	42.05
			58901	155372	Check	1	6645		GRAINGER	Yes	No	No	USD	06/17/2014	1,030.04
			58862	155373	Check	1	2847		GREEN VALLEY GREENHOUSE	Yes	No	No	USD	06/17/2014	1,392.65
			58863	155374	Check	1	2864		GROTH MUSIC	Yes	No	No	USD	06/17/2014	146.25
			58864	155375	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	06/17/2014	275.49
			58865	155376	Check	1	3121		HI-TECH REFRIGERATION	Yes	No	No	USD	06/17/2014	381.00
			58866	155377	Check	1	3126	2	HOBART SALES & SERVICE	Yes	No	No	USD	06/17/2014	245.50
			58867	155378	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	No	No	USD	06/17/2014	196.45
			58811	155379	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	06/17/2014	29,486.00
			58810	155380	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	06/17/2014	425.99
			58815	155381	Check	1	11846	1	IRBY TOOL AND SAFETY	Yes	No	No	USD	06/17/2014	34.97

11

Princeton Public Schools #477 Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58869	155382	Check	1	3375	1	J & R SCHOOL SUPPLIES INC	Yes	No	No	USD	06/17/2014	684.00
			58870	155383	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	06/17/2014	123.51
			58814	155384	Check	1	11648	1	JSB SURVEILLANCE	Yes	No	No	USD	06/17/2014	6,431.44
			58835	155385	Check	1	13868		K12 TRANSPORTATION MANAGEME	Yes	No	No	USD	06/17/2014	4,000.00
			58902	155386	Check	1	6948		KNUTSON, FLYNN & DEANS	Yes	No	No	USD	06/17/2014	1,413.75
			58824	155387	Check	1	13082		KOCH'S HARDWARE	Yes	No	No	USD	06/17/2014	120.00
			58871	155388	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	06/17/2014	1,560.75
			58872	155389	Check	1	3825	2	LIFETOUCH NSS	Yes	No	No	USD	06/17/2014	16,455.84
			58874	155390	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	06/17/2014	641.62
			58875	155391	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	06/17/2014	1,241.00
			58908	155392	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	No	No	USD	06/17/2014	162.50
			58808	155393	Check	1	10432		MINNESOTA ELEVATOR, INC	Yes	No	No	USD	06/17/2014	676.16
			58833	155394	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	06/17/2014	12.81
			58813	155395	Check	1	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	06/17/2014	337.33
			58876	155396	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	06/17/2014	376.36
			58905	155397	Check	1	8268		MISIURA AUDREY	Yes	No	No	USD	06/17/2014	239.10
			58855	155398	Check	1	2122	1	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	06/17/2014	270.00
			58910	155399	Check	1	8945		MOHN MONICA	Yes	No	No	USD	06/17/2014	293.00
			58877	155400	Check	1	4537		NASCO	Yes	No	No	USD	06/17/2014	86.40
			58879	155401	Check	1	4736		NORTHERN SAW SERVICES	Yes	No	No	USD	06/17/2014	64.50
			58847	155402	Check	1	14270		NORTHFIELD PUBLIC SCHOOLS	Yes	No	No	USD	06/17/2014	550.00
			58880	155403	Check	1	4761		OAK GALLERY	Yes	No	No	USD	06/17/2014	557.20
			58881	155404	Check	1	4767		OAK LAND VOCATIONAL CENTER	Yes	No	No	USD	06/17/2014	18,235.04
			58882	155405	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	06/17/2014	1,330.10
			58883	155406	Check	1	5032		PIONEER	Yes	No	No	USD	06/17/2014	552.00
			58884	155407	Check	1	5040		PIZZA BARN	Yes	No	No	USD	06/17/2014	103.88
			58821	155408	Check	1	12881	1	PLOW WORLD, INC.	Yes	No	No	USD	06/17/2014	31.00
			58886	155409	Check	1	5135		PRINCETON ACE HARDWARE INC.	Yes	No	No	USD	06/17/2014	1,028.94
			58885	155410	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	06/17/2014	1,844.41
			58903	155411	Check	1	7015		PRINCETON HEALTH & FITNESS	Yes	No	No	USD	06/17/2014	640.00
			58887	155412	Check	1	5139		PRINCETON LANES	Yes	No	No	USD	06/17/2014	458.80
			58888	155413	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	06/17/2014	260.51
			58807	155414	Check	1	10224	2	REGENTS OF THE UNIVERSITY OF M	Yes	No	No	USD	06/17/2014	467.50
			58889	155415	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	06/17/2014	9.00
			58890	155416	Check	1	5319	2	RHODE ISLAND NOVELTY	Yes	No	No	USD	06/17/2014	203.00
			58831	155417	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	06/17/2014	3,515.05
			58891	155418	Check	1	5553	5	SCHOLASTIC INC	Yes	No	No	USD	06/17/2014	2,752.49
			58892	155419	Check	1	5571		SCHOLASTIC MAGAZINES	Yes	No	No	USD	06/17/2014	6.24
			58893	155420	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	06/17/2014	108.81
			58909	155421	Check	1	8735		SCOTT ELECTRIC	Yes	No	No	USD	06/17/2014	398.00
			58841	155422	Check	1	14192		SEACHANGE PRINTING & MARKETIN	Yes	No	No	USD	06/17/2014	383.79

12

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58895	155423	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	06/17/2014	705.90
			58896	155424	Check	1	5682		SHERWIN WILLIAMS CO.	Yes	No	No	USD	06/17/2014	667.80
			58897	155425	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	06/17/2014	108.00
			58830	155426	Check	1	13492		SPECO CHARTER LLC	Yes	No	No	USD	06/17/2014	650.00
			58894	155427	Check	1	5617	7	ST CLOUD STATE UNIVERSITY	Yes	No	No	USD	06/17/2014	9,828.00
			58844	155428	Check	1	14267		ST. JOHN LUTHERAN SCHOOL	Yes	No	No	USD	06/17/2014	250.00
			58839	155429	Check	1	14062		STEEL SALES CORP.	Yes	No	No	USD	06/17/2014	914.75
			58898	155430	Check	1	6031		SYLVA CORPORATION INC	Yes	No	No	USD	06/17/2014	322.05
			58868	155431	Check	1	3339		THE INSTRUMENTALIST	Yes	No	No	USD	06/17/2014	240.00
			58827	155432	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	06/17/2014	219.95
			58834	155433	Check	1	13674		THE PRINT AND WEB SHOP	Yes	No	No	USD	06/17/2014	606.00
			58899	155434	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	06/17/2014	1,831.56
			58907	155435	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	06/17/2014	276.53
			58904	155436	Check	1	7277		TWIN CITY SUPPLY	Yes	No	No	USD	06/17/2014	1,684.81
			58836	155437	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD	06/17/2014	86.00
			58900	155438	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	No	No	USD	06/17/2014	218.80
			58842	155439	Check	1	14232		WEST BRANCH GUN CLUB	Yes	No	No	USD	06/17/2014	2,151.00
			58809	155440	Check	1	10705		WILSON SPORTS	Yes	No	No	USD	06/17/2014	24.00
			58826	155441	Check	1	13230		WOODWIND AND BRASSWIND	Yes	No	No	USD	06/17/2014	183.98
Bank Total: 001														\$696,389.32	
Report Total:														\$696,389.32	

Princeton Public Schools #477
Detail Payment Register By Check No.
Fund Summary

Fund	Description	Total
01	General Fund	\$543,368.52
02	Food Service	\$88,975.97
04	Community Service	\$5,625.92
10	Student Activities	\$58,418.91
Report Total		\$696,389.32

Princeton Public Schools - ISD #477

Wire Transfer Report

June 17, 2014

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
5/15/2014	\$ 518,818.83	ACH File Transfer
5/15/2014	\$ 177,973.35	Federal Tax Wire Transfer
5/15/2014	\$ 28,578.66	State Tax Wire Transfer
5/15/2014	\$ 7,807.52	Select Account H S A
5/15/2014	\$ 78,882.48	TRA File Transfer
5/15/2014	\$ 29,583.05	PERA File Transfer
5/15/2014	\$ 391.50	MN Child Support File Transfer
5/15/2014	\$ 25,326.91	TSA File Transfer
5/30/2014	\$ 516,585.85	ACH File Transfer
5/30/2014	\$ 177,120.34	Federal Tax Wire Transfer
5/30/2014	\$ 28,282.09	State Tax Wire Transfer
5/30/2014	\$ 7,722.52	Select Account H S A
5/30/2014	\$ 76,138.44	TRA File Transfer
5/30/2014	\$ 31,094.16	PERA File Transfer
5/30/2014	\$ 391.50	MN Child Support File Transfer
5/30/2014	25,248.10	TSA File Transfer
6/4/2014	\$ 6,433.14	BMO Harris Bank - (Pcards)
6/10/2014	\$ 526.00	MN Revenue - (Sales tax)
TOTAL	\$ 1,736,904.44	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR MAY 2014**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,721,706.49	3,421,541.86	2,418,674.06	(300.37)	14,724,574.29
02 Food Service	363,150.22	151,987.68	160,432.76	(1,758.73)	354,705.14
04 Community Service	297,545.21	112,162.39	84,268.37	(1,135.78)	325,439.23
06 Building Fund	0.00	0.00	0.00	0.00	0.00
07 Debt Service	495,926.64	408,798.64	0.00	185.68	904,725.28
10 Activities	200,534.25	34,767.49	85,394.66	314.20	149,907.08
TOTAL	15,078,862.81	4,129,258.06	2,748,769.85		16,459,351.02

Bank Accounts

AP/PR Account (Bremer)	736,345.73
MSDLAF+	6,096,682.64
Investments (Fd01)	<u>9,822,535.55</u>
	16,655,563.92
O/S Accts Pay Checks	(127,090.60)
O/S Payroll Checks	(11,387.09)
O/S Wires	(61,644.21)
NSF Checks	<u>3,909.00</u>
TOTAL	16,459,351.02

Gifts to Princeton Schools

(June 17, 2014)

School/Program	Amount/Item	Donor	Purpose
New Childcare Room	\$300 Wal-Mart Gift Card	Princeton PTO	Supplies for the new childcare room.

FUNDRAISING APPROVAL FORM

Date of fundraiser: 9/22/14 - 10/6/14		Projected profit: \$ 18,500	Amount earned:
Group or organization proposing the fundraiser: South Elementary		Item(s) being sold: Misc Items + Food	
Company/organization supplying items to be sold: The Chip Shoppe			
The money raised will be used for: Field Trips			
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: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.	X	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: 6-3-14	Teacher/Sponsor Signature: Lisa A Bekius		
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: 6/3/2014	Administrator Signature: Greg Funt		
Date: 6/5/2014	Superintendent Signature: Julia Espe		
Date:	School Board Chair Signature:		

FIELD TRIP REQUEST

This request must be completed for any proposed student trip defined as a Field Trip (instructional, supplemental or extended), as described in School Board Policy 610, Field Trips. We ask that this request form be completed and submitted to the building principal. Extended field trips require itinerary to be attached.

Date: <u>June 17-June 20</u>	Building: <u>HS</u>
Teacher/Advisor: <u>Jade Joseph</u>	Group/Class: <u>Journalism</u>
Number of Students: <u>2-3</u>	Number of Advisors: <u>2 (myself & Charissa Larson)</u>
Destination: <u>Balfour Summer Camp (Yearbook)</u>	Total Miles: <u>(located @ St. John's in Collegenille, MN)</u>
Departure Date / Time: <u>June 17, 8am</u>	Return Date / Time: <u>June 20, noon</u>
School Days Missed: <u>0</u>	Non-School Days Missed: <u>4</u>
Transportation Method: <u>students must provide own transportation</u>	
Estimated Cost:	
Mileage (round trip): <u>0</u>	
Meals: <u>included</u>	
Lodging: <u>included</u>	
Insurance: _____	
Registration: <u>\$395/person - 2 advisers & 2 students attend free</u>	
Substitute Teacher: <u>0</u>	
Misc.: <u>0</u>	
TOTAL COST: <u>\$395/person - 4 free (No cost to us for 2 students to attend)</u>	

How will the trip be funded?

The cost is included in our yearbook contract. This includes 4 camp "scholarships" - 2 advisers and 2 students to go with for free. If additional students wanted to attend, they would have to pay half and yearbook would pay half. Sending editors with the scholarships.

Approved Disapproved _____ Date _____
Activities Director Signature
 Approved Disapproved Paul Muckel Date 6-4-14
Principal's Signature

For extended field trips, these additional signatures are required:

Approved Disapproved _____ Date _____
Superintendent's Signature
 Approved Disapproved _____ Date _____
School Board Chairperson

CELLULAR DEVICE REIMBURSEMENT CHOICES			
CELLULAR DEVICE WITH NO DATA PLAN REQUIRED			
\$45.00			
CELLULAR DEVICE WITH DATA PLAN REQUIRED			
\$90.00			
Finance June 3, 2014			

Q Comp Annual Report 2013-14

Please provide an update on the district Q Comp program for the current school year that includes the summary of findings and recommendations from the annual board report as required under Minnesota Statutes, section 122A.414, subdivision 3(a).

Submit the report in SharePoint according to the directions in the guidelines with the district name as the beginning of the file title (i.e., *ABC School District Q Comp Annual Report 062114*).

Please provide the following **District Identification Information**.

District Name: Princeton Public Schools

District Number: 477

Date Presented to the School Board: June 17, 2014

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. ***All information reported should be based on the current school year.*** It is recommended that each question be addressed with a brief summary of 3-7 sentences.

Component 1: Teacher Leaders

Implementation

1. Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes no

If no, please explain what changes have occurred and why?

Impact

2. How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

We have been very pleased with the change this year in our use of Marzano's Teacher Evaluation Model. It has definitely made a strong impact in the teachers' understanding of the connection between student growth goals, professional learning communities, and teacher coaching. The discussions surrounding teacher and student evidence along with the desired effect of the elements of instruction has been detailed and thoughtful.

Here are some of the highlights resulting from our interviews with teacher leaders and licensed staff:

- Sharing our successes and struggles while implementing new strategies was most beneficial during our PLC meeting.
- I enjoy working with teacher leaders as they offer ideas on how I can improve my instruction. The strategies are often easy enough to incorporate the very next day.
- I am more aware of the Marzano elements and how I can use them in the classroom. By going over the pre and post observation forms, I have gained a much clearer picture of what it looks like if I am effectively implementing these elements and strategies. By becoming more aware of these things I am better able to meet my kids' needs, and I have a clearer picture of what they are understanding as I move through my lessons.
- I feel my impact, as a mentor has been positive in promoting growth. I strive to build relationships based on trust, which allows for participants to feel safe taking risks.

3. How did the work of teacher leaders impact student achievement?

Our teacher leaders facilitated the development and incorporation of Marzano's research-based high impact instructional strategies. We chose to focus on the 14 strategies/elements shown to have the most affect on student achievement. The focused evidence based feedback resulted in teachers being able to more effectively facilitate the process of learning for our students.

Probably one of the biggest areas of growth for the teachers this year has been the use of scales in order to assess the students' understanding of the critical information. There has been a deliberate move to more closely monitor and track the students' progress toward attainment of the lesson's goal.

Review Findings

4. How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

Teacher leaders reported the training helped them fulfill the requirements and understand the responsibilities of their positions. The inter-rater reliability exercises acted as a gauge designed to enable the teacher coaches to be consistent in their ratings.

5. What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

They identified the strengths of the teacher leaders and also the areas in which teacher leaders needed to improve. The teacher leaders served as role models and guides though the new Marzano Instructional Scales. They helped us to identify areas for future growth. The training provided for our teacher coaches and PLC facilitators reported an improved understanding of the ratings and the Marzano framework.

Recommendations

6. How will the district use the review findings to improve the effectiveness of Component 1?

We are offering our Professional Learning Facilitators and our Teacher Coaches the opportunity to participate in intensive training in the areas of Marzano's Domain I and Inter-rater reliability through Resource Training and Solutions.

We have surveyed our staff in their knowledge of Marzano's elements and will offer focused training in the areas identified as high need.

We are also planning to completely re-evaluate our process of the evaluation of our career ladder positions in order to gain more useful feedback and facilitate the process of getting this feedback back to the leaders themselves.

Component 2: Job-embedded Professional Development

Implementation

1. Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes no
 - a. If no, please explain the changes that have occurred and why?

Impact

2. How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

Teachers share ideas and strategies within their professional learning communities.

Teachers reported the following during the interviews;

- Integrating technology into their classroom instruction
- Use of graphic organizers to assist students with writing
- Common Core strategies
- Vertical alignment of teaching strategies
- Math lesson studies focusing on conceptual understanding
- Common language and assessments
- Implementation of learning goals
- Application of Marzano elements.

3. How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

The professional learning communities' purpose is to raise student achievement. The site teams have been raising the rigor regarding student achievement goals on both the individual student growth goals and the professional learning communities' student growth goals. Teachers have been discussing how to monitor and measure student growth using formative assessments. Through the use of mid-year data, learning teams can monitor and adjust the curriculum as well as interventions for individual students who are not on target.

Review Findings

4. How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

Teams regularly examine student data; formative and summative teacher collected data as well as data from standardized tests. The teams identify areas in need of improvement and/or students who are in need of additional assistance. The job of the team is to then implement interventions in order assist a student or plan for instruction to meet academic standards.

Instructional strategies are identified through the use of a personal assessment. Teachers rate themselves and set growth goals for some of the instructional strategies, which are still at the beginning or developing levels.

5. How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

Most of the professional learning communities use pre and post tests to assess student growth. Throughout the course of the year, teachers use formative assessments to guide their instruction toward student success on the academic standards. Through the implementation of scales and rubrics, teachers were able to determine which strategies would be the most effective for students. Teachers will discuss the use of strategies and any difficulties associated with implementing the strategies.

Recommendations

6. How will the district use the review findings to improve the effectiveness of Component 2?

We have become aware that we can be more adept at gathering and analyzing data. We plan to add two data coaches (per site) to our career ladder positions to assist our teachers in this process. We are also sending representatives to an Response to Intervention conference to more effectively implement interventions.

Component 3: Observation/Evaluation

Implementation

1. Are licensed staff members observed/evaluated at least three times per year by at least two trained observers/evaluators as outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes no
 - a. If no, please explain the changes that have occurred and why?

Impact

2. What impact did the observation/evaluation process, including coaching, have on classroom instruction?

Teachers reported in the interviews that they:

- Are more aware of the Marzano elements
- Try new techniques and redesign curriculum

- Change classroom management procedures
 - Appreciate the guidance on areas of growth as well as strengths
 - Need the time to discuss their teaching strategies with other teachers
 - Appreciated their coaches asking the right questions
 - Are much more goal oriented; goals are posted in all classrooms
 - Focus more deeply on the lessons they teach.
3. What impact did the observation/evaluation process, including coaching, have on student achievement?

This year we have seen a huge increase in the connections teachers are making between their individual growth plan, professional learning community goal, and their teacher coaching as to how it all focuses on increased student achievement.

- Teachers are more aware of how the Marzano elements help students learn.
- Students are more aware of their learning goal and are able to identify it.
- Students are able to identify their progress on the scale/rubric.
- Teachers are much more focused on goals to improve student achievement.
- Teachers are reflecting daily on meeting their students' needs.

Review Findings

4. How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?

Teachers reported being more intentional and focused on the Marzano strategies as a result of their coaching feedback. The discussions surrounding desired effect and teacher/student evidence helped to deepen the understanding of the elements. The habit of improved planning and reflective practice is becoming more embedded.

5. How did the training observers/evaluators received throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

The teacher coaches reported that the inter-rater reliability training helped to develop a common understanding of what each element looks like at each level. This is our first year using Marzano's elements, so we will continue to grow in this process. The teacher coaches reported that being included in the instructional rounds gave clarity and consistency when using the Marzano Framework to score teachers on the scales.

The power of teacher coaching really is in forming the right questions. Our teacher coaches who are skilled in this area help our teachers to achieve more growth and to develop more reflective habits. The feedback our coaches provide as to the levels our teachers have achieved helps our teachers to identify areas for personal growth. One of the advantages of the Marzano scale is the example of reflective questions to ask in order to help teachers identify ways they can improve their use of the strategy.

Recommendations

6. How will the district use the review findings to improve the effectiveness of Component 3?

We have noticed that our teacher coaches have been spending a great deal more time in their pre and post conferences as a result of our change to Marzano. This is a very good thing! We want to spend more time in training on questioning skills to enhance teacher growth. Our coaches want more practice in inter-rater reliability.

Component 4: Performance Pay

Implementation

1. Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

X yes no

- a. If no, please explain the changes that have occurred and why?

Impact

2. What percentage of all licensed staff met the standard to earn performance pay for the measures of student achievement? %

3. What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results? %

- a. What percentage of tenured licensed staff met the standard to earn performance pay for observation/evaluation results? %

- b. What percentage of probationary licensed staff met the standard to earn performance pay for observation/evaluation results? %

4. Is performance pay awarded for another area (besides school-wide goals, measures of student achievement and observation/evaluation results)?

X yes no Professional Learning Communities

- a. If yes, what percentage of all licensed staff members met the standard to earn performance pay for this other area? %

Recommendations

How will the district use the data to improve the effectiveness of Component 4?

We are working to improve our use of formative assessment and analysis of student data in order to align our results in the area of student achievement within Q Comp and the results on our standardized tests. We are working to increase the rigor of our goals for student achievement.

Component 5: Reformed Salary Schedule

Implementation

1. Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes no
 - a. If no, please explain the changes that have occurred and why?

Impact

2. What percentage of all licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 100 %
 - a. What percentage of tenured licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 100 %
 - b. What percentage of probationary licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 100 %

Recommendations

How will the district use the data to improve the effectiveness of Component 5?

We are satisfied with the results in Component 5.

General Program Impact and Recommendations

1. What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program?

Career ladder teachers continue to serve the district in important and various ways. Successes include: teachers meeting together to discuss shared content and examine student data, teachers being observed by peers as well as observing and being able to look more closely at instruction, teaching, and learning, and teacher leaders being involved at the building and district levels in order to provide input for district initiatives. Teacher coaching provides powerful feedback for teachers. The strong mentoring program helps to retain teachers and trains them to be successful in the classroom.

We have seen our instruction become much more goal oriented and focused on monitoring what our students are achieving on a daily basis. This has been most pronounced within the last year since implementing the Marzano Framework district wide.

2. What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

Using the Marzano scale/rubric in teacher coaching has helped teachers align and connect the teacher coaching experience to their PLC and IGP goals as well as the site goals. The scales in the Marzano model are research based instructional strategies shown to increase student achievement. Our teachers are posting learning goals for students accompanied by a scale/rubric and using this tool to help guide and track student learning.

3. How will the district use the review findings to improve the overall effectiveness of the program?

- We will do a complete revision of the evaluation of our career ladder positions to provide more focused and timely feedback to our teacher leaders.
- We are proposing the addition of two Data Coaches as career ladder positions at each site to improve our use of student data.
- We are also expecting our teacher coaches to increase the length of time they spend observing our teachers in order to give more thorough feedback.
- Lastly, we will be increasing the rigor of the student achievement goals for the individual teachers as well as the professional learning communities.

**CONTINUOUS SCHOOL
IMPROVEMENT/RTI
ORGANIZATIONAL ASSESSMENT
REPORT**
PRINCETON SCHOOL DISTRICT

WHY AN ORGANIZATIONAL ASSESSMENT?

- **Supports ongoing strategic planning work.**
- **Provides foundation for long-term goal setting.**

RESEARCH FRAMEWORK

Blueprints for Implementation of Response to Intervention by National Association of State Directors of Special Education

Kansas Multi-Tier System of Supports by the Kansas Department of Education

What Districts Can Do to Improve Instruction and Achievement in All Schools by Learning First Alliance

Implementing the Findings of Research: Bridging the Gap Between Knowledge and Practice by Wallace, Blasé, Fixsen and Naaom

Striking the Right Balance by Marzano and Waters



LEADERSHIP BEHAVIORS

Positively influencing student outcomes by:

- **Ensuring collaborative goal setting.**
- **Establishing nonnegotiable goals for achievement and instruction.**
- **Creating board alignment with and supportive of district goals.**
- **Monitoring achievement and instructional goals.**
- **Allocating resources to support the goals for achievement and instruction.**

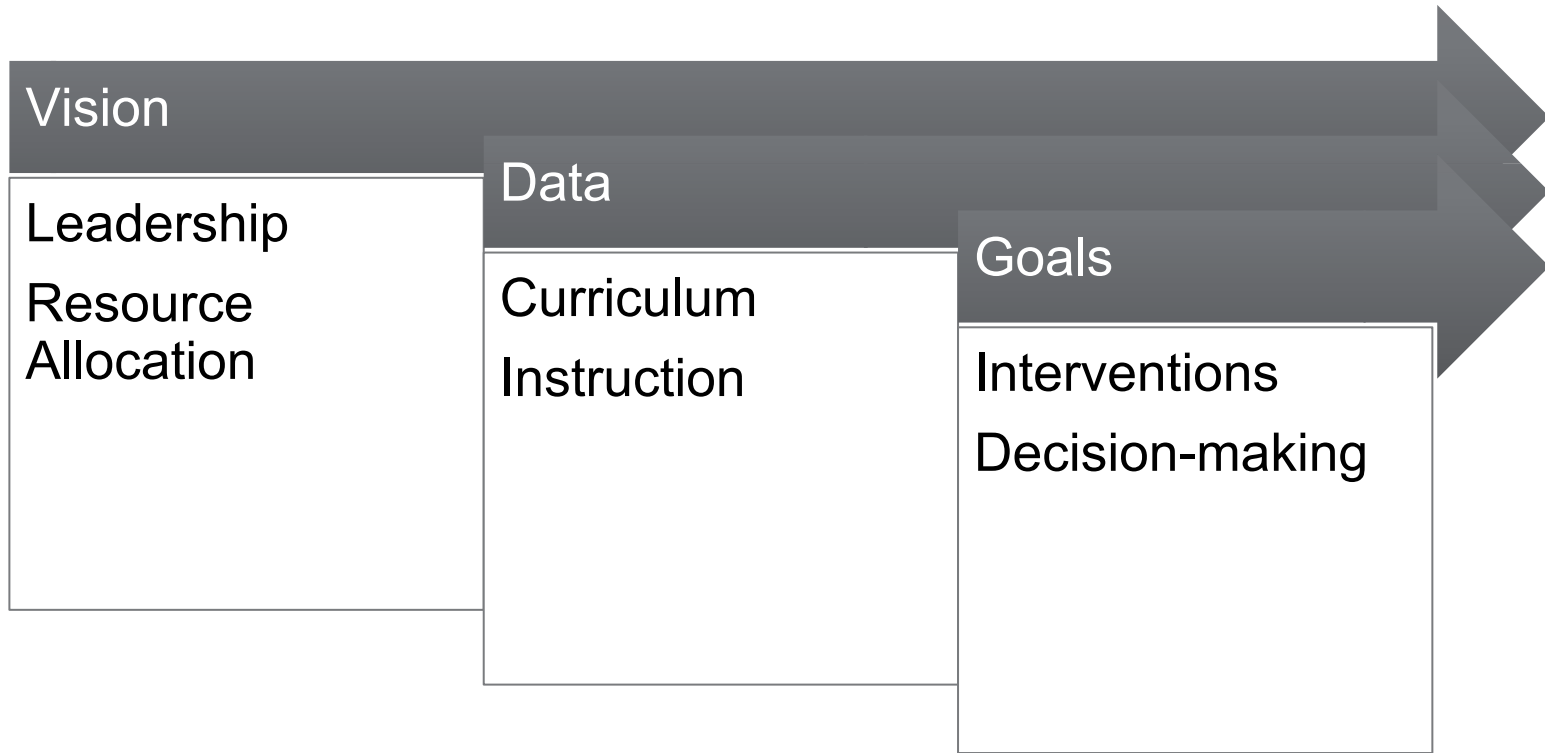
CORE PRINCIPLES OF RTI

- **We can effectively teach all children.**
- **Intervene early.**
- **Use a multi-tier model of service delivery.**
- **Use a problem solving method to make decisions within the model.**
- **Use research-based, scientifically validated interventions/instruction.**
- **Monitor student progress to inform instruction.**
- **Use data to make decisions.**
- **Use assessment for screening, diagnostics, progress monitoring.**

PROCESS FOR THE ASSESSMENT

- 1. All instructional staff took a survey.**
- 2. Consultants met with each school's leadership team to get feedback from their school's survey results.**
- 3. Consultants met with the director team to get feedback from the district's survey results.**
- 4. Consultants provided the final assessment in writing.**
- 5. Consultants reviewed the schools' assessment with the leadership teams.**
- 6. Consultants reviewed the district's survey results with the director team.**

AREAS ASSESSED IN THE SURVEY



RECOMMENDED ACTIONS

1) DEVELOP ACTIONS FOR EVERYONE TO LEARN ABOUT 21ST CENTURY SKILLS NEEDED

- **How to prepare every student to compete in the future.**
- **Update our standards to current state standards.**
- **Develop College and Career Readiness targets, describing why they are different than in the past.**
- **Establish partnerships with families and community to support student capacity for success in the 21st century.**

DEFINE LEADERSHIP STRUCTURES ROLES

- **Board, Families, Community Stakeholders**
- **Superintendent and Directors**
- **Administrative Team**
- **District Instructional Leadership Team**
- **School Leadership Teams**

3) DEVELOP LEADERSHIP TEAMS THAT:

- **Create mission, vision, values statements.**
- **Develop a district strategic plan with aligned school plans.**
- **Establish communication procedures to promote vertical and horizontal communications.**
- **Produce clear and measureable student performance goals and communicate them.**
- **Generate aligned routines for analyzing progress toward goals at the district and school levels.**
- **Define specific staff beliefs and behaviors for demonstrating growth toward culture and procedural targets.**
- **Make evaluation routines and decision rules to trigger actions to change, extend or eliminate initiatives.**

4) COMPLETE A DISTRICT STRATEGIC PLAN AND OBJECTIVES

- **Engage stakeholders**
- **Communicate and market**
- **Embed within all district Continuous School Improvement activities.**

5) OPERATIONALIZE DISTRICT TARGETS TO INCLUDE:

- **Clear and measurable goals for student performance.**
- **Aligned routines for analyzing progress toward goals at the district and school levels.**
- **Objectives relating to evidence-based practices to be used to improve student outcomes.**
- **Measurement of changes in staff behaviors (evidence-based practices) and beliefs to monitor short-term progress.**

6) DEVELOP AND DEPLOY A PROCESS FOR EVALUATING CURRENT CURRICULUM NEEDS.

- **Evaluation routine must be grounded in research regarding effective instruction of reading and language arts.**
- **Documentation of existing curriculum and outcomes will be needed to establish baseline.**
- **Specific targets for instruction must be set that align with current standards, including “Foundational Standards.”**
- **Process must include: review of research regarding effective reading instruction, evaluation of curriculum tools and procedures, identification of needed resources and training, implementation routines both short-term and long-term, evaluation routines.**

7) BUILD CAPACITY FOR CONTINUOUS IMPROVEMENT EFFORTS ACROSS THE DISTRICT

- **Identify, train and support school leadership team “experts” on continuous school improvement, assessment and data-driven decision-making.**
- **Align with Marzano framework(s).**
- **Provide time, resources and incentives.**

8) CONDUCT AN INVENTORY AND ANALYSIS OF INITIATIVES.

- **Determine the following:**
 - Alignment of initiatives to prioritized strategic goals,
 - Adequacy of support for maintenance of existing practices that are successful,
 - “Planned abandonment” of initiatives that are not aligned with research-based practices or district strategic goals.

9) CONDUCT A COMPREHENSIVE REVIEW OF ASSESSMENT ROUTINES AND PRACTICES.

- **Address the following:**
 - Type and purpose of assessments in use.
 - Frequency and duration of these assessments.
 - Value added for information acquired from each of the assessments in use.
 - Consideration of routines and practices that are redundant in terms of value-added.
 - Elimination of routines that are redundant or that can be accomplished more efficiently via alternative means.

10) ESTABLISH STRUCTURES TO CELEBRATE SUCCESS

- **For the District and the Staff:**
 - Incorporate acknowledgement and recognition of historic traditions and successes.
 - Provide recognition for staff taking leadership roles and making early adoptions efforts that are risky.
 - Reinforce collective (including administrative) responsibility for outcomes, good and bad.



Princeton School District
HEALTH AND SAFETY POLICY #807

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards

existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard
 - 14. Electrical Safety
 - 15. First Aid/CPR/AED
 - 16. Food Safety Inspection
 - 17. Forklift Safety
 - 18. Hazardous Waste
 - 19. Hearing Conservation
 - 20. Hoist/Lift/Elevator Safety
 - 21. Integrated Pest Management
 - 22. Laboratory Safety Standard/Chemical Hygiene Plan
 - 23. Lead

24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The Superintendent or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as

may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: Princeton Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
Princeton Policy 701 (Establishment and Adoption of School District Budget)
Princeton Policy 806 (Crisis Management Policy)

Reviewed: June 25, 2013
Reviewed: June 17, 2014



PRINCETON MIDDLE SCHOOL

1100 4th Avenue North, Princeton, MN 55371

Phone 763-389-6704 Fax 763-389-6737

Daniel Voce, Principal 763-389-6750

Sarah Marxhausen, Assistant Principal 763-389-6751

Bobbi Benner, Counselor 763-389-6753

Joan Bullivant, Counselor 763-389-6739

June 2, 2014

Re: Middle School Handbook Changes

Dear Dr. Espe and School Board Members.

Below are the recommended changes for the 2014-2015 middle school handbook. These changes are based on a variety of reasons: correcting misinformation, aligning current practices and policies, and recommendations from those in Food Service, Health Services, transportation, and building principal/assistant principal.

Pg. 2 Take out the following:

~~**8:00 A.M.**— Students and parents may make arrangements to conference with teachers during this time or during the teacher’s planning time during the school day or after school. Students arriving before 8:00 A.M. must remain in the cafeteria until supervision arrives.~~

Pg. 3 Take out:

Failure is not an Option

~~Students with unacceptable grades at the end of each trimester will receive an “I” signifying the student’s grade is “Incomplete.” Students will be given a **two week** window in which to complete any missing or late assignments. Students may need to re-do certain assignments to improve their scores. Students meeting the course requirements within the two week window will receive partial credit and a passing grade. If students have two or more N’s at the completion of the two week window, will automatically be placed in the after school “Overtime” program. Students receiving two or more N’s at the end of the third trimester may be enrolled in the summer overtime program.~~

~~Students who are not making adequate progress in their academic classes may be referred to the "Homework Overtime" program by their teaching team. Students in the program will work with a team teacher mentor to assist and check student progress. Every 2 weeks student grades will be reviewed and students who have shown progress will be exited out of the "Homework Overtime" program. **Students failing to attend "Homework Overtime" or not making adequate progress may be enrolled in summer school or retained at their current grade level.**~~

Replace with:

Overtime Program - Academic intervention and support

Students who need academic assistance in their classes and coursework may be referred to our “Overtime” program by their teaching team, guidance counselor, or advisor. The “Overtime” is every Tuesday and Thursday night from 3:30 - 5:30 pm. Students in the program will work with a team teacher/mentor to assist, guide, and track student progress. Every two weeks student grades will be reviewed. Students who have shown progress will be exited out of the program. Students who do not make adequate progress on their grades at the end of the school year may be enrolled in our summer “Overtime” program.

Incomplete Grades

Students who have incomplete work and are not meeting adequate progress in their courses will receive an “I” at the end of each trimester. Students will be given a **two week** window in which to complete any missing or late assignments. Students may need to re-do assignments to improve their scores. Our goal is to help students successfully complete their courses and learn the necessary skills to be successful in high school and beyond.

Pg. 4 Under Action Plan, take out the following:

~~Failure to meet academic outcomes by the end of summer will result in temporary retention until all outcomes are met. “Failure is not an Option”~~

Pg. 6 Add the following:

Restitution Room

As students make mistakes, our goal is to focus on how to learn from what had occurred. Students are given learning opportunities as well as an opportunity to learn and grow through restitution. Through restitution, students ask themselves: how can I repair my mistake(s) and mend the relationship(s) damaged through my mistake? Restitution is one piece to student management; additional steps and/or consequences may be administered.

Pg. 7 Add the following under **insubordination**:

It is expected that students work with and answer administration’s questions when needed.

Pg. 8 Add the following under **CELL PHONES, OTHER PERSONAL COMMUNICATION DEVICES, AND MUSIC DEVICES**:

Teachers may allow permission to use electronic devices for educational purposes within their individual classrooms. This requires prior approval through the classroom teacher and should otherwise be stored in the students’ lockers.

Pg. 8, Add the following for activities:

Social Websites/Public Domain and Participation in Activities

Any public behaviors, pictures, or otherwise, observed on social websites will be screened for conduct becoming that of a Princeton Activities participant. Substantial evidence will be the level of proof needed to issue eligibility consequences. Attendance at parties, events, or gatherings, for whatever length of time, where alcoholic beverages and/or illegal drugs as defined by State Law are illegally present and/or illegally used is prohibited and there may be eligibility consequences as outlined in school district policy.

Pg. 9, Add the following to the **Bullying** section:

As supported through the State, there are four parts to bullying: a) Bullying is intimidating, threatening, abusive, or hurtful conduct b) it is objectively offensive and c) the conduct involves an imbalance of power and is repeated or d) the conduct materially and substantially interferes with a student’s education or ability to participate in school activities.

Take out the whole Health section and replace with new updated section- sent via district nurse for each handbook within the district:

HEALTH SERVICES

The District School Nurse and Health Service Assistant welcome any communication or questions related to student health. Parents/guardians who have a student with health concerns will make the District School Nurse and Health Services Assistant aware of the concern (such as asthma, allergies, unique health conditions, etc.), thus enabling them to assist the child with appropriate health care services. It is the parent/guardians responsibility to provide the District School Nurse and Health Services Assistant with the child’s health care provider’s diagnosis, recommendations, *Action Plans*, *Medication Administration Forms* and medications that must be taken at school each school year or whenever the child’s health condition changes. It is the parent/guardians responsibility to work with the District School Nurse to develop an *Individual Health Plan* for their child, sign a *Release of Information* that allows communication between care providers and the District School Nurse, and to keep all phone numbers, emergency contact numbers current/up-to-date so parent/guardians or an emergency contact can be reached as needed.

District School Nurse:	District Office phone 763-389-6195	fax 763-389-9142	email dawn.sievert@isd477.org
Health Services Assistants:	High School phone 763-389-6019	fax 763-389-5816	
	Middle School phone 763-389-6723	fax 763-389-6723	
	North Elementary phone 763-389-6803	fax 763-389-6850	

BUS

It is the parent/guardian's responsibility to share with the bus company any health concerns to ensure the safety of students while riding the bus. Health Services website: www.princeton@isd477.org, click on District Office, Department, and Health Services. The website contains information about immunizations, illness, medication, diseases, and downloadable forms.

USE OF HEALTH SERVICES

A student may utilize the health service office for a medical problem, injury, or for information or referral for a specific health problem. Except in emergency situations, students requesting permission to use the health services office are required to receive a pass from the teacher and will be signed in by the Health Services Assistant. In emergency situations (sudden illness or injury in school or on school grounds) the student should report immediately to the health services office or the supervisor on duty. Students that are ill injured should report to the Health Services Assistant in the School Health Office and will be assisted to contact their parent/guardian or leave the building for medical care.

EMERGENCY FORM

An emergency form will be mailed or sent home with the student. **The emergency form needs to be updated and a parent/guardian signature is required each year for emergency medical treatment.** Please return the form as soon as possible to assist health services in caring for the student. It is the parent/guardian responsibility and extremely important to update all medical information, phone and address changes, and alternate emergency contact persons phone numbers as they occur during the school year. **If a current emergency form is not on file in the health office or we are unable to reach a parent/guardian or emergency contact, the school staff will make a determination about care/treatment for the child in an emergency.**

MEDICATIONS

Princeton School District #477 recognizes that some students may require prescribed or over-the-counter medication during the school day. Medications must only be given by the Licensed School Nurse or school staff (trained by the Licensed School Nurse). **Students are not allowed to carry their own medication during school hours** except in special circumstances. In such cases, parent/guardian and health care provider signatures are required. Parents/guardians of students requesting medication to be administered by Health Services Assistant during school hours are required to provide:

1. A written order for the medication from the physician or 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/guardian release. (Forms provided by the school health office or the school health website.)
3. The medication supplied in the original labeled bottle in which it was purchased. **NO** baggies 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. Any medication not picked-up by parent/guardian and left at school at the end of the school year will be disposed.

To assure safety, parent/guardian should **bring** medication to the school health office. If your child is in High School or Middle School and you are unable to bring the medication in person, it is necessary to **call** the health office with the following information: Parent/guardian name, parent/guardian phone or contact number, student name, name of medication and amount of medication being sent to school. If your child is in North or South Elementary and you are unable to bring the medication in person, it is necessary to **call** the health office or District School Nurse to see if other arrangements can be made.

ILLNESS

Students who become ill during the school day **must report to the health office.** The health services assistant will determine whether or not the student is able to continue with the school day and call parent/guardian as appropriate. **It is not acceptable for students to leave school because of illness without reporting to the health office.** Also, students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If a student becomes ill during school and is unable to return to class, the health service assistant will contact the parent/guardian to inform them of the illness and to request that the student be picked up from school (or in some buildings be allowed to walk/drive home). If the parent/guardian cannot be reached, emergency contacts designated by the parent/guardian on the emergency sheet will be notified.

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

1. Fever of 100 degrees or more.
2. Vomiting.
3. Diarrhea.
4. Red eyes/eyelids with pus type drainage.
5. Rash that may spread or may be disease related.
6. Live head lice or any increasing quantity of nits.

Before returning to school:

- Student must be fever free for **24 hours**;
- 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 the student 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.

Other:

- Review hygiene tips with your child to prevent the spread of infections
- Establish a bedtime and wake-up time routine to ensure adequate and consistent sleep
- Good nutrition and regular exercise are key to good health

INJURIES

The health services assistant will determine whether or not the student is able to continue with the school day and call parent/guardian as appropriate. If we are unable to notify parent/guardian or emergency contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to Fairview Northland Regional Hospital by ambulance. It is the parent/guardian responsibility to **update** all phone numbers and emergency contact phone numbers. **If we are unable to reach a parent/guardian or emergency contact the school staff will make a determination about care/treatment for the child in an emergency.**

ALLERGY AWARE SCHOOLS

Parent/guardian of students who have allergies are responsible to submit an *Allergy Action Plan* with health provider and parent/guardian signature, *Medication Administration Form* with health provider and parent/guardian signature, and all necessary medications to the health office. The school health staff will review the information, and share health information with appropriate school personnel as needed. The parent/guardian is responsible to also submit health information and emergency medications to the bus company if needed.

Peanuts - be aware that many people have allergies to foods (especially to peanuts and other nuts). Some of the school buildings allow peanuts and peanut products in classrooms. Some of the school buildings lunchrooms serve peanut products. Some of the school lunchrooms have areas where students are allowed or not allowed to eat peanuts and peanut products. Check for the specific procedures in your child's school building.

Latex - due to an increasing incidence of latex (rubber) allergies, non-latex balloons, gloves, and band aids will be used during the school day in all school buildings. Balloons are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are a safe alternative.

Scents - be aware that many people have allergies to scents. Please avoid using any products with strong scents. This includes perfumes, colognes and heavily scented deodorants. No perfumes or perfume spray type products are allowed in school buildings.

IMMUNIZATIONS:

The State of Minnesota mandates that all students show evidence of required immunizations in order to attend public school unless they have a legal or medical exemption. Make sure your child's immunizations are current. Call the health office or school district nurse with any questions or concerns. Immunization information and forms can be found on the Health Services website: www.princeton@isd477.org, click on District Office, Department, Health Services, Immunization information and resources.

SCREENINGS:

Vision, hearing and scoliosis screenings are done at particular grade levels as advised by the Minnesota Department of Health. If there is a concern about your child's vision, hearing or possible scoliosis at any time, please notify your child's health office or the district school nurse for assistance or an individual screening.

CHECKLIST FOR PARENT/GUARDIAN WHO HAVE A CHILD WITH A HEALTH CONCERN

- Make your child's health concerns known to the district school nurse or health services assistant
- Bring current, signed health provider's orders and medication that will be needed at school (each school year or with any changes in medical condition)
- Work with the district school nurse to develop an *Individual Health Plan* for your child at school (each school year or with any changes in medical condition)
- Provide permission for the district school nurse to communicate with the child's health provider by signing a *Data Release Form*, *Individual Health Plan*, and/or an *Action Plan*. (Each school year or with any changes in medical condition). These forms can be found on the Health Services website: www.princeton@isd477.org, click on District Office, Department, Health Services, Parent Medical Forms.
- Provide parent/guardian and emergency contact phone numbers (each school year or with any changes)

Pg. 12- Change/add the bolded items:

Physical Education Participation Policy Physical activity is important to the growth and development of our students. Our physical education program provides a variety of activities for all students including students who may have a recent injury, chronic illness, or handicap. A student may be excused from participating in physical education for the following: illness or injury. **To ensure the health and safety of each student** while helping remain physically active, certain guidelines are expected. To be excused from participating, a written request must be received. Written requests for being excused include:

- From a parent (for two days only) or from the health assistant (for two days only)
- From an examining physician, if more than 2 days. Please make this specific to the time frame and activities to be excluded **and/or recommendation of allowable activities. This is the student/parent's responsibility. Please turn into health office.**
- **In order to ensure the student's safety**, a student receiving a physician's excuse must also present a physician's permission to resume activities.

Pg. 14 Add the following for **Bus Behavior**:

Drivers have the authority to assign seats at any time. Bus stops are subject to school rules and regulations; students are expected to follow these expectations at bus stops and while being transported.

Thank you for taking the time to review these recommendations. Please feel free to contact me at 763-389-6751 or sarah.marxhausen@isd477.org, if there are any questions or concerns.

Respectfully Submitted,

Sarah A. Marxhausen
Middle School Assistant Principal/Activities Director

Committed To Excellence!

WELCOME MIDDLE SCHOOL STUDENTS

Dear Students and Parents:

Welcome to the Princeton Middle School education team! As your child's primary teacher, you are very important to the success of his/her educational experience. Because we share a common goal of quality education, it is important that we support one another's efforts to meet that expectation. We truly see you as a partner with us and encourage your involvement, communication, and presence at Princeton Middle School. We understand that your child means the world to you. We want you to know that we will provide a safe, positive, and challenging learning environment for all.

This handbook has been developed for the purpose of interpreting our school to its students, parents and other friends. Both students and parents should become familiar with the policies, procedures and activities associated with Princeton Middle School.

In the middle years the application of skills takes on much more importance as it relates to school, home and community. Children are finding their strengths and needs and the interest in learning takes on new dimensions. Children often become involved in new areas of interest. Encouragement at home and from staff at school will go a long way toward stimulating and maintaining that interest.

We want all students to be happy at school and to learn all that they possibly can. Student success is very important. To make sure students are successful we have a program called Tiger Pride Expectations:

I WILL RESPECT.....MYSELF.....OTHERS.....PROPERTY.....COMMUNITY

Tiger Pride addresses the entire school; classroom, hallway, bus, cafeteria and lunchroom. Our goal is to work as a team to learn more, support each other and have fun in the process.

We are looking forward to another exciting year, filled with many new opportunities and challenges promoting learning and growth. Let's work together to make this school year an enjoyable and rewarding experience for everyone.

Sincerely,

Daniel Voce

Dan Voce, Principal

Sarah Marxhausen

Sarah Marxhausen, Assistant Principal



PRINCETON MIDDLE SCHOOL

District Mission Statement

To develop the potential in each person through academic and co-curricular excellence.

District Vision

No boundaries to learning.

Middle School Philosophy

The administration, faculty and staff expect:

1. We expect you to manage yourself by solving your own problems with staff guidance.
2. We expect you to always do your best, be on time, and be prepared to learn.
3. We expect you to take responsibility for choices you make.
4. We expect you to treat others with kindness and respect.
5. We expect you to take care of our property and equipment.

Middle School Administration

Dan Voce-Principal	389-6750	Joan Bullivant-Counselor	389-6739
Sarah Marxhausen-Assistant Principal	389-6751	Bobbi Benner-Counselor	389-6753

School Contacts

To e-mail a staff member use the following format: first name.last name@isd477.org

Example: Dan Vocedan.voce@isd477.org

Princeton School District #477 web site.....www.princeton.k12.mn.us

Middle School Office/Attendance (during or after school).....763-389-6704

Health Office: Amy Oliver.....763-389-6723

Daily Schedule

The schedule is adjusted by staff and varies by grade level:

8:00 - 8:05 Students remain in the cafeteria area until released.

8:20 - 8:40 T/A

8:45 - 3:10 Core classes and specialists

11:26 - 1:10 Student lunch periods

3:20 Busses depart. **For the safety of students, after 3:25 all students on school grounds need to be under the direct supervision of a teacher, coach, and/or staff member. If not under direct supervision, students need to leave school grounds.**

Academic Information

Teachers will give more detailed specifics about behavior and academic expectations in their classrooms.

HOMEWORK

Current research shows that completing homework has immediate and long-term effects on achievement and learning. In fact, a student of middle school age that completes his/her homework will outperform students who do not. Therefore, with best practice research and middle school developmental stages in mind, students may have homework in the evening. The amount of effort a student puts forth in class may determine whether they have more or less homework.

PRINCETON MIDDLE SCHOOL LATE WORK POLICY

At Princeton Middle School we expect all students to complete their work on time. Excused Absences will have two days for every day they are absent to make up assignments that they missed. Teachers may have additional expectations for late work.

STUDENT PLANNER

Students will receive an academic planner at the start of the school year. **Students are expected to have their planner with them in all classes and in the halls except when going to lunch.** The planners will be used to record classroom agendas and homework and will act as a pass for any travel within the building. The planner should be shared daily with parents. A student traveling without their planner may be escorted back to their classroom for proper permission. Passes can be reduced if they are misused. **Replacement cost for a lost or damaged planner is \$5.00 and may be purchased in the office.**

MATERIALS NEEDED

*Student Planner *Notebook for each subject *Folders for each subject *Pencils/Blue or black pens

Student Evaluation

Grading System and Report Cards

The evaluation of student achievement is one of the important functions of each teacher. Report cards are issued at midterm and at the end of each trimester. The accepted marking system is as follows:

A - Excellent B - Good C - Average D – Poor N - Not Acceptable I - Incomplete

Friday Folders

In addition to report cards, parents will receive progress reports and missing assignment reports. Parents will receive these reports on student progress in the Friday Folder each week. Students are expected to bring home this folder, have their parent(s) sign it, and bring it back the following school day. If you do not receive a report, please contact your student's TA teacher. In addition, parents are encouraged to view their students' grades online through the Skyward Program. Passwords for this program can be accessed through the office and/or through your student's TA teacher.

Overtime Program - Academic intervention and support

Students who need academic assistance in their classes and coursework may be referred to our "Overtime" program by their teaching team, guidance counselor, or advisor. The "Overtime" is every Tuesday and Thursday night from 3:30 - 5:30 pm. Students in the program will work with a team teacher/mentor to assist, guide, and track student progress. Every two weeks student grades will be reviewed. Students who have shown progress will be exited out of the program. Students who do not make adequate progress on their grades at the end of the school year may be enrolled in our summer "Overtime" program.

Incomplete Grades

Students who have incomplete work and are not meeting adequate progress in their courses will receive an "I" at the end of each trimester. Students will be given a **two-week** window in which to complete any missing or late assignments.

Students may need to re-do assignments to improve their scores. Our goal is to help students successfully complete their courses and learn the necessary skills to be successful in high school and beyond.

Parent Teacher Conferences

Conferences bring student, advisor, and parent(s) together. This conference provides an important communication link between parents and the school. The conference will last 15-20 minutes where students and parents will share the report card and work samples. Parents are always welcome to conference with teachers on any school day. To meet with a teacher in addition to scheduled conference nights, please contact your student's teacher(s).

School Closings

Information about school closings, delays, or early releases may be obtained by viewing the school district's website or by the following media outlets: WCCO (4), KSTP (5), KMSP FOX (9), KARE (11), UPN 29 (29), WCCO 830 AM, WQPM 1300 AM, KBK 95.5 FM. In addition, the school district utilizes an Instant Alert system to notify parents, guardians, and staff of school delays and closings.

Princeton Middle School Academic Assistance Policy

Purpose: In order to encourage students to become lifelong learners, Princeton Middle School has established the following Academic Assistance policy. The goal of this policy is to ensure that all students are successful in developing management skills necessary for academic achievement.

Teacher Responsibilities

- Teachers present outcomes, timelines and expectations for student success on an ongoing basis.
- Teachers will define academic expectations and communicate to students/parents when they are not being met.
- Teachers/Team will refer students who are in need of academic assistance through the defined action plan.
- Teachers/Team will work with referred students and parents to fulfill academic requirements in a timely manner.
- Teachers teach students.

Student Responsibilities

- Students will follow teacher expectations.
- Students will meet outcomes according to timelines given by the teacher.
- Students will be responsible for their learning by seeking clarification and assistance from teachers.
- Students will take home the Friday Folder information for parents to review and sign. The Friday Folder will be returned the next school day.
- Students learn required information.

Parent Responsibilities

- Parents will review the contents of the Friday Folder and sign it on a weekly basis.
- Parents will provide a time and place at home for students to complete schoolwork.
- Parents will partner with teachers to ensure academic success for the student.
- Parents will assist their students in fulfilling academic requirements in a timely manner.

Action Plan:

- Teachers will identify students who are in need of Academic Assistance when key outcomes are not met.
- Students may be removed from all extra-curricular activities until satisfactory progress is made as determined by the teacher and/or administration.
- Students are expected to attend "Overtime" (extended school day) until satisfactory progress has been made.
- Failure to meet academic outcomes by the end of the year will result in attendance in summer school programs.

Attendance

Research has shown there is a direct link between attendance in school and academic success. Additionally, building a lifelong attitude that attendance is important will lead to success on the job! Parents are requested to notify the attendance office by telephone (389-6704) each day of the students' absence or bring a parent note upon returning to school (if a parent does not call the school, a representative of the school will call home to verify absence). Any unverified absence is an unexcused absence. The authority to decide whether an absence is excused or unexcused rests with the administration.

Excused and Unexcused Absences

Excused absences are those requested by the parent and approved by the school. Examples may include: Illness of student (doctor verification may be requested), illness or death in the family, required court appearance, dental, medical, or counseling appointments, official school field trips, co-curricular activities, and other reasons upon approval of administrator.

School Response to excused absence concerns:

- 7 or more absences may result in a parent contact (doctor note may be required)
- Further absence(s) may be considered unexcused
- 10 or more absences may result in a referral to a county agency and/or parent meeting
- 15 or more absences may result in a referral to a county agency and possible court action

Unexcused absences may include but are not limited to: missed bus/bus suspension or loss of service, oversleeping, weather, late to school, work, babysitting, needed at home, and/or student not immunized. In addition, telephone/written verification not received in the middle school office within 2 days upon returning school, excessive absences without appropriate doctor's note or when prior approval has not been obtained through the office. Any portion of the day or part of a class may be counted as an unexcused absence.

School Response to unexcused absence concerns:

- 3 and 5 absences may result in a parent contact/meeting and/or referral to a county agency
- 7 absences is considered habitually truant and may result in referral to county services (state law) and possible court action
- Students who have unexcused absence(s) may be required to make up the unexcused time before, during, or after school hours. Note: this may require parents/guardians to provide transportation.

Truancy

According to Minnesota Law/Statute 260A.02 Subd. 3, a pupil is considered a continuing truant if absent on three (3) or more class periods on three (3) or more days without a valid excuse. According to Minnesota Law/Statute 260C.007 Subd. 19, a pupil is considered a habitual truant if absent on seven (7) or more class periods on seven (7) or more days without a valid excuse. The school must notify county and will notify parents.

Tardiness

Students late to school should report to the office to receive a pass. Students late to class are expected to have a pass. Any staff can ask to see a student's pass if in the hall during class time. Teachers will record unexcused tardiness, which may result in a teacher detention. Chronic tardiness may result in parent contact and referral to an administrator. **Three unexcused tardies can result in one unexcused absence.** Each morning administration will "sweep" the hallways. Students in the hall without a pass will report to the media center and educated on the importance of being on time. The students may receive consequences for tardiness.

Pre-Arranged Absences

Students should present written parental request to the middle school office for any prearranged absences. Students will be given a form for teachers to sign and record homework assigned for the time missed.

Make-Up Work

When students return to school they are responsible to get their make-up work and will receive full credit for work missed when completed upon the teacher's deadline. Unexcused absences will have grade adjustments determined by the team of teachers.

Leaving School During The Day

Students should provide a parent note or phone call at the start of the day to leave during school hours. Students can be picked up from the following: parent(s), legal guardian(s), emergency contact(s), or a written permission from parent/guardian stating whom will pick up their son/daughter. The failure to properly check out of school will be recorded as an unexcused absence.

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 healthy 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.

Safe School Zone

Minnesota Statute 152.021 - 152.023 and 609.66 has declared the area surrounding schools as a drug free and weapon free zone. This zone begins at the boundaries of the school property and extends 300 feet from that point, or one city block, whichever is greater. The court toward adults may administer tougher penalties and juveniles caught possessing or selling illegal drugs, or possessing a dangerous weapon within a school zone.

Physical Education Dress Code

Students will need to purchase a Phy-Ed uniform (t-shirt and shorts) to wear for their physical education class. The cost of the pair will be \$15 and can be purchased in the office. Tennis shoes and socks are required. Students are expected to wear the uniform on a daily basis. If they forget their uniform they will be required to participate, but they may lose partial credit for the day. If they damage or lose their shirt or shorts, they will need to purchase a second pair. Financial assistance will be available for those who qualify, contact the office if you think you may qualify.

Photos/ Videos in School/ District Publications/ Media Sites

Throughout the year, photographs and video are taken in classrooms, around the school, and at school activities. Some of these may be published in local newspapers, within the Middle School, District 477 publications, broadcasted on television highlights within the building, or shared with other schools in the state or even nationally. The middle school gets a lot of attention because of our PBIS initiatives. Parents may request that their children's photographs and/or video and identifying names not be published or shared. Please make your written request to the principal. (This does not apply to pictures of school events taken by the news media. They are responsible for negotiating their own process for obtaining permission from parents or legal guardians to publish movies or photographs).

Care of Property

Vandalism/Property Damage

The Princeton community and schools are fortunate to have a state of the art middle school facility. It is the responsibility of everyone to respect school property and property belonging to someone else. If you see someone damaging or vandalizing, please report this to a staff member. Students involved in vandalism will be expected to reimburse the district for any damages in addition to further consequences to be determined by school administrators.

Theft

Please report to a staff member or office personnel any time you have witnessed or been victimized by someone. Remember to lock your school and gym locker when not in use and do not share the combination with others. Leave valuables at home. Students are discouraged from bringing more money than what they need to spend at school each day. The school is not responsible for lost or stolen money and/or property on school grounds or at school activities. Administration will determine consequences for theft while following the school district's policy (Student Discipline, policy #506). This may include but is not limited to: parent contact, in-school suspension, out-of-school suspension, restitution, and/or notifying the police resource officer.

Food

Students should only consume food/drink in the cafeteria or in a classroom when approved by a staff member. Open beverage containers in the hallway areas are prohibited and may be confiscated by staff. Due to the high caffeine content in energy drinks and soda pop, as well as the effects they have on adolescents, they are prohibited at school. Only water in clear containers is allowed. Colored liquids and colored and/or opaque containers are not allowed. Teacher and/or

staff member discretion will be given in regards to the clear water bottles being allowed in the individual classrooms. Please note that there are drinking fountains in each wing and throughout the school available for students.

Lockers

All students will be assigned an individual locker. **You should use only the locker assigned to you!** For your protection, it is necessary that you do not reveal your combination to any other person! Once assigned a locker, this is your locker throughout the school year; locker changes need to be pre-approved through the front office. Each student will have one locker, sharing of lockers or moving lockers is prohibited. Valuables should never be left in your locker even though you have it locked. If you must bring money or valuables to school, check them in the office. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to administration. **The lockers are school property and the law permits the inspection and/or search of student lockers at any time.** Student privacy will be respected in light of this understanding. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities may for any reason conduct an inspection of the contents of lockers at any time, without notice, without student consent, and without a search warrant.

Public Displays of Affection

The school is not an appropriate place to openly display affection. Students need to use good judgment regarding this and are asked to refrain from such inappropriate displays inside our building or on school property. If such behavior occurs, the following may take place: warning, parent contact and/or further disciplinary action.

Student Management

Vision

Princeton Middle School's vision is to extend the education process from the classroom into an innovative and clearly defined discipline system. This is essential to stop ongoing behavioral problems, to evaluate students on their behaviors, and educate on the impact they have on their performance in the classroom and throughout their lives. Staff will encourage positive "Tiger Pride" student behaviors and will use Positive Behavioral Interventions and Supports (PBIS).

Mission

Educate students to take accountability for their actions and develop a plan to make better choices in the future. To understand that they have an opportunity to be successful within the educational setting and to appropriately resolve any social conflict they encounter. To realize they independently have the opportunity to make decisions that will enable them to be successful.

Student Conduct and Expectations

Students are responsible for their own actions and behaviors. Students are expected to demonstrate respect and responsibility by following school rules. The administration of Princeton Middle School recognizes that it is impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behaviors or dress that, in our best judgment, are not acceptable. Students are expected to solve individual differences in a non-violent manner. Physical confrontation of any type will not be tolerated.

Students who violate this code of conduct are subject to school disciplinary action, including suspension and/or expulsion, as well as referral to local authorities for possible criminal prosecution. Administration may use consequences as deemed necessary for altercations, incidents, and behaviors not specifically mentioned in the handbook. Students must cooperate in all disciplinary investigations and procedures. Non-cooperation in investigations will subject student(s) to discipline.

Planning Room

The planning room is where students will be initially placed following removal from class or other disciplinary incident(s). Students sent to the planning room should report to the office until they can meet with the planning room supervisor. Students have the opportunity to reflect on the situation, and speak with a staff member to create a plan to make a better choice in the future. Depending upon the incident, an effort will be made to contact the parent either by a staff member, teacher, and/or student. Frequent or more severe behavior will be referred to the assistant principal.

Restitution Room

As students make mistakes, our goal is to focus on how to learn from what had occurred. Students are given learning opportunities as well as an opportunity to learn and grow through restitution. Through restitution, students ask themselves: how can I repair my mistake(s) and mend the relationship(s) damaged through my mistake? Restitution is one piece to student management; additional steps and/or consequences may be administered.

Teacher Detention

Teacher detention is assigned and supervised by individual teachers. Students are required to attend at the assigned time (this may include before, during, and/or after school) and are responsible for transportation home. Students may also be assigned lunch detention and are required to serve their detention during their lunch period, which may include a nutritious bag lunch.

Student Responsibilities during Detention

1. Students are to be in detention on days assigned unless they are excused in advance by administration.
2. Students are expected to be on time.
3. Students sign in and are seated where staff determines.
4. ANY electronic device, talking, or non-verbal communication, eating, drinking, or sleeping is not allowed.
5. Students are expected to do homework until the detention monitor releases them.
6. Refusal to make up a detention may result in further consequence determined by an administrator.

Lunch Detention (through the office)

Students may be assigned a lunch detention through the office. Students are expected to report directly to the assigned lunch detention area. A nutritious bag lunch, instead of a hot lunch, will be provided to the students. The students are expected to be on time, sign in, stay seated where staff determines, not participate in talking and/or other distracting behaviors, and demonstrate respect toward the monitor and other students in the area. Failure to comply with these expectations may result in additional lunch detentions and/or more severe consequences.

In-School Suspension (ISS)

In-school suspension is held during the school day in the office. A more serious alternative may be assigned by administration when deemed necessary.

1. Students will complete provided materials and assignments.
2. ANY electronic device, talking, non-verbal communication, and/or sleeping is not allowed.
3. Lunch will be eaten in the office. A nutritious bag lunch will be provided.
4. Failure to comply with ISS rules may result in additional ISS time, OSS, and/or administrative meeting.
5. Students placed in ISS may not participate in after-school activities.

Out-of-School Suspension (OSS)

Out-of-school suspension will be used at the discretion of the administration, under the guidelines of The Pupil Fair Dismissal Act. Some possible examples include but are not limited to: fighting, harassment, vandalism, weapon violation, stealing, threats made toward students and/or staff members, smoking, truancy, chemical possession and/or use, insubordination, or other inappropriate acts. Student schoolwork assigned during a suspension period must be completed. A parent conference will be required upon the student returning to school.

Profanity/Offensive Language

Profanity is any use of language that may be offensive to others and will not be tolerated in the school, on school property, or at school functions. Depending upon the severity of the language and/or the context of how it was used, consequences may include but are not limited to: parent contact, detention, in-school suspension, out-of-school suspension; at the discretion of the administration.

School Disruption

Any student who disturbs or interrupts the peace and good order of the school or school sponsored activities whether on or off the school campus, will be subject to disciplinary action, which may include filing a police report. Any dangerous threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable.

Insubordination

A student is insubordinate when a staff member makes a reasonable request to a student and the student refuses to cooperate. It is expected that students work with and answer administration's questions when needed. Depending upon the severity of insubordination, consequences may include but are not limited to: parent contact, detention, in-school suspension, out-of-school suspension; at the discretion of administration.

Student Dress Code

The responsibility for the appearance of the student rests with the student and parents themselves. They have the right to choose proper student dress providing that the attire is not destructive to school property, complies with the health code of the State of Minnesota, and does not interfere with the educational process or school policy. Certain apparel is not appropriate for school, based upon the guidelines of health, safety, and its potential for disruption:

1. Shoes must be worn at all times.
2. Clothing of a revealing and/or distracting nature such as short pants, tops, and dresses, exposed underwear, bra straps, wallet chains, or low riding pants (**pants need to be worn on hips and/or at waist level, no underwear being shown**) may not be worn to school. **Students may monitor the length of their shorts or skirt. When standing, if they place their arms straight down at their side, they should touch the material of their shorts or skirt. If they touch skin they're too short and they cannot be worn. When monitoring length, the garment should rest freely. Straps need to be the width of at least two fingers.**
3. Clothing or items of dress showing drawings of or reference to any illegal drug, tobacco, alcoholic beverage, or other substance is prohibited. Obscene writing, drawings, t-shirt transfers indicating inappropriate and/or inferred messages may not be on clothing worn to school. Articles of clothing representing or suggesting gang membership or displaying gang insignia will not be accepted (i.e. displayed bandanas, etc.).
4. No items such as hats, scarves on heads, bandanas, backpacks, sunglasses, chains hanging from pockets or outerwear including jackets, coats, etc. should be worn during the school day without specific permission from an administrator or teacher.

5. The school has the right to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific areas.
6. When an infraction of the dress code occurs, a staff member may ask the student to change into clothing that he or she may have, go to the office for a change of clothing (including belts and/or ties for low riding pants), and/or parent contact. If the violation cannot be remedied at school, the student may be sent home to change into appropriate clothing. Continuous inappropriate dress may result in further consequences.

Cell Phones, Other Personal Communication Devices, and Music Devices

The use of cell phones and other electronic devices at school creates a disruption to the learning environment and may jeopardize student safety during potential emergency situations. The use of cell phones and/or other personal communication and music devices during the school day is strictly prohibited. Students who bring these devices to school must turn them off and keep them stored in their locker, including during activity nights. The use of cell phones and other electronic devices in locker room facilities and/or bathrooms is strictly prohibited at all times (including before, during, and after school). Teachers may allow permission to use electronic devices for educational purposes within their individual classrooms. This requires prior approval through the classroom teacher and should otherwise be stored in the students' lockers. Students sending or possessing inappropriate messages and/or pictures during the school day is prohibited. Students videotaping, audiotaping, or taking pictures, without others' permission is prohibited. School authorities reserve the right to review the picture, audio, and video content of any cell phone brought on school property.

If a violation occurs, staff will bring the electronic device to the office to be recorded and safely stored. Disciplinary action may include: confiscation, conference with administration, parent contact, loss of privilege, and/or suspension. 1st offense: student may pick up the device in the office at the end of the day, 2nd offense: parent/guardian picks up the device, 3rd offense: student may lose the privilege to have electronic devices at Princeton Middle School. *Note: Consequences may be more severe depending upon the infraction with the electronic device. Any exception to this policy for emergency purposes must have prior approval by the principal or assistant principal.

Inappropriate Postings

Taking, posting, sending and/or receiving sexually explicit photos that are retrievable within a school facility or grounds, is strictly prohibited and there is a possibility of severe consequences; this may be deemed as sexual harassment. In addition, anyone who photographs, records (including but not limited to video and audio taping), in possession of, and/or transmits information on another student or staff member will be subject to discipline as this is unacceptable and is in violation of student conduct expectations. Consequences include but are not limited to: loss of privilege, parent contact, suspension or expulsion, and/or notifying law enforcement officials. Exceptions to these expectations need prior approval through administration.

Harmful or Nuisance Items

This includes all electronic devices including beepers, pagers, MP-3 players, CD players, cameras, laser pens, roller blades, skateboards, hacky sacks, expensive jewelry or personal items, large sums of money or any item deemed disruptive by school staff. Unauthorized use of nuisance items will result in the item being confiscated and may require a parent meeting with administration to have the item returned. Repetitive violations may result in the item being confiscated until the end of the school year. The school district will not be held responsible for items lost or stolen on school property.

Bikes, Skateboards, Rollerblades, and Other Wheeled Items

Bikes and skateboards may be used for transportation to and from school, but they may not be used on school property. Skateboarding on school property is prohibited. For the safety of all students, staff, parents and visitors, students may not use wheeled devices past the bike rack. Skateboards, rollerblades, and other wheeled devices may not be used during school hours and must be stored in the office or in student lockers. **First offense: Student will be warned. Second Offense: Parents may be notified and they may have to pick up the item. Third Offense: Loss of privilege for the remainder of the school year.**

Academics and Participation in Activities

Participating in extra-curricular activities is a **privilege** not a **right**. Princeton Middle School follows District #477 policies and MSHSL academic and behavior By-Laws. All 7th & 8th grade students participating in athletics and/or fine art activities are expected to be passing all of their classes. Grade checks will take place at the beginning of each season and/or as needed. Students not achieving a 2.0 GPA and/or if they have one or more "N's" will be placed on academic probation. During this time, students will have two weeks to remain eligible by attaining a 2.0 GPA and/or receiving zero "N's." Students can participate in practices and events as usual, unless individual coaches have additional expectations/requirements. If after the two-week probation period, students remain academically ineligible, they will be placed on academic suspension and unable to participate until academically successful as approved through the Activities Office. If a 2.0 and/or zero "N's" is not attained after two weeks of academic suspension, the student is removed from the roster. Fall participants will be placed on academic probation if a 2.0 GPA is not attained during the 3rd trimester of the previous year. The administration may review individual cases and has discretion regarding waiving eligibility requirements.

Note: Individual Coaches/Advisors have the ability to raise the academic standard for their participants as long as the expectation is made clear to the participants at the beginning of the season.

Social Websites/Public Domain and Participation in Activities

Any public behaviors, pictures, or otherwise, observed on social websites will be screened for conduct becoming that of a Princeton Activities participant. Substantial evidence will be the level of proof needed to issue eligibility consequences. Attendance at parties, events, or gatherings, for whatever length of time, where alcoholic beverages and/or illegal drugs as defined by State Law are illegally present and/or illegally used is prohibited and there may be eligibility consequences as outlined in school district policy.

Conduct at Extra-Curricular Events

The purposes for extracurricular events are for entertainment, social interaction, and the development of school pride. Students that attend extra-curricular activities are expected to be respectful and follow school rules of conduct for extra-curricular activities. Violators will be subject to removal from the activity and the school, and will face disciplinary action in accordance with established school system policies and procedures.

Activity Night Expectations

1. Appropriate school behavior is expected from all students at all times.
2. When a student leaves, he/she may not return.
3. Pop, juice, and food items may be consumed in designated areas only, not in the gym.
4. Dress must be acceptable school attire. Hats are not allowed.
5. Students violating school rules may be asked to leave school grounds.
6. Activities are open only to Princeton Middle School students.
7. Any student sent to the ISS room, suspended or truant prior to the activity may not be allowed to participate.
8. Students may be denied the privilege of attending activities due to previous behavior disruptions. Any student who displays a behavior disruption at a dance/activity night may be excluded from the next two activity nights.
9. Inappropriate public displays of affection are not allowed.
10. Electronic devices are not allowed.

School Field Trips

School-sponsored field trips are a privilege to attend, not a right. Students may be held back from trips due to inappropriate behavior. Field trips are considered part of the school day to which school policies and procedures apply.

Harassment

Harassment/discrimination is a violation of state law and policies of District #477. 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 through personal or electronic contact. All persons associated with the school including but not limited to the administration, staff, and students shall conduct themselves in a way to provide an atmosphere free from racial, religious or sexual harassment, discrimination or assault in written, verbal, electronic, or physical form. If you are a victim of harassment or witness harassment, you should report it to a staff member immediately. Students may be required to participate in training designed to increase sensitivity to the issue of harassment and/or may face dismissal/suspension or other disciplinary action per school board policy. For more information, please see District Policy #413 on Harassment on the District #477 Website.

Bullying

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. Princeton middle school takes several steps to educate students on bullying, one of which is the Olweus Bullying Prevention Program. This is an evidence-based, highly accredited, nation-wide program supported by the Hazelden Foundation. This program defines bullying as: "bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself." Cyber bullying is defined as: "an aggressive, intentional act carried out by an individual or group, using electronic forms of contact, repeatedly and over time against a victim who cannot easily defend him or herself." As supported through the State, there are four parts to bullying: a) Bullying is intimidating, threatening, abusive, or hurtful conduct b) it is objectively offensive and c) the conduct involves an imbalance of power and is repeated or d) the conduct materially and substantially interferes with a student's education or ability to participate in school activities. The purpose of the bullying policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior, either by physical, verbal or electronic means. Report any incidents of bullying to your teacher, guidance counselor, the planning room, a trusting adult, or an administrator. For more information, please see District Policy #514 on Bullying on the District #477 Website.

Hazing

The school district maintains a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other

purpose. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the school district human rights officer (389-6181) or to the superintendent (389-6190). For more information, please see District Policy #526 on Hazing on the District #477 Website. A complete copy of this school district policy is available upon request.

Fighting/Physical Assault

Fighting is when two or more individuals attempt to and/or intentionally cause physical harm to each other. Fighting may include verbally or physically contributing to any situation in which the use of physical force is threatened or demonstrated. Students involved may be suspended from school up to ten (10) days in/out-of-school suspension as determined by administration. **If a student violently directs an attack on another person: The student may be initially suspended for ten (10) days, and may be recommended to the Superintendent and School Board for expulsion.**

Weapons/Firearms

If a student has knowledge of a weapon or other illegal substance in the school or on school property, **THE STUDENT SHALL CONTACT AN ADMINISTRATOR IMMEDIATELY.** A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. **Students found in violation are subject to: Possible ten (10) day suspension, pending expulsion from school.** For more information, see District Policy #501 on School Weapons on the District #477 Website.

Technology / Internet Use

The use of the school district system and access to the Internet is a privilege, not a right. Depending on the nature and degree of the incident 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, or exclusion; 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. For more information see District Policy #524 on Internet Acceptable Use on the District #477 Website.

Health Services

The District School Nurse and Health Service Assistant welcome any communication or questions related to student health. Parents/guardians who have a student with health concerns will make the District School Nurse and Health Services Assistant aware of the concern (such as asthma, allergies, unique health conditions, etc.), thus enabling them to assist the child with appropriate health care services. It is the parent/guardians responsibility to provide the District School Nurse and Health Services Assistant with the child’s health care provider’s diagnosis, recommendations, *Action Plans*, *Medication Administration Forms* and medications that must be taken at school each school year or whenever the child’s health condition changes. It is the parent/guardians responsibility to work with the District School Nurse to develop an *Individual Health Plan* for their child, sign a *Release of Information* that allows communication between care providers and the District School Nurse, and to keep all phone numbers, emergency contact numbers current/up-to-date so parent/guardians or an emergency contact can be reached as needed.

District School Nurse:	District Office	763-389-6195	fax 763-389-9142	email dawn.sievert@isd477.org
Health Services Assistants:	High School	763-389-6019	fax 763-389-5816	
	Middle School	763-389-6723	fax 763-389-6723	
	North Elementary	763-389-6803	fax 763-389-6850	
	South Elementary	763-389-6904	fax 763-389-6920	

BUS

It is the parent/guardian’s responsibility to share with the bus company any health concerns to ensure the safety of students while riding the bus. Health Services website: www.princeton@isd477.org, click on District Office, Department, and Health Services. The website contains information about immunizations, illness, medication, diseases, and downloadable forms.

USE OF HEALTH SERVICES

A student may utilize the health service office for a medical problem, injury, or for information or referral for a specific health problem. Except in emergency situations, students requesting permission to use the health services office are required to receive a pass from the teacher and will be signed in by the Health Services Assistant. In emergency situations (sudden illness or injury in school or on school grounds) the student should report immediately to the health services office or the supervisor on duty. Students that are ill injured should report to the Health Services Assistant in the School Health Office and will be assisted to contact their parent/guardian or leave the building for medical care.

EMERGENCY FORM

An emergency form will be mailed or sent home with the student. **The emergency form needs to be updated and a parent/guardian signature is required each year for emergency medical treatment.** Please return the form as soon as possible to assist health services in caring for the student. It is the parent/guardian responsibility and extremely important to update all medical information, phone and address changes, and alternate emergency contact persons phone numbers as they occur during the school year. **If a**

current emergency form is not on file in the health office or we are unable to reach a parent/guardian or emergency contact, the school staff will make a determination about care/treatment for the child in an emergency.

MEDICATIONS

Princeton School District #477 recognizes that some students may require prescribed or over-the-counter medication during the school day. Medications must only be given by the Licensed School Nurse or school staff (trained by the Licensed School Nurse). **Students are not allowed to carry their own medication during school hours** except in special circumstances. In such cases, parent/guardian and health care provider signatures are required. Parents/guardians of students requesting medication to be administered by Health Services Assistant during school hours are required to provide:

1. A written order for the medication from the physician or 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/guardian release. (Forms provided by the school health office or the school health website.)
3. The medication supplied in the **original labeled bottle** in which it was purchased. **NO** baggies 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. Any medication not picked-up by parent/guardian and left at school at the end of the school year will be disposed.

To assure safety, parent/guardian should **bring** medication to the school health office. If your child is in High School or Middle School and you are unable to bring the medication in person, it is necessary to **call** the health office with the following information: Parent/guardian name, parent/guardian phone or contact number, student name, name of medication and amount of medication being sent to school. If your child is in North or South Elementary and you are unable to bring the medication in person, it is necessary to **call** the health office or District School Nurse to see if other arrangements can be made.

ILLNESS

Students who become ill during the school day **must report to the health office**. The health services assistant will determine whether or not the student is able to continue with the school day and call parent/guardian as appropriate. **It is not acceptable for students to leave school because of illness without reporting to the health office**. Also, students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If a student becomes ill during school and is unable to return to class, the health service assistant will contact the parent/guardian to inform them of the illness and to request that the student be picked up from school (or in some buildings be allowed to walk/drive home). If the parent/guardian cannot be reached, emergency contacts designated by the parent/guardian on the emergency sheet will be notified.

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

1. Fever of 100 degrees or more.
2. Vomiting.
3. Diarrhea.
4. Red eyes/eyelids with pus type drainage.
5. Rash that may spread or may be disease related.
6. Live head lice or any increasing quantity of nits.

Before returning to school:

- Student must be fever free for **24 hours**;
- 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 the student 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.

Other:

- Review hygiene tips with your child to prevent the spread of infections
- Establish a bedtime and wake-up time routine to ensure adequate and consistent sleep
- Good nutrition and regular exercise are key to good health

INJURIES

The health services assistant will determine whether or not the student is able to continue with the school day and call parent/guardian as appropriate. If we are unable to notify parent/guardian or emergency contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to Fairview Northland Regional Hospital by ambulance. It is the parent/guardian responsibility to update all phone numbers and emergency contact phone numbers. **If we are unable to reach a parent/guardian or emergency contact the school staff will make a determination about care/treatment for the child in an emergency.**

ALLERGY AWARE SCHOOLS

Parent/guardian of students who have allergies are responsible to submit an Allergy Action Plan with health provider and parent/guardian signature, Medication Administration Form with health provider and parent/guardian signature, and all necessary medications to the health office. The school health staff will review the information, and share health information with appropriate school personnel as needed. The parent/guardian is responsible to also submit health information and emergency medications to the bus company if needed.

Peanuts - be aware that many people have allergies to foods (especially to peanuts and other nuts). Some of the school buildings allow peanuts and peanut products in classrooms. Some of the school buildings lunchrooms serve peanut products. Some of the school lunchrooms have areas where students are allowed or not allowed to eat peanuts and peanut products. Check for the specific procedures in your child's school building.

Latex - due to an increasing incidence of latex (rubber) allergies, non-latex balloons, gloves, and band aids will be used during the school day in all school buildings. Balloons are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are a safe alternative.

Scents - be aware that many people have allergies to scents. Please avoid using any products with strong scents. This includes perfumes, colognes and heavily scented deodorants. No perfumes or perfume spray type products are allowed in school buildings.

IMMUNIZATIONS:

The State of Minnesota mandates that all students show evidence of required immunizations in order to attend public school unless they have a legal or medical exemption. Make sure your child's immunizations are current. Call the health office or school district nurse with any questions or concerns. Immunization information and forms can be found on the Health Services website: www.princeton@isd477.org, click on District Office, Department, Health Services, Immunization information and resources.

SCREENINGS:

Vision, hearing and scoliosis screenings are done at particular grade levels as advised by the Minnesota Department of Health. If there is a concern about your child's vision, hearing or possible scoliosis at any time, please notify your child's health office or the district school nurse for assistance or an individual screening.

CHECKLIST FOR PARENT/GUARDIAN WHO HAS A CHILD WITH A HEALTH CONCERN:

- Make your child's health concerns known to the district school nurse or health services assistant
- Bring current, signed health provider's orders and medication that will be needed at school (each school year or with any changes in medical condition)
- Work with the district school nurse to develop an *Individual Health Plan* for your child at school (each school year or with any changes in medical condition)
- Provide permission for the district school nurse to communicate with the child's health provider by signing a *Data Release Form, Individual Health Plan, and/or an Action Plan*. (Each school year or with any changes in medical condition). These forms can be found on the Health Services website: www.princeton@isd477.org, click on District Office, Department, Health Services, Parent Medical Forms.
- Provide parent/guardian and emergency contact phone numbers (each school year or with any changes)

Physical Education Participation Policy

Physical activity is important to the growth and development of our students. Our physical education program provides a variety of activities for all students including students who may have a recent injury, chronic illness, or handicap.

A student may be excused from participating in physical education for the following: illness or injury. To ensure the health and safety of each student while helping remain physically active, certain guidelines are expected. To be excused from participating, a written request must be received. Written requests for being excused include:

- From a parent (for two days only) or from the health assistant (for two days only)
- From an examining physician, if more than 2 days. Please make this specific to the time frame and activities to be excluded and/or recommendation of allowable activities. This is the student/parent's responsibility. Please turn into health office.
- In order to ensure the student's safety, a student receiving a physician's excuse must also present a physician's permission to resume activities.

Lunch Service

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. Deposits must include the student's full name, account number, and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 8:00-8:20 AM.

Lunch Account Policy:

Accounts that have a negative balance of -\$5.00 or more will not be allowed to charge on that account. Students should memorize their account number and keep it confidential. All account balances must be positive by **May 15th** 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.

Prices (subject to change):

Lunch	\$1.95	Reduced Lunch	\$.00
Breakfast	\$1.25	Reduced Breakfast	\$.00
Extra Lunch Milk – Everyone	\$.35	Adult Lunch	\$3.25

Student Lunch Menus:

Menus are published in the Princeton Union-Eagle newspaper and on the Princeton Public School website www.princeton.k12.mn.us/

Student Cold Lunches:

Parents are encouraged to send well-balanced lunches if the child is bringing cold lunch. Students or parents may not call in orders to have meals delivered to school.

Breakfast Program:

School breakfast is offered every school day from 8:00-8:20. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

After School Snack Shop Program:

Students can purchase snacks or meals needed to get them through their after school activities. All they need to do is come to the lunch room before going to practices or events. 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! Remember to plan accordingly and deposit additional money in your child’s lunch account if needed.

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. They are expected to stand in line, be patient and courteous, pay for what they take and clean up after themselves. Nothing should be thrown when in the cafeteria. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from.

GUIDANCE/COUNSELING

The middle school counseling program uses a developmental guidance approach. Its purpose is to help all learners grow emotionally, socially, and intellectually. This may be accomplished in several ways, such as:

1. Helping students feel comfortable in the middle school setting.
2. Offering guidance program activities, which are primarily preventative in nature.
3. Assuring that guidance program curriculum and activities are available to all students.
4. Additional services and duties provided by the counselor include:
 - Assistance with short and long range planning
 - Teacher consultation
 - Referrals
 - Academic monitoring of student progress
 - Counseling (individual and/or group)
 - Parent consultation
 - Providing information
 - Cumulative record maintenance

Students interested in meeting with a counselor should make an appointment in the middle school office. The releasing teacher must sign your planner.

Bus Transportation

Riding the bus is a privilege given to students, not a right. All school rules and transportation rules are in effect while a student is riding the bus or at the bus stop. Students that ride the school bus before or after school are not permitted to leave the school grounds for any reason after arriving or before departing on the school bus. Specific bus and bus stop rules are listed below. Consequences for not following the rules range from a warning to having transportation privileges taken away.

Bus Behavior - Guidelines and Consequences

Class I Offenses: Spitting, excessive noise, horseplay, distracting behavior, eating or drinking, littering, leaving seat or standing without permission, use of liquid containers, profanity, verbal abuse, harassment, obscene gestures, possession of unacceptable material, false identification of oneself, refusal to identify oneself, riding unassigned bus, using unassigned bus stop, opening window past safety line, disobedient to driver or monitor, cell phone use (including videos and photos), other offenses as reported by driver to principal.

Class II Offenses: Hanging out of windows, throwing/shooting of any object, bullying or physical aggression, profanity/threats directed at driver or bus monitor, possession of tobacco or any controlled substance, vandalism to bus (restitution will be made), holding onto or attempting to hold onto any portion of the exterior of the bus or any “Danger Zone” infringement, lighting of matches or lighters or any flammable object or substance, unauthorized entering or leaving bus through emergency exit or tampering with bus equipment, possession or threat of weapons/explosives/flammables, possession or use of laser pens or pointers, other offenses as reported by the driver to principal. Any offense committed

on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II, 1st offense. If a student receives a bus suspension and/or loss of service, the student has lost all bus privileges, including but not limited to activity, shuttle, and field trip bus privileges. Students are required to attend school if there is a bus suspension or loss of service. Drivers have the authority to assign seats at any time. Bus stops are subject to school rules and regulations; students are expected to follow these expectations at bus stops and while being transported.

Consequences: (Bus Driver has the authority to assign seats at any time)

Class I	1st Offense: Warning or 1-5 day bus suspension
	2nd Offense: 1 – 10 day bus suspension
	3rd Offense: 5-10 day suspension, possible loss of bus service, parent/principal meeting (optional)
	4th Offense: Loss of bus service
Class II	1st Offense: 5 day bus suspension
	2nd Offense: 10 day bus suspension
	3rd Offense: 10 day bus suspension, possible loss of bus service, parent/principal meeting (optional)
	4th Offense: Loss of bus service

FREQUENTLY ASKED QUESTIONS:

How does a student get a message from a parent?

Parents may call the student message line at 763-389-6757 to leave a message for their child.

How do I use a telephone?

Office telephones may only be used for an emergency with the permission of office staff.

What if I lost or found an item?

If you find or lose an article of clothing, please check the lost and found bin located in the cafeteria or in the office.

Where should visitors go when they come to the Middle School?

Any person other than Princeton Middle School students, staff, or Board of Education personnel are regarded as visitors and must report to the office for a name badge and to sign in before going anywhere in the building. This badge is to be worn at all times so it is visible to others. Visitors need to check out with the front office. Visitors during the school day who do not receive proper authorization to be in the building will be considered trespassing. The administration reserves the right to deny visitors access to the school during school hours. Because it's a disruption to the learning process, we do not allow student visitors.

What if I arrive to school after class starts?

Go to the office and obtain a pass to class. A call from a parent is necessary.

What if I get injured or sick during school?

Have your planner signed by your teacher and go directly to the health office. Students are never to leave school without notifying the office.

If you move to a different address during the school year or your parent(s)/guardian(s) change jobs, and telephone numbers, what should you do? *Report this information to the office secretary.*

How would I find out if school will be closed due to inclement weather?

Listen to WCCO Radio, watch channel 4,5,9,11, check the school website, or call the school.

Can I stay after school?

Any student staying after school must be under the supervision of a teacher/coach and should not be on school grounds after 3:25 pm. Arrange for a ride with a parent/guardian.

Who do I tell if I want to report a theft or act of vandalism? *Notify the office.*

Who do I contact if I want to make a suggestion about improving your school?

Contact your Student Council representative, a counselor, or an administrator.

What if I don't know my bus route? *Contact the bus company.*

What if my locker doesn't work or I forget my combination?

Ask any teacher for help. Go to your next class and explain the situation. Go to the office when the teacher says you can.

What if I lose my schedule? *Go to the office.*

Can I carry my backpack during the school day?

You may not carry your backpack during the school day. You may carry a backpack to and from the bus. Your locker is conveniently located by your math, science, language arts, and social studies classes.

When can I go to the bathroom?

You may use the passes in your planner with teacher permission or use the time between classes.

DISTRICT POLICIES

Prohibition of Weapons

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. **No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy.** "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. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include: immediate out-of-school suspension, confiscation of the weapon, immediate notification of police, parent or guardian notification, and recommendation to the superintendent of dismissal for a period of time not to exceed one year.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis. Policy 501 can be found in its entirety on the district website.

SUSPENSION AND EXPULSION

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 assistant principal. 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 re-admission, and a copy of the Minnesota Fair Dismissal Act.

EXPULSION

1. 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.

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

3. 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.

4. 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.

Note: For more information regarding District #477 policy for student discipline please see District Policy #506 on the District #477 Website.

STUDENT USE AND DISTRIBUTION OF CONTROLLED SUBSTANCES

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 that 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 wellbeing 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 inappropriate 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.

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 students 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, they 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 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.

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 substances.

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 year.

Note: For more information regarding District #477 policy for controlled substances please see District Policy #417 on the District #477 Website.

RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No. 477, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No.477 shall begin on July 29, 2014 and shall close on August 12, 2014. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00** o'clock p.m. on August 12, 2014.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO.477
(NAME OF DISTRICT)
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 477 shall begin on July 29, 2014, and shall close at 5:00** o'clock p.m. on August 12, 2014.

The general election shall be held on Tuesday, November 4, 2014. At that election, 3 members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, located in the District Office at 706 1st St, Princeton, MN 55371. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00** o'clock p.m. on August 12, 2014.

Dated: June 17, 2014

BY ORDER OF THE SCHOOL BOARD

/s/ _____

School District Clerk

** the Secretary of State's office takes the position that the office must be open until 5:00 p.m. to receive filings on the last day for filing.

The adoption of this resolution is discretionary; the publication of the notice is mandatory.

* Note that the filing dates in districts that have opted into the primary law shall be between 70 and 84 days before the second Tuesday in August. Filing dates for all other districts shall be between 84 and 98 days before the date of the school district general election.

MEMORANDUM



TO: Michelle Czech, School Business Service Director
FROM: Mark Karnowski, City Admin.
SUBJECT: **Proposed Middle and High School Liaison Contracts**
DATE: May 1, 2014

Attached are the two proposed 3-year contracts between the District and the City for a school liaison officer to work in the Middle School and High School. I changed the dates noted in both contracts to coincide with the dates posted on the school's website.

My understanding is that the language will be reviewed by the School Board at an upcoming meeting. If the Board finds the language acceptable, I'll have the City Council consider the contract language at their meeting.

Let me know if there are any issues.

**Contract to Provide for High School Liaison Officer Services
Between Princeton School District No. 477
and the City of Princeton**

This contract by and between the City of Princeton (hereafter referred to as "City") and Princeton Independent School District No. 477 (hereafter referred to as "District") is entered into under Minnesota law. For the purposes of this contract the Princeton Police Department is acknowledged as an agent of the City of Princeton.

1. Purpose

This contract authorizes the assignment of a police officer for the Princeton High School, designated as the School Liaison Officer, to District schools located within the City, under the terms and conditions set forth herein, for the following general purposes:

The provision of more intensive and specialized law enforcement services than are provided under normal and customary law enforcement provider/user assumptions.

Intervention at a pre-delinquent state by the establishment of a closer working relationship between the Department and the District.

To provide for a rapid response in cases of serious threat to persons and property within the District authority.

To facilitate follow-up investigations through and enhanced relationship between students, faculty and staff and the School Liaison Officer.

To promote a positive image of police officers, the Department and the law enforcement profession.

2. Officer Employed by the City

City shall employ in accordance with applicable state statutes a police officer or officers to serve as School Liaison Officer in District schools. City shall do the selection and assignment of such officers in agreement with appropriate District personnel. City shall assume all obligations and payments with regard to officer's salaries and benefits including workers compensation, PERA, withholding taxes, etc. District will reimburse City as defined in this document. The District may refuse to accept for assignment in the School Liaison Officer position any individual it deems inappropriate or inadequate for the position.

3. Term of Contract

The term of this contract shall run for three (3) years and be concurrent with the school year. Based on the current calendar, the date of implementation shall be September 2, 2014 through June 1, 2017. The District hereby guarantees to abide by the terms of this contract for a minimum of three (3) years.

4. Duration of Cost

It is the intent of both parties to share equally (50% each party) the net cost of providing a High School Liaison Officer. Any donations or grants received by either party with the expressed specific intent of offsetting the expense of providing a School Liaison Officer will also be shared equally. At the time of implementation, and prior to June 1 of each subsequent year, the City will provide the District with an estimated total annual net cost of providing a School Liaison Officer. The District will pay the City 50% of the District's estimated cost on or about January 1 of each year and the remaining 50% of the District's estimated cost on or about June 1 of each

year. All discrepancies between the estimated annual net cost and the actual net cost will be adjusted with the June 1 payment unless they are significant enough to warrant an adjustment earlier in the year.

5. Administration Responsibilities

Law enforcement's services rendered to District shall be subject to the approval of the City in agreement with appropriate District administration. Standards of performance, discipline of the officer(s) assigned, and other internal matters, shall be under the authority of City and its policies, rules and general orders. If requested, District shall provide City with an appraisal of the services rendered.

The City in agreement with appropriate District administration shall determine matters not specifically addressed by this contract.

In the event there is a disagreement with changes in policy, program content, program direction, the School Liaison Officer, District Administrator(s), and Chief of Police will meet to work out agreements on the necessary changes.

6. Responsibility of School District

It shall be the responsibility of the School District to:

Organize and assign school personnel to a pupil-personnel team to work and meet with the School Liaison Officer.

Provide guidance and assistance to the School Liaison Officer through the principals, teachers, administrative staff, and student body.

Provide a private office, desk and telephone with an outside line for use by the School Liaison Officer to meet with people on both a public and private meeting basis.

Require its principals to coordinate the efforts of the School Liaison Officer within the schools.

Provide clerical assistance and supplies to the School Liaison Officer, as would be available to certified teaching staff, when needed within any school at which the officer is working in the capacity as a School Liaison Officer.

Not undertake to solicit the full-time employment of any School Liaison Officer.

The School shall be responsible for making its own determination as to its security needs, including but not limited to personal security and premises security, and shall not rely on the School Liaison Officer or the City to fulfill these needs.

7. Responsibility of City

It is the intention of the City to provide School Liaison Officer(s) to the District; and it shall be the responsibility of the City to:

Assign one officer to the High School during each school year from the first Tuesday in September through the end of the regular school year. (Note: A School Liaison Officer may be needed at other buildings, as needed.)

Provide Police Department equipment needed by the School Liaison Officer to perform necessary functions.

Provide training and education within the scope of the Police Department of the City.

Provide temporary replacements for the School Liaison Officer as deemed necessary by the Police Department.

8. Duties of Officer

The list of basic duties of the School Liaison Officer(s) shall be as defined in the School Liaison Officer Program Guidelines, which is an attachment to this contract.

Mayor

Board Chair

City Administrator

Clerk

High School Liaison Officer Program

Program Goals

The goals of this program are to establish and provide for a cooperative effort between the Princeton School District No. 477 and the Princeton Police Department focusing on the reduction of juvenile crime and delinquency in the schools and the community at large. The program will be proactive in its objectives and will seek to establish positive relationships between the students of the district and police officers that serve the community. The accomplishment of the law enforcement mission as it relates the schools in the Princeton School District, either directly or through the School Liaison Officer, and referral to the criminal justice and law enforcement agencies, shall be a goal of this program. In addition, the officer assigned will serve as an instructional resource in law enforcement issues and topics, and will facilitate other appropriate instructional opportunities by referral. The officer will provide a positive adult and law enforcement role model for students. Finally, the officer assigned may provide direct advisory services to individuals or groups as necessary within the scope of this program, consistent with the officer's expertise and training. In other situations the officer shall maintain linkage with other support services and agencies as may be required to meet the program goals.

Assignment to the Program

Assignment to this program is not a promotion and no additional compensation will be given to those assigned. Officers will be assigned to the program from current department personnel, if qualified, and continued assignment shall be made at the discretion of the Police Department, with input from appropriate district personnel.

Direction and Control

Officers assigned to the School Liaison Program will remain under the control and supervision of the Princeton Police Department and responsible for adherence to its policies, procedures, rules and General Orders. Reporting responsibility will be to the Department supervisor assigned.

Within the parameters of the program, the officer will cooperate with district and school administrators to facilitate the accomplishment of the program goals in concert with the law enforcement mission.

Scheduling of Time

Scheduling of work hours for officers assigned will be done in cooperation of the City and the District to reasonable accommodate the needs and schedules of the District.

Officer(s) assigned to this program shall have the flexibility to adjust, but not expand, the number of hours worked in order to accomplish the goals of the program. No overtime is authorized without expressed prior approval of the department.

Officer(s) assigned to the program will work within the school facilities during the normal school year. The high school officer may be directed to respond to emergency situations outside the school at the discretion of the Police Chief. During those times when school is not in session (e.g., summer and winter breaks), the officer will be assigned duties within the Department consistent with his/her normal classification.

Duties and Responsibilities of the Police School Liaison Officer

Conducts preliminary investigations, completes initial event reports as necessary, and processes assigned cases during school days. The cases may involve the following responsibilities:

Interview complainants, witnesses, victims, suspects, and taking statements when necessary. Suspect's parent(s) or guardian(s) must be notified prior to any interview.

Collect and preserve evidence and provide for its identification and analysis.

Complete reports.

Attend and participate in school functions. Build relationships with the school's staff as well as with students and parent groups.

Be visible within the school. (Example – Hallways & Lunchrooms)

Present completed cases for prosecution or diversion, in accordance with the guidelines set forth by the County Attorney and the Princeton Police Department.

Testify in court as required.

Work in cooperation with the School District, Juvenile Court, County Social Services and Corrections Department, and other referral agencies.

Process delinquency cases during school days when possible.

Investigates and coordinates mandatory reporting investigations involving child abuse in cooperation with school and county social workers.

Take enforcement action when necessary. The School Liaison Officer will be armed and carry handcuffs at all times.

Serve as a resource to staff, administration, parents, and students regarding police and juvenile policies and procedures.

Coffee and lunch breaks will normally be taken with faculty and students.

The School Liaison Officer will be required to work up to 10 extra curricular activities. The School Liaison Officer's hours worked on those required days should be adjusted to reduce or eliminate overtime hours.

Work closely with school administration, counselors, chemical health advisors, human rights officer, student assistance team and others as appropriate to assist in the identification of pre-delinquent children, and attempt to eliminate delinquency-producing factors. Accept assignments and follow-up referrals requested by school staff members.

Attend school staff meetings, when requested by the administration, as a resource person in developing and adopting procedures that will contribute to the prevention of juvenile delinquency.

Be a part of a total team effort to provide role models and prevent undesirable behavior patterns from developing. Endeavor to build and maintain rapport between youth, school and police by day-to-day contact as a resource person.

Become involved in school and outside youth activities in order to understand special problems of youth and how they may be positively addressed. Participate in community affairs as requested or assigned, and be available for lectures to school and community groups.

Upon request, assist and advise in security matters regarding school buildings and properties that are normally supervised by school staff members.

Maintain individual police skills, including physical conditioning. Stay abreast of developments in the crime prevention and youth relations fields and changes in related laws and ordinances.

Coordinate with the Police Chief on crime prevention and youth relation developments and perform other duties as assigned.

The officer must have knowledge of the practices and philosophy of the school district and the police department concerning the handling of troubled youth.

To follow all rules and regulations of the Princeton Police Department, City of Princeton and School District. (To the extent that school district rules and regulations are not in conflict with State law regarding peace officers.)

The officer is to consult, on a regular basis, with the School Administrators in order to determine any special concerns or needs.

Provide an in-house law enforcement resource for school, staff and students in the processing of child abuse, neglect, and other criminal matters.

Preparation and presentation of appropriate material to students of elementary, junior and senior high schools.

Work with other criminal justice and community-based agencies in serving the needs of school age children and other family members.

Provide direct intervention in situations on campus presenting a serious threat to people or property.

To project a positive image of the law enforcement profession, and to work to foster a mutual understanding of appropriate roles and responsibilities between youth and the police.

Maintain a proactive approach to identification of specific problems and development of solutions relating to the school/community interface.

Maintain a high visibility within the school building.

Example of Unauthorized Tasks

Duties, tasks and assignments which are likely to hold the program, the department or the officer up to scorn or ridicule, or which would cast them in an unfavorable or demeaning light.

Assignment as a monitor for classrooms.

Handling classroom discipline issues, unless the situation presents a clear threat of assault.

Handling routine truancy.

Counseling which requires training or expertise such that referral to a specialist is indicated.

Appearance Standard

Officers assigned to this program are not subject to Department uniform regulations. The normal attire for officers assigned to this program will be non-uniform appearances, as deemed appropriate by the Police Chief, with badge worn visible to public.

Activity Reports and Periodic Updates Required

Officers assigned to this program shall submit activity logs, which state, at minimum, the activity the officer undertakes in achieving the program goals.

As determined by the department, the officer shall provide periodic briefings of program activity to his/her supervisor.

**Contract to Provide for Middle School Liaison Officer Services
Between Princeton School District No. 477
and the City of Princeton**

This contract by and between the City of Princeton (hereafter referred to as "City") and Princeton Independent School District No. 477 (hereafter referred to as "District") is entered into under Minnesota law. For the purposes of this contract the Princeton Police Department is acknowledged as an agent of the City of Princeton.

9. Purpose

This contract authorizes the assignment of a police officer for the Princeton Middle School, designated as the School Liaison Officer, to District schools located within the City, under the terms and conditions set forth herein, for the following general purposes:

The provision of more intensive and specialized law enforcement services than are provided under normal and customary law enforcement provider/user assumptions.

Intervention at a pre-delinquent state by the establishment of a closer working relationship between the Department and the District.

To provide for a rapid response in cases of serious threat to persons and property within the District authority.

To facilitate follow-up investigations through and enhanced relationship between students, faculty and staff and the School Liaison Officer.

To promote a positive image of police officers, the Department and the law enforcement profession.

10. Officer Employed by the City

City shall employ in accordance with applicable state statutes a police officer or officers to serve as School Liaison Officer in District schools. City shall do the selection and assignment of such officers in agreement with appropriate District personnel. City shall assume all obligations and payments with regard to officer's salaries and benefits including workers compensation, PERA, withholding taxes, etc. District will reimburse City as defined in this document. The District may refuse to accept for assignment in the School Liaison Officer position any individual it deems inappropriate or inadequate for the position.

11. Term of Contract

The term of this contract shall run for three (3) years and be concurrent with the school year. Based on the current calendar, the date of implementation shall be September 2, 2014 through June 1, 2017. The District hereby guarantees to abide by the terms of this contract for a minimum of three (3) years. Either party may terminate this Agreement at the end of the school year by giving written notice of such termination to the other party prior to April 1st in the year of termination.

12. Duration of Cost

It is the intent of both parties that the net cost of providing a Middle School Liaison Officer will be split seventy five percent (75%) for the District and twenty-five percent (25%) for the City, acknowledging the City would not pull this officer away from the District during the day at the Middle School. Any donations or grants received by either party with the expressed specific intent

of offsetting the expense of providing a School Liaison Officer will also be shared equally. At the time of implementation, and prior to June 1 of each subsequent year, the City will provide the District with an estimated total annual net cost of providing a School Liaison Officer. The District will pay the City 50% of the District's estimated cost on or about January 1 of each year and the remaining 50% of the District's estimated cost on or about June 1 of each year. All discrepancies between the estimated annual net cost and the actual net cost will be adjusted with the June 1 payment unless they are significant enough to warrant an adjustment earlier in the year.

13. Administration Responsibilities

Law enforcement's services rendered to District shall be subject to the approval of the City in agreement with appropriate District administration. Standards of performance, discipline of the officer(s) assigned, and other internal matters, shall be under the authority of City and its policies, rules and general orders. If requested, District shall provide City with an appraisal of the services rendered.

The City in agreement with appropriate District administration shall determine matters not specifically addressed by this contract.

In the event there is a disagreement with changes in policy, program content, program direction, the School Liaison Officer, District Administrator(s), and Chief of Police will meet to work out agreements on the necessary changes.

14. Responsibility of School District

It shall be the responsibility of the School District to:

Organize and assign school personnel to a pupil-personnel team to work and meet with the School Liaison Officer.

Provide guidance and assistance to the School Liaison Officer through the principals, teachers, administrative staff, and student body.

Provide a private office, desk and telephone with an outside line for use by the School Liaison Officer to meet with people on both a public and private meeting basis.

Require its principals to coordinate the efforts of the School Liaison Officer within the schools.

Provide clerical assistance and supplies to the School Liaison Officer, as would be available to certified teaching staff, when needed within any school at which the officer is working in the capacity as a School Liaison Officer.

Not undertake to solicit the full-time employment of any School Liaison Officer.

The School shall be responsible for making its own determination as to its security needs, including but not limited to personal security and premises security, and shall not rely on the School Liaison Officer or the City to fulfill these needs.

15. Responsibility of City

It is the intention of the City to provide School Liaison Officer(s) to the District; and it shall be the responsibility of the City to:

Assign one officer to Middle School during each school year from the first Tuesday in September through the end of the regular school year. (Note: A School Liaison Officer may be needed at other buildings, as needed.)

Provide Police Department equipment needed by the School Liaison Officer to perform necessary functions.

Provide training and education within the scope of the Police Department of the City.

Provide temporary replacements for the School Liaison Officer as deemed necessary by the Police Department.

16. Duties of Officer

The list of basic duties of the School Liaison Officer(s) shall be as defined in the School Liaison Officer Program Guidelines, which is an attachment to this contract.

Mayor

Board Chair

City Administrator

Clerk

Middle School Liaison Officer Program

Program Goals

The goals of this program are to establish and provide for a cooperative effort between the Princeton School District No. 477 and the Princeton Police Department focusing on the reduction of juvenile crime and delinquency in the schools and the community at large. The program will be proactive in its objectives and will seek to establish positive relationships between the students of the district and police officers that serve the community. The accomplishment of the law enforcement mission as it relates the schools in the Princeton School District, either directly or through the School Liaison Officer, and referral to the criminal justice and law enforcement agencies, shall be a goal of this program. In addition, the officer assigned will serve as an instructional resource in law enforcement issues and topics, and will facilitate other appropriate instructional opportunities by referral. The officer will provide a positive adult and law enforcement role model for students. Finally, the officer assigned may provide direct advisory services to individuals or groups as necessary within the scope of this program, consistent with the officer's expertise and training. In other situations the officer shall maintain linkage with other support services and agencies as may be required to meet the program goals.

Assignment to the Program

Assignment to this program is not a promotion and no additional compensation will be given to those assigned. Officers will be assigned to the program from current department personnel, if qualified, and continued assignment shall be made at the discretion of the Police Department, with input from appropriate district personnel.

Direction and Control

Officers assigned to the School Liaison Program will remain under the control and supervision of the Princeton Police Department and responsible for adherence to its policies, procedures, rules and General Orders. Reporting responsibility will be to the Department supervisor assigned.

Within the parameters of the program, the officer will cooperate with district and school administrators to facilitate the accomplishment of the program goals in concert with the law enforcement mission.

Scheduling of Time

Scheduling of work hours for officers assigned will be done in cooperation of the City and the District to reasonable accommodate the needs and schedules of the District.

Officer(s) assigned to this program shall have the flexibility to adjust, but not expand, the number of hours worked in order to accomplish the goals of the program. No overtime is authorized without expressed prior approval of the department.

Officer(s) assigned to the program will work within the school facilities during the normal school year. The middle school officer may be directed to respond to emergency situations outside the school at the discretion of the Police Chief. During those times when school is not in session (e.g., summer and winter breaks), the officer will be assigned duties within the Department consistent with his/her normal classification.

Duties and Responsibilities of the Police School Liaison Officer

Conducts preliminary investigations, completes initial event reports as necessary, and processes assigned cases during school days. The cases may involve the following responsibilities:

Interview complainants, witnesses, victims, suspects, and taking statements when necessary. Suspect's parent(s) or guardian(s) must be notified prior to any interview.

Collect and preserve evidence and provide for its identification and analysis.

Complete reports.

Attend and participate in school functions. Build relationships with the school's staff as well as with students and parent groups.

Be visible within the school. (Example – Hallways & Lunchrooms)

Present completed cases for prosecution or diversion, in accordance with the guidelines set forth by the County Attorney and the Princeton Police Department.

Testify in court as required.

Work in cooperation with the School District, Juvenile Court, County Social Services and Corrections Department, and other referral agencies.

Process delinquency cases during school days when possible.

Investigates and coordinates mandatory reporting investigations involving child abuse in cooperation with school and county social workers.

Take enforcement action when necessary. The School Liaison Officer will be armed and carry handcuffs at all times.

Serve as a resource to staff, administration, parents, and students regarding police and juvenile policies and procedures.

Coffee and lunch breaks will normally be taken with faculty and students.

The School Liaison Officer will be required to work up to 10 extra curricular activities. The School Liaison Officer's hours worked on those required days should be adjusted to reduce or eliminate overtime hours.

Work closely with school administration, counselors, chemical health advisors, human rights officer, student assistance team and others as appropriate to assist in the identification of pre-delinquent children, and attempt to eliminate delinquency-producing factors. Accept assignments and follow-up referrals requested by school staff members.

Attend school staff meetings, when requested by the administration, as a resource person in developing and adopting procedures that will contribute to the prevention of juvenile delinquency.

Be a part of a total team effort to provide role models and prevent undesirable behavior patterns from developing. Endeavor to build and maintain rapport between youth, school and police by day-to-day contact as a resource person.

Become involved in school and outside youth activities in order to understand special problems of youth and how they may be positively addressed. Participate in community affairs as requested or assigned, and be available for lectures to school and community groups.

Upon request, assist and advise in security matters regarding school buildings and properties that are normally supervised by school staff members.

Maintain individual police skills, including physical conditioning. Stay abreast of developments in the crime prevention and youth relations fields and changes in related laws and ordinances.

Coordinate with the Police Chief on crime prevention and youth relation developments and perform other duties as assigned.

The officer must have knowledge of the practices and philosophy of the school district and the police department concerning the handling of troubled youth.

To follow all rules and regulations of the Princeton Police Department, City of Princeton and School District. (To the extent that school district rules and regulations are not in conflict with State law regarding peace officers.)

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2014-2015 MILK BID

Name	Type	Quantity	Escalation	Firm	Escalation Total
Kemps	1/2 Pint Low Fat White	85,000	\$0.231	No Bid	\$19,635.00
	1/2 Pint Skim White	55,000	\$0.223	No Bid	\$12,265.00
	1/2 Pint Skim Chocolate	375,000	\$0.236	No Bid	\$88,500.00
	1/2 Pint Lactose Reduced	1	\$0.560	No Bid	\$0.56
					\$120,400.56

Name	Type	Quantity	Escalation	Firm	Escalation Total
Deans	1/2 Pint Low Fat White	85,000	\$0.234	No Bid	\$19,890.00
	1/2 Pint Skim White	55,000	\$0.224	No Bid	\$12,320.00
	1/2 Pint Skim Chocolate	375,000	\$0.244	No Bid	\$91,500.00
	1/2 Pint Lactose Reduced	1	\$0.684	No Bid	\$0.68
					\$123,710.68

2015 PROPOSED MEAL PRICING

	Princeton	Sauk Rapids	Sartell	Big Lake	Becker
2013-2014					
Elementary Breakfast	\$1.25	\$1.35	\$1.25	\$1.40	\$1.35
Middle Breakfast	\$1.25	\$1.45	\$1.25	\$1.40	\$1.35
High School Breakfast	\$1.25	\$1.45	\$1.25	\$1.40	\$1.35
Elementary Lunch	\$1.90	\$2.45	\$2.30	\$2.40	\$2.05
Middle Lunch	\$1.95	\$2.55	\$2.40	\$2.50	\$2.15
High School Lunch	\$2.00	\$2.55	\$2.40	\$2.50	\$2.20
Milk	\$0.35	\$0.40	\$0.45	\$0.40	\$0.35
Adult Breakfast	\$1.60	\$2.05	\$2.15	\$2.45	n/a
Adult Lunch	\$3.50	\$3.35	\$3.35	\$3.45	\$3.35
Recommend	2014-2015				
Elementary Breakfast	\$1.30				
Middle Breakfast	\$1.30				
High School Breakfast	\$1.30				
Elementary Lunch K-5	\$2.00				
Middle Lunch	\$2.10				
High School Lunch	\$2.10				
Milk	\$0.40				
Adult Breakfast	\$2.05				
Adult Lunch	\$3.60				
All Food Service Entities are required to get to \$2.65 for all school lunches.					

**PRINCETON PUBLIC SCHOOL
ORIGINAL BUDGET 2014-2015
June 17, 2014**

	2015 ESTIMATED REVENUES	2015 ESTIMATED EXPENDITURES
GENERAL FUND (01)	\$ 30,739,430	\$ 31,955,897
FOOD SERVICE (02)	\$ 1,549,692	\$ 1,582,888
COMMUNITY EDUCATION (04)	\$ 1,120,553	\$ 1,149,523
BUILDING FUND (06)	\$ 29,955,000	\$ 2,000,000
DEBT SERVICE (07)	\$ 2,535,196	\$ 2,568,752
TOTAL ALL FUNDS	\$ 65,899,871	\$ 39,257,060

	2013 FUND BALANCE
GENERAL FUND	\$ 13,134,556
FOOD SERVICE	\$ 446,264
COMMUNITY EDUCATION	\$ 294,819
BUILDING FUND	\$ -
DEBT SERVICE	\$ 443,911

**PRINCETON PUBLIC SCHOOLS
COMMUNITY EDUCATION FUND BUDGET
June 17, 2014**

		2015 Estimated Revenues	2015 Estimated Expenses
Community Ed-Restricted		\$ 710,296	\$ 768,790
Early Childhood-Restricted		\$ 213,524	\$ 213,578
School Readiness-Restricted		\$ 175,500	\$ 147,351
Other-Restricted		\$ 21,233	\$ 19,804
		\$ 1,120,553	\$ 1,149,523

**2013 Fund
Balance**

Community Ed-Restricted	\$ 152,354
Early Childhood-Restricted	\$ 74,321
School Readiness-Restricted	\$ 39,757
Other-Restricted	\$ 24,241
NON-Spendable	\$ 4,146
	\$ 294,819

Community Education is broken into four Restricted areas according to law. Other consists of Nonpublic aid that the state flows money through us to homeschool families for counseling, nursing, and textbooks based on homeschool families' applications. Preschool Screening is also in the other restricted fund. We receive funding based on the number of 3-5 year olds we screen each school year.

Does not reflect all chargebacks that may be allowed between funds

**PRINCETON PUBLIC SCHOOLS
ORIGINAL GENERAL FUND BUDGET
June 17, 2014**

	2015 Estimated Revenues	2015 Estimated Expenses
Gifted & Talented-Restricted	\$ 45,755	\$ 59,734
Deferred Maint-Restricted	\$ 197,586	\$ 218,000
Health & Safety-Restricted	\$ 135,748	\$ 94,901
Operating Capital-Restricted	\$ 581,394	\$ 747,000
Staff Development-Restricted	\$ 410,456	\$ 410,456
Qcomp-Assigned	\$ 841,799	\$ 841,799
Technology-Assigned	\$ -	\$ 300,000
Program Initiatives-Assigned	\$ -	\$ -
Activity Account-Assigned	\$ 500,000	\$ 500,000
Non Spendable	\$ -	\$ -
Unassigned	\$ 28,026,692	\$ 28,784,007
Total	\$ 30,739,430	\$ 31,955,897

Original Budget

Reflects salary adjustments based on board parameters.
 Reflects adjustments based on staffing plan.
 Reflects capital and deferred maint plan.
 Reflects adjustments to utilities and sub costs.
 Reflects enrollment of 3191.7 PK-12.
 Reflects Levy approved by the board.
 Doesn't reflect all charge backs that may be allowed between funds

94

**2013 Fund
Balance**

Gifted & Talented-Restricted	\$ 45,509
Deferred Maint-Restricted	\$ 53,532
Health & Safety-Restricted	\$ (47,281)
Operating Capital-Restricted	\$ 2,556,205
Severance-Committed	\$ 728,692
Staff Development-Assigned	\$ 91,536
Qcomp-Assigned	\$ 55,711
ERRP-Assigned	\$ 38,131
Technology-Assigned	\$ 667,930
Building Improved-Assigned	\$ 3,600,000
Program Initiatives-Assigned	\$ 400,000
Activity Acct-Assigned	\$ 98,397
Non Spendable	\$ 115,513
Unassigned	\$ 4,730,681
	\$ 13,134,556

Audit report for 2013 was presented at the 2nd board meeting in October and the fund balances for the 2012-2013 school year for each category are reflected on the left. In the past 4 years we have had a positive adjustment to our fund balance.

Final audited report for 2014 will be presented at a board meeting in the fall.

2015 FOOD SERVICE BUDGET

Revenue Sources

- State Aid
- Federal Aid (Free/Reduced)
- Participation Fees

Expenditures

- Administrative
- Salaries & Benefits
- Supplies
- Food Costs
- Milk

Changes to Food Service Budget

Summer Feeding Program-approved at prior board meeting.
Recommended changes in meal costs for participants are included.
Additional staff development due to significant changes in program required.

BUILDING FUND

Due to the passing of our \$29,955,000 bond for a new elementary school and other improvements as stated on the ballot, we now have to budget the revenue and expenses for the project. Expenses are not budgeted at the full 29 million because we will not be expending it all in one year. Once we receive a draw schedule for the project we will budget accordingly.

DEBT SERVICE FUND

This fund is the building payments for the district. We currently have 4 bonds we are paying on in this fund.