

Princeton Public Schools - ISD 477  
Tuesday, July 15, 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. Superintendent Report

**APPROVE AGENDA**

**DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 4

**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 10
2. Bills 12
3. Wire Transfers 19
4. Treasurer's Report 20
5. Student Open Enrollments for Board Approval and Open Enrollments that are for information for board members and do not need board approval. 21
6. Gifts 23
7. Fundraisers 24

**FIRST READINGS - District Post-Issuance Debt Compliance Policy, Student Transportation, and Policies Incorporated by Reference** 26

**SECOND READING - Health & Safety** 49

**DISCUSSION ITEMS**

1. Transportation Plan Report (Tim Wilhelm, Sarah Houle) 53  
Time: 15 minutes

### **ACTION**

1. North Elementary 2014-15 Student Handbook (Kim Myers) 54  
*Motion to approve the 2014-2015 North Elementary Student Handbook as presented.*
2. PHS 2014-15 Student Handbook (Assistant Principal Emorie Colby) 91  
*Motion to approve the 2014-2015 High School Student Handbook as presented.*
3. South Elementary 2014-15 Student Handbook (Chris Hazelton) 92  
*Motion to approve the South Elementary 2014-2015 Student Handbook as presented.*
4. Mille Lacs County Family Services Collaborative Contract (Superintendent Espe) 129  
*Motion to approve the 2014-2015 Mille Lacs County Family Services Collaborative Contract.*
5. 2014-16 Health & Safety Budget Plan (Director of Business Services, Michelle Czech) 150  
*Motion to approve the 2014-2016 Health & Safety Budget Plan.*
6. MSBA Membership (Superintendent Espe) 154  
*Motion to approve the 2014-2015 MSBA Membership as presented.*
7. Hall of Fame 158  
*Motion to approve the Hall of Fame as presented.*

### **Future Board Committee Meetings:**

1. Classified Negotiations:  
**Secretaries**, July 17, 11:00 am, meet in the Superintendent Office at 10:30 am.  
Additional meeting if needed July 30, 2:00 pm, meet in the Superintendent Office at 1:30 pm.  
  
**Paras**, July 17, 1:00 pm, meet in the Superintendent Office at 12:30 pm.  
Additional meeting if needed July 23, 2:00 pm, meet in the Superintendent Office at 1:30 pm.  
  
**Custodians**, July 17, 3:00 pm, meet in the Superintendent Office at 2:30 pm.

2. Finance Board Committee Meeting

### **ADDITIONS TO AGENDA**

**ADJOURN - to a closed meeting to discuss negotiation strategies.**

*Pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), I*

*move to close the meeting for negotiation strategies.*

**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 **17<sup>th</sup> 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

**REPORTS**

**Board committee meeting(s) and School Events each Board member attended**

Deb Ulm: PEA Retirement Breakfast, High School Graduation, Project Oversight Committee (POC), Core Planning Group, Rum River Festival Parade, Policy meeting, and the Agenda planning Meeting.

Howard Vaillancourt: High School Graduation, the POC and Core Planning Group meetings, Paraprofessional negotiations, Custodian Negotiations and the Activities Board Committee meeting.

Jeremy Miller: Principal negotiations.

Eric Minks: Principal negotiations, and the Activities meeting.

Chuck Nagle: SEE

Craig Johnson: High School Graduation, Principal negotiations, and the Activities meeting.

Chad Young: The Parade and the Policy meeting.

**Superintendent Report:** We have a Food Service tentative settlement, and are making progress with Custodians, and Para negotiation groups. There is a tour of four elementary schools scheduled for tomorrow for the Core Planning committee to attend. The sites are Elk River, Blaine, Hugo, and Stillwater.

The facilities projects members will be the persons attending the Project Oversight Committee (POC).

Starting in August the board will have workshops regarding the new schools at the 2<sup>nd</sup> meeting of each month (3<sup>rd</sup> Tuesday).

Superintendent Espe reported that there was good representation at the parade. There were about 400 Middle School musicians passing out ice cream at the end of parade.

Superintendent Espe concluded her report to the board by thanking the Director of Human Resources, Brenda Albrecht, for her dedication to our district these past four years, and wished her well in her new position in the Cambridge-Isanti School District.

#### **APPROVE AGENDA**

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

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

*Motion by Craig Johnson, and seconded by Chad Young, to approve the June 3, 2014 Regular School Board meeting minutes as they are presented. Motion passed unanimously.*

#### **CONSENT AGENDA**

*Motion made by Howard Vaillancourt, and seconded Craig Johnson, to approve the consent agenda items: Personnel, Bills, Wire Transfers, Treasurer's Report, Gifts, Student Open Enrollments, Fundraiser, Field Trip, and the Cell Phone Reimbursement Amounts. Board member Chuck Nagle requested further information about three checks and explanations were given. Motion passed unanimously.*

#### **INFORMATION**

##### **QCOMP Annual Report**

Teacher Elaine Maples provided the board with an overview of the end of year QComp Annual Report. She explained that the Department of Education receives a copy of the report. The full report can be found in the agenda packet located on the district web site home page at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us). Scroll under the Meeting Access link in the School Board meeting box.

##### **Midwest Instructional Leadership Council (miLc) Organizational Assessment**

Superintendent Espe provided the board with a presentation of the miLc organizational assessment. The power point presentation is available in the agenda packet located on the district web site home page at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) under the Meeting Access link in the School Board meeting box.

##### **First Reading of Policy - #807 Health and Safety**

The board approved the first reading without any request for changes.

#### **ACTION**

##### **2014-2015 Middle School Handbook**

Middle School Assistant Principal/Activities Director, Sarah Marxhausen, provided the board with a review of the 2014-15 Middle School Handbook along with an explanation of changes made from last year. The memo of changes can be found in the agenda packet located on the district web site home page at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) click on the Meeting Access link found in the School Board meeting box.

*Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, to approve the Middle School 2014-15 Handbook. Motion passed unanimously.*

##### **Resolution Establishing Dates for Filing Affidavits of Candidacy**

*Motion was made by Craig Johnson, and seconded by Chad Young, to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy. Upon roll call the following voted in favor of: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, and Deb Ulm.*

*Motion passed unanimously.*

**Police Liaison Contract**

*Motion was made by Craig Johnson, and seconded by Jeremy Miller, to approve the 2014-17 Police Liaison Contract. Upon roll call the following voted in favor of: Upon roll call the following voted in favor of: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, and Deb Ulm. Motion passed unanimously.*

**Milk Bids – 2014-15**

*Motion was made by Craig Johnson, and seconded by Eric Minks, to approve the Kemps Milk bid. Upon roll call the following voted in favor of: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, and Deb Ulm. Motion passed unanimously.*

**Meal Prices for 2014-15**

*Motion was made by Craig Johnson, and seconded by Eric Minks, to approve the 2014-15 meal prices. Upon roll call the following voted in favor of: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, and Deb Ulm. Motion passed unanimously.*

**2014-15 Budget**

*Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, to approve the 2014-15 Budget as presented. Upon roll call the following voted in favor of: Upon roll call the following voted in favor of: Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, and Deb Ulm. The following voted against the same: Chuck Nagle. Motion passed 6:1.*

**Reminder of upcoming meetings:**

Transportation Committee Meeting: June 23, 2014, 5:00 p.m., Superintendent's Office.  
Special School Board Meeting: June 30, 2014, 5:00 p.m., District Office Board Room.  
Secretary Negotiations: June 18, 2014, at 3:00 p.m., Superintendent's Office.  
Secretary Negotiations: July 17, 2014, at 11:00 a.m., Superintendent's Office.  
Paraprofessionals Negotiations: July 17, at 1:00 p.m., Superintendent's Office.  
Custodians Negotiations: July 17, 2014, at 3:00 p.m., Superintendent's Office.  
Meet and Confer Meeting: August 19, 2014, at 4:30p.m., Superintendent's Office.

**ADDITIONS TO AGENDA – None**

**ADJOURN** Meeting was adjourned at **8:22 p.m.**

---

Chair Deb Ulm

Recorder: Bridget Sorensen

---

Clerk Eric Minks

The special meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 30th day of June 2014, at 5:00 p.m. in the Superintendent's Office.

**Roll Call:      Members present:**      Craig Johnson, Eric Minks, Chuck Nagle, and Deb Ulm

**Others Present:**      Superintendent Dr. Julia Espe, and Business Manager Michelle Czech.

**Members absent:**      Jeremy Miller, Howard Vaillancourt, and Chad Young

Action:

Motion by Craig Johnson, seconded by Eric Minks, to approve the **Resolution Awarding the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of \$29,955,000 General Obligation School Building Bonds, Series 2014A**. Upon roll call the following voted in favor of: Craig Johnson, Deb Ulm, Eric Minks, and Chuck Nagle abstained. Motion passed.

Field Trip

Motion was made by Craig Johnson, and seconded by Eric Minks, to **approve the FAA Field Trip**. Motion passed unanimously.

Meeting **adjourned** at 5:26p.m.

---

Chair Deb Ulm

---

Clerk Eric Minks

Recorder:      Bridget Sorensen

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 17<sup>th</sup> 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

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES Motion by Craig Johnson, and seconded by Chad Young, to approve the June 3, 2014 Regular School Board meeting minutes as they are presented. Motion passed unanimously.

CONSENT AGENDA Motion made by Howard Vaillancourt, and seconded Craig Johnson, to approve the consent agenda items: Personnel, Bills, Wire Transfers, Treasurer's Report, Gifts, Student Open Enrollments, Fundraiser, Field Trip, and the Cell Phone Reimbursement Amounts. Board member Chuck Nagle requested further information about three checks and explanations were given. Motion passed unanimously.

INFORMATION QCOMP Annual Report Teacher Elaine Maples provided the board with an overview of the end of year QComp Annual Report. She explained that the Department of Education receives a copy of the report. The full report can be found in the agenda packet located on the district web site home page at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us). Scroll under the Meeting Access link in the School Board meeting box.

Midwest Instructional Leadership Council (miLc) Organizational Assessment Superintendent Espe provided the board with a presentation of the miLc organizational assessment. The power point presentation is available in the agenda packet located on the district web site home page at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) under the Meeting Access link in the School Board meeting box.

First Reading of Policy - #807 Health and Safety The board approved the first reading without any request for changes.

ACTION 2014-2015 Middle School Handbook

Middle School Assistant Principal/Activities Director, Sarah Marxhausen, provided the board with a review of the 2014-15 Middle School Handbook along with an explanation of changes made from last year. The memo of changes can be found in the agenda packet located on the district web site home page at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) click on the Meeting Access link found in the School Board meeting box.

Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, to approve the Middle School 2014-15 Handbook. Motion passed unanimously.

Resolution Establishing Dates for Filing Affidavits of Candidacy

Motion was made by Craig Johnson, and seconded by Chad Young, to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy. Upon roll call the following voted in favor of: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, and Deb Ulm. Motion passed unanimously.

Police Liaison Contract. Motion was made by Craig Johnson, and seconded by Jeremy Miller, to approve the 2014-17 Police Liaison Contract. Upon roll call the following voted in favor of: Upon roll call the following voted in favor of: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, and Deb Ulm. Motion passed unanimously.

Milk Bids – 2014-15. Motion was made by Craig Johnson, and seconded by Eric Minks, to approve the Kemps Milk bid. Upon roll call the following voted in favor of: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, and Deb Ulm. Motion passed unanimously.

Meal Prices for 2014-15 Motion was made by Craig Johnson, and seconded by Eric Minks, to approve the 2014-15 meal prices. Upon roll call the following voted in favor of: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, and Deb Ulm. Motion passed unanimously.

2014-15 Budget Motion was made by Howard Vaillancourt, and seconded by Craig Johnson, to approve the 2014-15 Budget as presented. Upon roll call the following voted in favor of: Upon roll call the following voted in favor of: Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, and Deb Ulm. The following voted against the same: Chuck Nagle. Motion passed 6:1.

Reminder of upcoming meetings:

Transportation Committee Meeting: June 23, 2014, 5:00 p.m., Superintendent's Office.

Special School Board Meeting: June 30, 2014, 5:00 p.m., District Office Board Room.

Secretary Negotiations: June 18, 2014, at 3:00 p.m., Superintendent's Office.

Secretary Negotiations: July 17, 2014, at 11:00 a.m., Superintendent's Office.

Paraprofessionals Negotiations: July 17, at 1:00 p.m., Superintendent's Office.

Custodians Negotiations: July 17, 2014, at 3:00 p.m., Superintendent's Office.

Meet and Confer Meeting: August 19, 2014, at 4:30p.m., Superintendent's Office.

ADDITIONS TO AGENDA – None

ADJOURN Meeting was adjourned at 8:22 p.m.

This entire board meeting minutes which include board member reports can be found on the district website at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) located on the home page under the link Meeting Access.

Recorder: Bridget Sorensen

Princeton Public Schools, ISD 0477 Board Consent Agenda

|    | A                      | B   | C                                    | D            | E                 | F                     | G   |
|----|------------------------|---|--------------------------------------|--------------|-------------------|-----------------------|---|
| 1  | <b>July 15, 2014</b>   |   |                                      |              |                   |                       |   |
| 2  | <b>Name</b>            | <b>Status</b>   | <b>Job Title</b>                     | <b>Group</b> | <b>Replacing</b>  | <b>Effective Date</b> | <b>Wage</b>   |
| 3  | Aslakson, Kathryn      | Resignation   | Teacher - SE                         | PEA          | N/A               | 6/18/2014             | N/A   |
| 4  | Bednar, Lindsay        | New Hire  | English PASS Teacher - HS            | PEA          | Shellyn Ash       | 8/25/2014             | \$40,295 (BA, step 6)   |
| 5  | Bjurman, Eric          | Temporary Position<br>Change                          | AP / AD - MS                         | ADM          | Sarah Marxhausen  | ~9/2/14 - 11/7/14     | \$367.70/day (AP, Step 1)   |
| 6  | Borich, Melissa        | LTS status to<br>permanent position                   | Social Studies Teacher - MS          | PEA          | Stacy Payne       | 8/25/2014             | Current contract salary   |
| 7  | Bratulich, Rebecca     | LOA   | Teacher - NE                         | PEA          | N/A               | 2014-15 school year   | N/A   |
| 8  | Burgoon, Julie         | Temporary Position                                    | Head Cook - Summer Feeding Program   | FSV          | N/A               | 6/16/14 - 8/22/14     | current contract wage   |
| 9  | Clemons, Sara          | New   | Phy Ed Teacher - MS                  | PEA          | Erik Jacobs       | 8/25/2014             | \$21,777 (.6 FTE, BA, Step1)  |
| 10 | Dupay, Sue             | Temporary Position                                    | Head Cook - Summer Feeding Program   | FSV          | N/A               | 6/16/14 - 8/22/14     | current contract wage   |
| 11 | Erke, Diane            | New Hire  | Lunchroom Para                       | ESA          | LuAnn Stultz      | 8/25/2014             | \$12.02/hour (class II, step 1-3)   |
| 12 | Essig II, Robert       | LTS status to<br>permanent position                   | Social Studies Teacher - HS          | PEA          | Steve Kinney      | 8/25/2014             | \$42,354.80 (.95 FTE, MA, Step 2)   |
| 13 | Eversman, Mitchell     | LTS New Hire  | Social Studies Teacher - HS          | PEA          | Duane Anderson    | 8/25/14 - 6/5/15      | \$36,295 (BA, Step 1)<br>\$12.02/hour (class II, step 1-3 on para contract) |
| 14 | Fay, Lisa              | New Hire  | CE - Site Supervisor                 | N/A          | New Position      | 6/20/2014             |   |
| 15 | Fritsch, Sarah         | New Hire  | ECFE Teacher                         | PEA          | Elizabeth Scott   | 8/21/2014             | \$18,132.75 (.45 FTE, BA, Step 6)   |
| 16 | Gunderson, Amber       | New Hire  | EBD Teacher - HS                     | PEA          | Rebecca Thomsen   | 8/25/2014             | \$37,895 (BA, Step 3)   |
| 17 | Hallberg, Laura        | Position change                                       | .82 FTE SPED / .18 FTE Read 180 SWAS | PEA          | N/A               | 2014-15 school year   | Current contract salary   |
| 18 | Hayes, Mark            | Resignation   | Teacher - HS and MS Football Coach   | PEA          | N/A               | 6/20/2014             | N/A   |
| 19 | Helm, Lori             | Temporary Position                                    | Server - Summer Feeding Program - PT | FSV          | N/A               | 6/16/14 - 8/22/14     | current contract wage   |
| 20 | Holmes, Dorothy        | Retirement  | ECSE Paraprofessional                | PARA         | N/A               | 7/31/2014             | N/A   |
| 21 | Jacobs, Erik           | Position change from<br>MS PE Teacher                 | Health / PE Teacher - HS             | PEA          | Lee Dettmer       | 2014-15 school year   | Current contract salary   |
| 22 | Jacobson, Katherine    | New Hire  | 3rd Grade Teacher - NE               | PEA          | Yvette Olson      | 8/25/2014             | \$36,295 (BA, Step 1)   |
| 23 | Kaliszewski, Kevin     | LTS New Hire  | Social Studies Teacher - HS          | PEA          | Cindy Fitzthum    | 8/25/2014             | \$36,295 (BA, Step 1)   |
| 24 | Kreger, Julie          | Resignation   | Spanish Teacher - HS                 | PEA          | N/A               | 6/6/2014              | N/A   |
| 25 | LeFevre, Amanda        | New Hire  | First Grade Teacher - SE             | PEA          | Leah Sokup        | 8/25/2014             | \$40,295 (BA, step 6)   |
| 26 | Maltz, Denise          | Temporary Position                                    | Server - Summer Feeding Program - PT | FSV          | N/A               | 6/16/14 - 8/22/14     | current contract wage   |
| 27 | Morrow, Patrick        | Rehire  | 7th Gr. Language Arts Teacher - MS   | PEA          | Karen Moosbrugger | 8/25/2014             | \$50,984 (MA, Step 6)   |
| 28 | Mujica, Kimberly       | Position change                                       | .82 FTE SPED / .18 FTE Read 180 SWAS | PEA          | N/A               | 2014-15 school year   | Current contract salary   |
| 29 | Nelson, Rachel         | New Hire  | 3rd Grade Teacher - NE               | PEA          | Michelle Johnson  | 8/25/2014             | \$36,295 (BA, Step 1)   |
| 30 | Paulsen-Trombley, Lisa | Resignation   | SPED Teacher - HS                    | PEA          | N/A               | 6/6/2014              | N/A   |
| 31 | Poe, Kathryn           | New Hire  | Spanish Teacher - HS                 | PEA          | Julie Kreger      | 8/25/2014             | \$30,316 (.8 FTE, BA, step 3)   |
| 32 | Rhoades, GERALYNN      | Temporary Position<br>Position change from<br>reading | Server - Summer Feeding Program - PT | FSV          | N/A               | 6/16/14 - 8/22/14     | current contract wage   |
| 33 | Roby, Becky            | reading   | 6th Grade Language Arts Teacher - MS | PEA          | N/A               | 2014-15 school year   | Current contract salary   |
| 34 | Rossow, Dana           | LTS New Hire  | SPED Teacher - HS                    | PEA          | Joyce Geving      | 8/25/14 - 6/5/15      | \$49,384 (MA, Step 5)   |
| 35 | Scepurek, Danette      | New   | Targeted Services Paraprofessional   | ESA          | N/A               | 7/21/14 - 8/14/14     | Current contract wage   |
| 36 | Sokup, Leah            | Resignation   | 1st Grade Teacher - SE               | PEA          | N/A               | 6/6/2014              | N/A   |
| 37 | Strandberg, Jacquilien | New Hire  | Kindergarten Teacher - SE            | PEA          | Kathryn Aslakson  | 8/25/2014             | \$36,295 (BA, Step 1)   |

Princeton Public Schools, ISD 0477 Board Consent Agenda

|    | A                  | B                                    | C                                    | D   | E                              | F                   | G                                |
|----|--------------------|--------------------------------------|--------------------------------------|-----|--------------------------------|---------------------|----------------------------------|
| 38 | Thoreson, Lois     | Retirement                           | Custodian - SE                       | CUS | N/A                            | 7/1/2014            | N/A                              |
| 39 | Trujillo, Nicole   | Position change from<br>6th grade LA | World Language Teacher - MS          | PEA | Danielle Evenski               | 2014-15 school year | Current contract salary          |
| 40 | Turnquist, Beverly | Temporary Position                   | Server - Summer Feeding Program - PT | FSV | N/A                            | 6/16/14 - 8/22/14   | current contract wage            |
| 41 | VonBank, Anthony   | New Hire                             | Technology Integration Specialist    | PEA | Patrick Morrow                 | 8/25/2014           | \$62,602 (MA+30, Step 11)        |
| 42 | Vos, Stacie        | New Hire                             | Director of Human Resources          | N/A | Brenda Alexander<br>(Albrecht) | 7/31/2014           | \$100,000/year                   |
| 43 | Weems, Kevin       | LTS New Hire                         | Science Teacher - HS                 | PEA | Kristine Wilkinson             | 8/25/2014           | \$35,667.20 (.8 FTE, MA, Step 2) |

## 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  | 58930   | 155442   | Check    | 1   | 14277 |     | ALMSTED SAMANTHA            | Yes   | Yes   | No   | USD      | 06/12/2014    | 80.00      |
|       |    |      | 58918   | 155443   | Check    | 1   | 11427 | 1   | AT&T MOBILITY               | Yes   | Yes   | No   | USD      | 06/12/2014    | 374.15     |
|       |    |      | 58923   | 155444   | Check    | 1   | 14139 |     | CARD LORA                   | Yes   | Yes   | No   | USD      | 06/12/2014    | 61.00      |
|       |    |      | 58914   | 155445   | Check    | 1   | 10584 |     | CARD SERVICES               | Yes   | Yes   | No   | USD      | 06/12/2014    | 2,592.70   |
|       |    |      | 58919   | 155446   | Check    | 1   | 11909 |     | CARLSON ANNE                | Yes   | Yes   | No   | USD      | 06/12/2014    | 124.20     |
|       |    |      | 58917   | 155447   | Check    | 1   | 11135 |     | CARLSON DANA                | Yes   | Yes   | No   | USD      | 06/12/2014    | 17.20      |
|       |    |      | 58932   | 155448   | Check    | 1   | 4290  |     | CENTERPOINT ENERGY          | Yes   | Yes   | No   | USD      | 06/12/2014    | 23,300.18  |
|       |    |      | 58936   | 155449   | Check    | 1   | 7411  | 1   | CLOQUET HIGH SCHOOL         | Yes   | Yes   | No   | USD      | 06/12/2014    | 160.00     |
|       |    |      | 58915   | 155450   | Check    | 1   | 10894 |     | FAIRWAY SHORES GOLF         | Yes   | Yes   | No   | USD      | 06/12/2014    | 2,000.00   |
|       |    |      | 58926   | 155451   | Check    | 1   | 14273 |     | HAATAJA ROD                 | Yes   | Yes   | No   | USD      | 06/12/2014    | 80.00      |
|       |    |      | 58931   | 155452   | Check    | 1   | 3140  |     | HOFMAN OIL CO. INC.         | Yes   | Yes   | No   | USD      | 06/12/2014    | 853.50     |
|       |    |      | 58927   | 155453   | Check    | 1   | 14274 |     | LEE TAMMY                   | Yes   | Yes   | No   | USD      | 06/12/2014    | 80.00      |
|       |    |      | 58921   | 155454   | Check    | 1   | 12957 | 1   | MIDCONTINENT COMMUNICATIONS | Yes   | Yes   | No   | USD      | 06/12/2014    | 1,286.65   |
|       |    |      | 58933   | 155455   | Check    | 1   | 4443  |     | MORA HIGH SCHOOL            | Yes   | Yes   | No   | USD      | 06/12/2014    | 180.00     |
|       |    |      | 58916   | 155456   | Check    | 1   | 10961 |     | NORTHERN LIGHTS BALLROOM    | Yes   | Yes   | No   | USD      | 06/12/2014    | 2,250.00   |
|       |    |      | 58934   | 155457   | Check    | 1   | 4945  |     | PEDERSON PAM                | Yes   | Yes   | No   | USD      | 06/12/2014    | 20.00      |
|       |    |      | 58937   | 155458   | Check    | 1   | 8818  |     | PETERSON SHAWNTEL           | Yes   | Yes   | No   | USD      | 06/12/2014    | 80.00      |
|       |    |      | 58935   | 155459   | Check    | 1   | 5472  | 4   | SAM'S CLUB                  | Yes   | Yes   | No   | USD      | 06/12/2014    | 190.05     |
|       |    |      | 58925   | 155460   | Check    | 1   | 14272 |     | SISCO CYNTHIA               | Yes   | Yes   | No   | USD      | 06/12/2014    | 79.40      |
|       |    |      | 58920   | 155461   | Check    | 1   | 12819 |     | STEELE TONYA                | Yes   | Yes   | No   | USD      | 06/12/2014    | 80.00      |
|       |    |      | 58928   | 155462   | Check    | 1   | 14275 |     | THOMPSON JOHN               | Yes   | Yes   | No   | USD      | 06/12/2014    | 80.00      |
|       |    |      | 58924   | 155463   | Check    | 1   | 14142 |     | TYRRELL JACKIE              | Yes   | Yes   | No   | USD      | 06/12/2014    | 20.00      |
|       |    |      | 58922   | 155464   | Check    | 1   | 13262 | 1   | WALMART COMMUNITY/GECRB     | Yes   | Yes   | No   | USD      | 06/12/2014    | 1,240.12   |
|       |    |      | 58929   | 155465   | Check    | 1   | 14276 |     | WASSATHER TRISHA            | Yes   | Yes   | No   | USD      | 06/12/2014    | 25.00      |
|       |    |      | 58938   | 155466   | Check    | 1   | 3941  | 2   | M.A.A.S.F.E.P.              | Yes   | Yes   | No   | USD      | 06/16/2014    | 99.00      |
|       |    |      | 58944   | 155467   | Check    | 1   | 14288 |     | BROOKS SUE                  | Yes   | No    | No   | USD      | 06/19/2014    | 18.00      |
|       |    |      | 58939   | 155468   | Check    | 1   | 11265 |     | CHRISTENSON KRIS            | Yes   | Yes   | No   | USD      | 06/19/2014    | 50.00      |
|       |    |      | 58943   | 155469   | Check    | 1   | 14103 |     | CULLIGAN BOTTLED WATER      | Yes   | Yes   | No   | USD      | 06/19/2014    | 14.91      |
|       |    |      | 58940   | 155470   | Check    | 1   | 12549 |     | DAHL SARAH                  | Yes   | No    | No   | USD      | 06/19/2014    | 100.00     |
|       |    |      | 58945   | 155471   | Check    | 1   | 14289 |     | FRANETTE AUSTIN             | Yes   | No    | No   | USD      | 06/19/2014    | 12.13      |
|       |    |      | 58948   | 155472   | Check    | 1   | 5194  |     | PRINCETON PUBLIC UTILITIES  | Yes   | Yes   | No   | USD      | 06/19/2014    | 67,127.00  |
|       |    |      | 58949   | 155473   | Check    | 1   | 6317  |     | RESERVE ACCOUNT             | Yes   | Yes   | No   | USD      | 06/19/2014    | 2,000.00   |
|       |    |      | 58946   | 155474   | Check    | 1   | 14290 |     | ROWLEY DALE                 | Yes   | Yes   | No   | USD      | 06/19/2014    | 59.10      |
|       |    |      | 58947   | 155475   | Check    | 1   | 14291 |     | THOMPSON VALERIE            | Yes   | No    | No   | USD      | 06/19/2014    | 13.00      |
|       |    |      | 58941   | 155476   | Check    | 1   | 13021 |     | WHITCOMB GAIL               | Yes   | Yes   | No   | USD      | 06/19/2014    | 836.00     |
|       |    |      | 58942   | 155477   | Check    | 1   | 13924 |     | WINKELMAN BRENDA            | Yes   | No    | No   | USD      | 06/19/2014    | 26.70      |
|       |    |      | 58950   | 155478   | Check    | 1   | 1457  |     | BLUE CROSS & BLUE SHIELD /  | Yes   | Yes   | No   | USD      | 06/19/2014    | 236,611.50 |
|       |    |      | 58951   | 155479   | Check    | 1   | 14297 |     | PAUL BUNYAN LAND            | Yes   | Yes   | No   | USD      | 06/25/2014    | 1,055.80   |
|       |    |      | 58972   | 155480   | Check    | 1   | 13461 |     | ACCURATE HOME CARE, LLC     | Yes   | No    | No   | USD      | 06/26/2014    | 9,252.21   |
|       |    |      | 58976   | 155481   | Check    | 1   | 13909 |     | ALMHJELD KARLA              | Yes   | No    | No   | USD      | 06/26/2014    | 196.00     |
|       |    |      | 59016   | 155482   | Check    | 1   | 7706  | 3   | AMAZON.COM                  | Yes   | No    | No   | USD      | 06/26/2014    | 1,273.20   |

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  | 58958   | 155483   | Check    | 1   | 11345 |     | AMERICAN FEDERATION OF TCHRS   | Yes   | No    | No   | USD      | 06/26/2014    | 552.00    |
|       |    |      | 58962   | 155484   | Check    | 1   | 1213  |     | APPERT'S FOODSERVICE           | Yes   | No    | No   | USD      | 06/26/2014    | 3,618.67  |
|       |    |      | 58963   | 155485   | Check    | 1   | 1218  |     | AQUA LOGIC                     | Yes   | No    | No   | USD      | 06/26/2014    | 88.65     |
|       |    |      | 58977   | 155486   | Check    | 1   | 14021 |     | BEYOND SPORT MARTIAL ARTS & FI | Yes   | Yes   | No   | USD      | 06/26/2014    | 223.20    |
|       |    |      | 58955   | 155487   | Check    | 1   | 11053 |     | BIRDIE MARKETING INC           | Yes   | No    | No   | USD      | 06/26/2014    | 1,480.00  |
|       |    |      | 58961   | 155488   | Check    | 1   | 11666 |     | BOSTROM JEAN                   | Yes   | No    | No   | USD      | 06/26/2014    | 312.00    |
|       |    |      | 58983   | 155489   | Check    | 1   | 1511  |     | BRAND MANUFACTURING            | Yes   | Yes   | No   | USD      | 06/26/2014    | 28.65     |
|       |    |      | 59021   | 155490   | Check    | 1   | 9580  |     | BW T & F ENTERPRISES LLP       | Yes   | Yes   | No   | USD      | 06/26/2014    | 965.75    |
|       |    |      | 58985   | 155491   | Check    | 1   | 1840  |     | C.M.E.R.D.C.                   | Yes   | No    | No   | USD      | 06/26/2014    | 94.00     |
|       |    |      | 59020   | 155492   | Check    | 1   | 9445  |     | CATHEDRAL HIGH SCHOOL          | Yes   | No    | No   | USD      | 06/26/2014    | 250.00    |
|       |    |      | 58995   | 155493   | Check    | 1   | 3954  | 4   | CDW-G INC                      | Yes   | No    | No   | USD      | 06/26/2014    | 448.00    |
|       |    |      | 58998   | 155494   | Check    | 1   | 4290  |     | CENTERPOINT ENERGY             | Yes   | No    | No   | USD      | 06/26/2014    | 44.60     |
|       |    |      | 58984   | 155495   | Check    | 1   | 1721  |     | CENTRAL MCGOWAN INC.           | Yes   | No    | No   | USD      | 06/26/2014    | 571.21    |
|       |    |      | 59019   | 155496   | Check    | 1   | 8491  |     | COUNTRY SIDE PEST CONTROL, INC | Yes   | No    | No   | USD      | 06/26/2014    | 365.00    |
|       |    |      | 58952   | 155497   | Check    | 1   | 10069 |     | DALCO                          | Yes   | Yes   | No   | USD      | 06/26/2014    | 1,395.90  |
|       |    |      | 58960   | 155498   | Check    | 1   | 11656 |     | DEAN FOODS NORTH CENTRAL       | Yes   | Yes   | No   | USD      | 06/26/2014    | 30,239.82 |
|       |    |      | 58966   | 155499   | Check    | 1   | 13015 |     | DOHRMANN ERIN                  | Yes   | No    | No   | USD      | 06/26/2014    | 71.16     |
|       |    |      | 58986   | 155500   | Check    | 1   | 2270  |     | ECM PUBLISHERS INC.            | Yes   | No    | No   | USD      | 06/26/2014    | 194.64    |
|       |    |      | 58987   | 155501   | Check    | 1   | 2278  |     | ECOWATER SYSTEMS               | Yes   | Yes   | No   | USD      | 06/26/2014    | 21.00     |
|       |    |      | 58988   | 155502   | Check    | 1   | 2331  |     | EGAN COMPANY                   | Yes   | No    | No   | USD      | 06/26/2014    | 641.00    |
|       |    |      | 59017   | 155503   | Check    | 1   | 7814  | 1   | ELECTION SYSTEMS & SOFTWARE    | Yes   | Yes   | No   | USD      | 06/26/2014    | 1,222.45  |
|       |    |      | 58965   | 155504   | Check    | 1   | 12846 | 1   | ESSENTIAL CABLING TECHNOLOGIE  | Yes   | Yes   | No   | USD      | 06/26/2014    | 2,505.15  |
|       |    |      | 58989   | 155505   | Check    | 1   | 2624  | 1   | FRED PRYOR SEMINARS            | Yes   | No    | No   | USD      | 06/26/2014    | 597.00    |
|       |    |      | 59013   | 155506   | Check    | 1   | 6645  |     | GRAINGER                       | Yes   | No    | No   | USD      | 06/26/2014    | 566.01    |
|       |    |      | 58990   | 155507   | Check    | 1   | 2864  |     | GROTH MUSIC                    | Yes   | No    | No   | USD      | 06/26/2014    | 603.77    |
|       |    |      | 58991   | 155508   | Check    | 1   | 2955  |     | HANDYMAN'S INC.                | Yes   | No    | No   | USD      | 06/26/2014    | 212.50    |
|       |    |      | 58968   | 155509   | Check    | 1   | 13217 |     | HOLT-PETERSON CHARTER BUS      | Yes   | No    | No   | USD      | 06/26/2014    | 2,385.00  |
|       |    |      | 58956   | 155510   | Check    | 1   | 11134 |     | I.S.D. #6079                   | Yes   | No    | No   | USD      | 06/26/2014    | 288.39    |
|       |    |      | 58993   | 155511   | Check    | 1   | 3511  | 2   | J.W. PEPPER & SON INC.         | Yes   | Yes   | No   | USD      | 06/26/2014    | 21.93     |
|       |    |      | 58992   | 155512   | Check    | 1   | 3495  |     | JOSTENS                        | Yes   | Yes   | No   | USD      | 06/26/2014    | 9,306.11  |
|       |    |      | 58994   | 155513   | Check    | 1   | 3623  |     | KOEHLER & DRAMM INC.           | Yes   | No    | No   | USD      | 06/26/2014    | 1,326.12  |
|       |    |      | 58980   | 155514   | Check    | 1   | 14293 |     | LARSON LAURA                   | Yes   | No    | No   | USD      | 06/26/2014    | 80.00     |
|       |    |      | 59015   | 155515   | Check    | 1   | 7284  |     | MACKIN EDUCATIONAL RESOURCES   | Yes   | No    | No   | USD      | 06/26/2014    | 5,133.44  |
|       |    |      | 58996   | 155516   | Check    | 1   | 4027  | 1   | MARCUS THEATER                 | Yes   | No    | No   | USD      | 06/26/2014    | 1,053.35  |
|       |    |      | 58997   | 155517   | Check    | 1   | 4087  |     | MCDOWALL COMPANY               | Yes   | Yes   | No   | USD      | 06/26/2014    | 962.00    |
|       |    |      | 58973   | 155518   | Check    | 1   | 13673 |     | MINNESOTA GRADUATE SERVICES    | Yes   | No    | No   | USD      | 06/26/2014    | 124.01    |
|       |    |      | 59014   | 155519   | Check    | 1   | 6928  |     | MONTICELLO COMMUNITY CENTER    | Yes   | No    | No   | USD      | 06/26/2014    | 661.00    |
|       |    |      | 58999   | 155520   | Check    | 1   | 4600  | 1   | NEFF MOTIVATION, INC           | Yes   | Yes   | No   | USD      | 06/26/2014    | 1,158.39  |
|       |    |      | 59000   | 155521   | Check    | 1   | 4776  | 3   | OFFICEMAX INC.                 | Yes   | No    | No   | USD      | 06/26/2014    | 100.59    |
|       |    |      | 58970   | 155522   | Check    | 1   | 13355 | 1   | PALMER BUS SERVICE, INC.       | Yes   | No    | No   | USD      | 06/26/2014    | 87,955.02 |
|       |    |      | 59001   | 155523   | Check    | 1   | 4868  | 1   | PAN-O-GOLD BAKING CO.          | Yes   | Yes   | No   | USD      | 06/26/2014    | 1,577.20  |

13

## 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  | 58982   | 155524   | Check    | 1   | 14295 |     | PERKINS TARA                  | Yes   | No    | No   | USD      | 06/26/2014    | 17.00     |
|       |    |      | 59002   | 155525   | Check    | 1   | 5127  |     | PRINCETON ELECTRIC            | Yes   | No    | No   | USD      | 06/26/2014    | 1,402.00  |
|       |    |      | 59003   | 155526   | Check    | 1   | 5149  |     | PRINCETON RENTAL INC.         | Yes   | No    | No   | USD      | 06/26/2014    | 39.96     |
|       |    |      | 58954   | 155527   | Check    | 1   | 10862 |     | PUTNAM MAUREEN                | Yes   | No    | No   | USD      | 06/26/2014    | 50.00     |
|       |    |      | 59004   | 155528   | Check    | 1   | 5214  | 1   | QUILL CORPORATION             | Yes   | No    | No   | USD      | 06/26/2014    | 858.34    |
|       |    |      | 58959   | 155529   | Check    | 1   | 11452 |     | RATWIK, ROSZAK & MALONEY, PA  | Yes   | No    | No   | USD      | 06/26/2014    | 1,600.76  |
|       |    |      | 59006   | 155531   | Check    | 1   | 5472  | 4   | SAM'S CLUB                    | Yes   | No    | No   | USD      | 06/26/2014    | 422.95    |
|       |    |      | 58979   | 155532   | Check    | 1   | 14292 |     | SCHOOL OF FISH, LLC           | Yes   | No    | No   | USD      | 06/26/2014    | 454.04    |
|       |    |      | 59007   | 155533   | Check    | 1   | 5593  | 5   | SCHOOL SPECIALTY INC.         | Yes   | Yes   | No   | USD      | 06/26/2014    | 42.75     |
|       |    |      | 58967   | 155534   | Check    | 1   | 13050 |     | SCHOOL TECHNOLOGY ASSOCIATE:  | Yes   | No    | No   | USD      | 06/26/2014    | 125.00    |
|       |    |      | 59008   | 155535   | Check    | 1   | 5682  |     | SHERWIN WILLIAMS CO.          | Yes   | Yes   | No   | USD      | 06/26/2014    | 667.80    |
|       |    |      | 59009   | 155536   | Check    | 1   | 5702  |     | SILVER BELL TROPHIES & AWARDS | Yes   | No    | No   | USD      | 06/26/2014    | 210.00    |
|       |    |      | 59010   | 155537   | Check    | 1   | 5710  |     | SINKEL MARY JANE              | Yes   | No    | No   | USD      | 06/26/2014    | 19.45     |
|       |    |      | 58978   | 155538   | Check    | 1   | 14272 |     | SISCO CYNTHIA                 | Yes   | Yes   | No   | USD      | 06/26/2014    | 500.00    |
|       |    |      | 59011   | 155539   | Check    | 1   | 5873  | 5   | STAR TRIBUNE                  | Yes   | No    | No   | USD      | 06/26/2014    | 32.04     |
|       |    |      | 58981   | 155540   | Check    | 1   | 14294 |     | STUELAND DENISE               | Yes   | No    | No   | USD      | 06/26/2014    | 65.00     |
|       |    |      | 59012   | 155541   | Check    | 1   | 6072  | 1   | TEACHER'S DISCOVERY           | Yes   | No    | No   | USD      | 06/26/2014    | 59.31     |
|       |    |      | 58971   | 155542   | Check    | 1   | 13389 | 1   | THE MCDOWELL AGENCY, INC.     | Yes   | No    | No   | USD      | 06/26/2014    | 229.55    |
|       |    |      | 58974   | 155543   | Check    | 1   | 13674 |     | THE PRINT AND WEB SHOP        | Yes   | No    | No   | USD      | 06/26/2014    | 554.00    |
|       |    |      | 58964   | 155544   | Check    | 1   | 12728 | 1   | TOWN & COUNTRY FENCE          | Yes   | Yes   | No   | USD      | 06/26/2014    | 23,000.00 |
|       |    |      | 59018   | 155545   | Check    | 1   | 8412  | 1   | TREND                         | Yes   | Yes   | No   | USD      | 06/26/2014    | 111.77    |
|       |    |      | 58957   | 155546   | Check    | 1   | 11229 | 1   | ULINE                         | Yes   | No    | No   | USD      | 06/26/2014    | 435.70    |
|       |    |      | 58975   | 155547   | Check    | 1   | 13908 |     | VERIZON WIRELESS              | Yes   | No    | No   | USD      | 06/26/2014    | 80.16     |
|       |    |      | 58969   | 155548   | Check    | 1   | 13262 | 1   | WALMART COMMUNITY/GECRB       | Yes   | No    | No   | USD      | 06/26/2014    | 674.42    |
|       |    |      | 58953   | 155549   | Check    | 1   | 10705 |     | WILSON SPORTS                 | Yes   | Yes   | No   | USD      | 06/26/2014    | 170.00    |
|       |    |      | 59022   | 155550   | Check    | 1   | 5305  |     | RESOURCE TRAINING & SOLUTIONS | Yes   | Yes   | No   | USD      | 06/26/2014    | 54.00     |
|       |    |      | 59039   | 155551   | Check    | 1   | 4593  |     | EDUCATION MINNESOTA           | Yes   | No    | No   | USD      | 06/29/2014    | 286.33    |
|       |    |      | 59035   | 155552   | Check    | 1   | 14191 |     | EDUCATION MINNESOTA - CUSTODI | Yes   | No    | No   | USD      | 06/29/2014    | 934.14    |
|       |    |      | 59044   | 155553   | Check    | 1   | 9068  |     | EDUCATORS BENEFIT CONSULTANT  | Yes   | No    | No   | USD      | 06/29/2014    | 4,548.17  |
|       |    |      | 59033   | 155554   | Check    | 1   | 13965 |     | GURSTEL CHARGO PA             | Yes   | No    | No   | USD      | 06/29/2014    | 384.99    |
|       |    |      | 59036   | 155555   | Check    | 1   | 3177  |     | HORACE MANN LIFE INS. CO.     | Yes   | No    | No   | USD      | 06/29/2014    | 67.14     |
|       |    |      | 59031   | 155556   | Check    | 1   | 11788 |     | MADISON NATIONAL LIFE INS CO  | Yes   | No    | No   | USD      | 06/29/2014    | 7,640.52  |
|       |    |      | 59034   | 155557   | Check    | 1   | 14012 |     | MESSERLI & KRAMER             | Yes   | No    | No   | USD      | 06/29/2014    | 123.40    |
|       |    |      | 59032   | 155558   | Check    | 1   | 13771 |     | METLIFE                       | Yes   | No    | No   | USD      | 06/29/2014    | 9,719.75  |
|       |    |      | 59037   | 155559   | Check    | 1   | 4332  |     | MN BENEFIT ASSN               | Yes   | No    | No   | USD      | 06/29/2014    | 119.43    |
|       |    |      | 59038   | 155560   | Check    | 1   | 4584  |     | MN NCPERS LIFE INSURANCE      | Yes   | Yes   | No   | USD      | 06/29/2014    | 112.00    |
|       |    |      | 59040   | 155561   | Check    | 1   | 4936  |     | PEA DUES ACCT.                | Yes   | No    | No   | USD      | 06/29/2014    | 8,416.79  |
|       |    |      | 59041   | 155562   | Check    | 1   | 5121  |     | PRINCETON CUSTODIANS          | Yes   | No    | No   | USD      | 06/29/2014    | 79.00     |
|       |    |      | 59042   | 155563   | Check    | 1   | 5126  |     | PRINCETON PARAPROFESSIONALS   | Yes   | No    | No   | USD      | 06/29/2014    | 1,464.12  |
|       |    |      | 59043   | 155564   | Check    | 1   | 5587  |     | SEIU LOCAL 284                | Yes   | No    | No   | USD      | 06/29/2014    | 630.19    |
|       |    |      | 59089   | 155565   | Check    | 1   | 10795 |     | ACE SOLID WASTE, INC          | Yes   | No    | No   | USD      | 07/03/2014    | 34.74     |

14

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

15

| Batch | Co | Bank | Pynt No | Check No | Pay Type | Grp | Code  | Rcd | Vendor                       | Print | Recon | Void | Currency | Pmt/Void Date | Amount    |
|-------|----|------|---------|----------|----------|-----|-------|-----|------------------------------|-------|-------|------|----------|---------------|-----------|
| 0477  |    | 001  | 59090   | 155566   | Check    | 1   | 10955 | 3   | AFT SUMMER ACADEMY 2014      | Yes   | No    | No   | USD      | 07/03/2014    | 500.00    |
|       |    |      | 59105   | 155567   | Check    | 1   | 14005 |     | AGC NETWORKS INC             | Yes   | No    | No   | USD      | 07/03/2014    | 75.00     |
|       |    |      | 59104   | 155568   | Check    | 1   | 13909 |     | ALMHJELD KARLA               | Yes   | No    | No   | USD      | 07/03/2014    | 78.40     |
|       |    |      | 59097   | 155569   | Check    | 1   | 1243  |     | ASCD                         | Yes   | No    | No   | USD      | 07/03/2014    | 239.00    |
|       |    |      | 59099   | 155570   | Check    | 1   | 12971 |     | ASSOC. FOR MIDDLE LEVEL EDUC | Yes   | No    | No   | USD      | 07/03/2014    | 349.89    |
|       |    |      | 59093   | 155571   | Check    | 1   | 11427 | 1   | AT&T MOBILITY                | Yes   | No    | No   | USD      | 07/03/2014    | 375.87    |
|       |    |      | 59114   | 155572   | Check    | 1   | 1505  |     | BRANSON ELECTRONICS          | Yes   | No    | No   | USD      | 07/03/2014    | 150.00    |
|       |    |      | 59115   | 155573   | Check    | 1   | 1519  |     | BREMER BANK                  | Yes   | No    | No   | USD      | 07/03/2014    | 90.00     |
|       |    |      | 59117   | 155574   | Check    | 1   | 1840  |     | C.M.E.R.D.C.                 | Yes   | No    | No   | USD      | 07/03/2014    | 3,602.00  |
|       |    |      | 59116   | 155575   | Check    | 1   | 1693  |     | CASH                         | Yes   | No    | No   | USD      | 07/03/2014    | 45.07     |
|       |    |      | 59146   | 155576   | Check    | 1   | 9445  |     | CATHEDRAL HIGH SCHOOL        | Yes   | No    | No   | USD      | 07/03/2014    | 250.00    |
|       |    |      | 59118   | 155577   | Check    | 1   | 1846  | 2   | CNA SURETY                   | Yes   | No    | No   | USD      | 07/03/2014    | 75.00     |
|       |    |      | 59119   | 155578   | Check    | 1   | 1876  |     | COMPANION                    | Yes   | No    | No   | USD      | 07/03/2014    | 1,997.00  |
|       |    |      | 59112   | 155579   | Check    | 1   | 14308 |     | CONCANNON BECCA              | Yes   | No    | No   | USD      | 07/03/2014    | 90.00     |
|       |    |      | 59120   | 155580   | Check    | 1   | 1903  |     | CONFIDENCE LEARNING CENTER   | Yes   | No    | No   | USD      | 07/03/2014    | 984.00    |
|       |    |      | 59106   | 155581   | Check    | 1   | 14163 |     | CRISIS GO                    | Yes   | No    | No   | USD      | 07/03/2014    | 2,150.00  |
|       |    |      | 59087   | 155582   | Check    | 1   | 10069 |     | DALCO                        | Yes   | No    | No   | USD      | 07/03/2014    | 1,252.10  |
|       |    |      | 59121   | 155583   | Check    | 1   | 2270  |     | ECM PUBLISHERS INC.          | Yes   | No    | No   | USD      | 07/03/2014    | 259.42    |
|       |    |      | 59122   | 155584   | Check    | 1   | 2331  |     | EGAN COMPANY                 | Yes   | No    | No   | USD      | 07/03/2014    | 5,979.33  |
|       |    |      | 59109   | 155585   | Check    | 1   | 14254 |     | FISLER DATA, LLC             | Yes   | No    | No   | USD      | 07/03/2014    | 329.00    |
|       |    |      | 59108   | 155586   | Check    | 1   | 14251 |     | FITNESS FACTORY              | Yes   | No    | No   | USD      | 07/03/2014    | 640.00    |
|       |    |      | 59095   | 155587   | Check    | 1   | 11613 |     | FRONTLINE PLACEMENT TECH INC | Yes   | No    | No   | USD      | 07/03/2014    | 7,012.90  |
|       |    |      | 59123   | 155588   | Check    | 1   | 2773  | 2   | GOODWAY TECHNOLOGIES CORP    | Yes   | No    | No   | USD      | 07/03/2014    | 140.44    |
|       |    |      | 59142   | 155589   | Check    | 1   | 6645  |     | GRAINGER                     | Yes   | No    | No   | USD      | 07/03/2014    | 154.50    |
|       |    |      | 59102   | 155590   | Check    | 1   | 13869 |     | GRANT ASSIST CONSULTING      | Yes   | No    | No   | USD      | 07/03/2014    | 385.00    |
|       |    |      | 59124   | 155591   | Check    | 1   | 3231  |     | HY-TECH AUTOMOTIVE           | Yes   | No    | No   | USD      | 07/03/2014    | 13.00     |
|       |    |      | 59125   | 155592   | Check    | 1   | 3233  | 4   | I.S.D. #011                  | Yes   | No    | No   | USD      | 07/03/2014    | 800.00    |
|       |    |      | 59088   | 155593   | Check    | 1   | 10237 |     | INTEGRATED SYSTEMS CORPORATI | Yes   | No    | No   | USD      | 07/03/2014    | 416.67    |
|       |    |      | 59100   | 155594   | Check    | 1   | 13259 |     | JOHN HENRY FOSTER            | Yes   | No    | No   | USD      | 07/03/2014    | 30.33     |
|       |    |      | 59145   | 155595   | Check    | 1   | 9050  | 1   | KENNEDY & GRAVEN SCHOOL LAW  | Yes   | No    | No   | USD      | 07/03/2014    | 400.00    |
|       |    |      | 59096   | 155596   | Check    | 1   | 11671 |     | LILY PAD CERAMICS            | Yes   | No    | No   | USD      | 07/03/2014    | 340.00    |
|       |    |      | 59098   | 155597   | Check    | 1   | 12647 |     | LOFFLER                      | Yes   | No    | No   | USD      | 07/03/2014    | 20,023.57 |
|       |    |      | 59127   | 155598   | Check    | 1   | 4032  | 1   | M.A.S.B.O.                   | Yes   | No    | No   | USD      | 07/03/2014    | 220.00    |
|       |    |      | 59131   | 155599   | Check    | 1   | 4331  |     | M.A.S.P.                     | Yes   | No    | No   | USD      | 07/03/2014    | 365.00    |
|       |    |      | 59128   | 155600   | Check    | 1   | 4048  |     | M.A.S.S.P.                   | Yes   | No    | No   | USD      | 07/03/2014    | 1,696.00  |
|       |    |      | 59129   | 155601   | Check    | 1   | 4156  |     | M.E.S.P.A.                   | Yes   | No    | No   | USD      | 07/03/2014    | 654.00    |
|       |    |      | 59113   | 155602   | Check    | 1   | 14309 |     | MARSH & MCLENNAN AGENCY LLC  | Yes   | No    | No   | USD      | 07/03/2014    | 350.00    |
|       |    |      | 59126   | 155603   | Check    | 1   | 4030  |     | MASA                         | Yes   | No    | No   | USD      | 07/03/2014    | 1,266.00  |
|       |    |      | 59094   | 155604   | Check    | 1   | 11477 | 1   | MINUTEMAN PRESS              | Yes   | No    | No   | USD      | 07/03/2014    | 25.03     |
|       |    |      | 59130   | 155605   | Check    | 1   | 4282  |     | MINVALCO INC.                | Yes   | No    | No   | USD      | 07/03/2014    | 349.90    |
|       |    |      | 59143   | 155606   | Check    | 1   | 8294  |     | MISSISSIPPI 8 CONFERENCE     | Yes   | No    | No   | USD      | 07/03/2014    | 5,120.00  |

## 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  | 59144   | 155607   | Check    | 1   | 8573  |     | MOORE MELISSA                 | Yes   | No    | No   | USD      | 07/03/2014    | 31.00     |
|       |    |      | 59107   | 155608   | Check    | 1   | 14212 |     | NETCHEMIA, LLC                | Yes   | No    | No   | USD      | 07/03/2014    | 2,694.00  |
|       |    |      | 59110   | 155609   | Check    | 1   | 14306 |     | NICE SHOT TENNIS              | Yes   | No    | No   | USD      | 07/03/2014    | 644.04    |
|       |    |      | 59132   | 155610   | Check    | 1   | 4703  | 1   | NORTHWEST EVALUATION ASSOC.   | Yes   | No    | No   | USD      | 07/03/2014    | 154.00    |
|       |    |      | 59133   | 155611   | Check    | 1   | 4827  | 3   | ORIENTAL TRADING CO. INC.     | Yes   | No    | No   | USD      | 07/03/2014    | 12.00     |
|       |    |      | 59111   | 155612   | Check    | 1   | 14307 |     | PHAM STEPHANIE                | Yes   | No    | No   | USD      | 07/03/2014    | 50.00     |
|       |    |      | 59134   | 155613   | Check    | 1   | 5159  |     | PRINCETON YOUTH HOCKEY ASSN   | Yes   | No    | No   | USD      | 07/03/2014    | 25,550.00 |
|       |    |      | 59135   | 155614   | Check    | 1   | 5214  | 1   | QUILL CORPORATION             | Yes   | No    | No   | USD      | 07/03/2014    | 224.95    |
|       |    |      | 59136   | 155615   | Check    | 1   | 5305  |     | RESOURCE TRAINING & SOLUTIONS | Yes   | No    | No   | USD      | 07/03/2014    | 4,135.00  |
|       |    |      | 59091   | 155616   | Check    | 1   | 1098  |     | RIDDELL, INC                  | Yes   | No    | No   | USD      | 07/03/2014    | 2,410.12  |
|       |    |      | 59137   | 155617   | Check    | 1   | 5627  |     | SCHOOLS FOR EQUITY IN EDUC.   | Yes   | No    | No   | USD      | 07/03/2014    | 4,123.25  |
|       |    |      | 59103   | 155618   | Check    | 1   | 13872 |     | SEPTIC CHECK                  | Yes   | No    | No   | USD      | 07/03/2014    | 600.00    |
|       |    |      | 59138   | 155619   | Check    | 1   | 5732  | 1   | SKYWARD                       | Yes   | No    | No   | USD      | 07/03/2014    | 16,183.00 |
|       |    |      | 59139   | 155620   | Check    | 1   | 6097  |     | TERSCH PRODUCTS INC.          | Yes   | No    | No   | USD      | 07/03/2014    | 605.08    |
|       |    |      | 59092   | 155621   | Check    | 1   | 11229 | 1   | ULINE                         | Yes   | No    | No   | USD      | 07/03/2014    | 93.99     |
|       |    |      | 59101   | 155622   | Check    | 1   | 13685 |     | VELOCITY STREETWEAR           | Yes   | No    | No   | USD      | 07/03/2014    | 2,230.00  |
|       |    |      | 59140   | 155623   | Check    | 1   | 6464  |     | WATERMANAGEMENT SERVICES      | Yes   | No    | No   | USD      | 07/03/2014    | 2,953.25  |
|       |    |      | 59141   | 155624   | Check    | 1   | 6537  |     | WHOLESALE TOOL CO INC         | Yes   | No    | No   | USD      | 07/03/2014    | 177.84    |
|       |    |      | 59148   | 155625   | Check    | 1   | 10584 |     | CARD SERVICES                 | Yes   | No    | No   | USD      | 07/09/2014    | 838.11    |
|       |    |      | 59149   | 155626   | Check    | 1   | 14310 |     | COLE ANGIE                    | Yes   | No    | No   | USD      | 07/09/2014    | 54.00     |
|       |    |      | 59151   | 155627   | Check    | 1   | 3140  |     | HOFMAN OIL CO. INC.           | Yes   | No    | No   | USD      | 07/09/2014    | 701.34    |
|       |    |      | 59150   | 155628   | Check    | 1   | 14311 |     | MONTAG JUDITH                 | Yes   | No    | No   | USD      | 07/09/2014    | 130.00    |
|       |    |      | 59152   | 155629   | Check    | 1   | 5135  |     | PRINCETON ACE HARDWARE INC.   | Yes   | No    | No   | USD      | 07/09/2014    | 548.51    |
|       |    |      | 59153   | 155630   | Check    | 1   | 6317  |     | RESERVE ACCOUNT               | Yes   | No    | No   | USD      | 07/09/2014    | 2,000.00  |
|       |    |      | 59147   | 155631   | Check    | 1   | 10509 |     | WILLE PAULINA                 | Yes   | No    | No   | USD      | 07/09/2014    | 24.50     |
|       |    |      | 59211   | 155632   | Check    | 1   | 9123  | 1   | AAHPERD                       | Yes   | No    | No   | USD      | 07/15/2014    | 85.25     |
|       |    |      | 59167   | 155633   | Check    | 1   | 1140  | 3   | AMERICAN RED CROSS            | Yes   | No    | No   | USD      | 07/15/2014    | 315.00    |
|       |    |      | 59166   | 155634   | Check    | 1   | 1137  |     | AMERIPRIDE LINEN & APPAREL    | Yes   | No    | No   | USD      | 07/15/2014    | 818.47    |
|       |    |      | 59170   | 155635   | Check    | 1   | 1213  |     | APPERT'S FOODSERVICE          | Yes   | No    | No   | USD      | 07/15/2014    | 1,667.35  |
|       |    |      | 59171   | 155636   | Check    | 1   | 1218  |     | AQUA LOGIC                    | Yes   | No    | No   | USD      | 07/15/2014    | 625.62    |
|       |    |      | 59207   | 155637   | Check    | 1   | 7328  |     | AUTO BODY TECHNICIANS         | Yes   | No    | No   | USD      | 07/15/2014    | 369.69    |
|       |    |      | 59164   | 155638   | Check    | 1   | 11185 |     | BEEBLE CATHY                  | Yes   | No    | No   | USD      | 07/15/2014    | 720.00    |
|       |    |      | 59184   | 155639   | Check    | 1   | 1840  |     | C.M.E.R.D.C.                  | Yes   | No    | No   | USD      | 07/15/2014    | 3,378.90  |
|       |    |      | 59177   | 155640   | Check    | 1   | 13063 | 1   | CDW                           | Yes   | No    | No   | USD      | 07/15/2014    | 2,515.63  |
|       |    |      | 59183   | 155641   | Check    | 1   | 1721  |     | CENTRAL MCGOWAN INC.          | Yes   | No    | No   | USD      | 07/15/2014    | 7.20      |
|       |    |      | 59163   | 155642   | Check    | 1   | 11074 |     | COMPUTER EXPLORERS            | Yes   | No    | No   | USD      | 07/15/2014    | 1,620.00  |
|       |    |      | 59181   | 155643   | Check    | 1   | 14103 |     | CULLIGAN BOTTLED WATER        | Yes   | No    | No   | USD      | 07/15/2014    | 35.41     |
|       |    |      | 59160   | 155644   | Check    | 1   | 10069 |     | DALCO                         | Yes   | No    | No   | USD      | 07/15/2014    | 222.99    |
|       |    |      | 59169   | 155645   | Check    | 1   | 11656 |     | DEAN FOODS NORTH CENTRAL      | Yes   | No    | No   | USD      | 07/15/2014    | 559.14    |
|       |    |      | 59185   | 155646   | Check    | 1   | 2265  |     | ECKROTH MUSIC CO.             | Yes   | No    | No   | USD      | 07/15/2014    | 865.50    |
|       |    |      | 59186   | 155647   | Check    | 1   | 2278  |     | ECOWATER SYSTEMS              | Yes   | No    | No   | USD      | 07/15/2014    | 21.00     |

## 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  | 59209   | 155648   | Check    | 1   | 9068  |     | EDUCATORS BENEFIT CONSULTANT   | Yes   | No    | No   | USD      | 07/15/2014    | 315.44    |
|          |      | 59187   | 155649   | Check    | 1   | 2353  |     | ELECTRIC MOTOR SERVICE INC     | Yes   | No    | No   | USD      | 07/15/2014    | 386.23    |
|          |      | 59188   | 155650   | Check    | 1   | 2778  |     | GOPHER STATE ONE-CALL INC      | Yes   | No    | No   | USD      | 07/15/2014    | 37.80     |
|          |      | 59206   | 155651   | Check    | 1   | 6645  |     | GRAINGER                       | Yes   | No    | No   | USD      | 07/15/2014    | 110.74    |
|          |      | 59182   | 155652   | Check    | 1   | 14312 |     | GREAT NORTHERN BASKETBALL      | Yes   | No    | No   | USD      | 07/15/2014    | 601.60    |
|          |      | 59162   | 155653   | Check    | 1   | 10909 | 1   | INNOVATIVE OFFICE SOLUTIONS    | Yes   | No    | No   | USD      | 07/15/2014    | 71.73     |
|          |      | 59189   | 155654   | Check    | 1   | 3425  |     | JINDRA'S SEWER SERVICE         | Yes   | No    | No   | USD      | 07/15/2014    | 1,352.50  |
|          |      | 59190   | 155655   | Check    | 1   | 3825  | 2   | LIFETOUCH NSS                  | Yes   | No    | No   | USD      | 07/15/2014    | 37.69     |
|          |      | 59173   | 155656   | Check    | 1   | 12647 |     | LOFFLER                        | Yes   | No    | No   | USD      | 07/15/2014    | 104.00    |
|          |      | 59192   | 155657   | Check    | 1   | 4048  |     | M.A.S.S.P.                     | Yes   | No    | No   | USD      | 07/15/2014    | 150.00    |
|          |      | 59194   | 155658   | Check    | 1   | 4156  |     | M.E.S.P.A.                     | Yes   | No    | No   | USD      | 07/15/2014    | 889.00    |
|          |      | 59191   | 155659   | Check    | 1   | 4000  |     | MARCO BUSINESS PRODUCTS        | Yes   | No    | No   | USD      | 07/15/2014    | 429.81    |
|          |      | 59193   | 155660   | Check    | 1   | 4087  |     | MCDOWALL COMPANY               | Yes   | No    | No   | USD      | 07/15/2014    | 958.00    |
|          |      | 59208   | 155661   | Check    | 1   | 8388  | 1   | METRO SALES INC                | Yes   | No    | No   | USD      | 07/15/2014    | 599.50    |
|          |      | 59174   | 155662   | Check    | 1   | 12957 | 1   | MIDCONTINENT COMMUNICATIONS    | Yes   | No    | No   | USD      | 07/15/2014    | 1,194.58  |
|          |      | 59210   | 155663   | Check    | 1   | 9106  |     | MILLE LACS CTY HISTORICAL SCTY | Yes   | No    | No   | USD      | 07/15/2014    | 1,067.20  |
|          |      | 59161   | 155664   | Check    | 1   | 10432 |     | MINNESOTA ELEVATOR, INC        | Yes   | No    | No   | USD      | 07/15/2014    | 9,980.41  |
|          |      | 59212   | 155665   | Check    | 1   | 9429  | 2   | N.J.P.A.                       | Yes   | No    | No   | USD      | 07/15/2014    | 400.00    |
|          |      | 59195   | 155666   | Check    | 1   | 4776  | 3   | OFFICEMAX INC.                 | Yes   | No    | No   | USD      | 07/15/2014    | 1,743.45  |
|          |      | 59178   | 155667   | Check    | 1   | 13355 | 1   | PALMER BUS SERVICE, INC.       | Yes   | No    | No   | USD      | 07/15/2014    | 48,453.16 |
|          |      | 59213   | 155668   | Check    | 1   | 9866  | 1   | PREMIUM WATERS INC             | Yes   | No    | No   | USD      | 07/15/2014    | 71.85     |
|          |      | 59196   | 155669   | Check    | 1   | 5127  |     | PRINCETON ELECTRIC             | Yes   | No    | No   | USD      | 07/15/2014    | 398.76    |
|          |      | 59197   | 155670   | Check    | 1   | 5147  |     | PRINCETON ROTARY CLUB          | Yes   | No    | No   | USD      | 07/15/2014    | 150.00    |
|          |      | 59198   | 155671   | Check    | 1   | 5214  | 1   | QUILL CORPORATION              | Yes   | No    | No   | USD      | 07/15/2014    | 313.31    |
|          |      | 59199   | 155672   | Check    | 1   | 5305  |     | RESOURCE TRAINING & SOLUTIONS  | Yes   | No    | No   | USD      | 07/15/2014    | 7,739.02  |
|          |      | 59200   | 155673   | Check    | 1   | 5553  | 4   | SCHOLASTIC INC                 | Yes   | No    | No   | USD      | 07/15/2014    | 1,196.00  |
|          |      | 59201   | 155674   | Check    | 1   | 5553  | 5   | SCHOLASTIC INC                 | Yes   | No    | No   | USD      | 07/15/2014    | 900.00    |
|          |      | 59202   | 155675   | Check    | 1   | 5593  | 5   | SCHOOL SPECIALTY INC.          | Yes   | No    | No   | USD      | 07/15/2014    | 39.92     |
|          |      | 59176   | 155676   | Check    | 1   | 13050 | 1   | SCHOOL TECHNOLOGY ASSOCIATE:   | Yes   | No    | No   | USD      | 07/15/2014    | 9,621.00  |
|          |      | 59168   | 155677   | Check    | 1   | 11628 |     | SFM                            | Yes   | No    | No   | USD      | 07/15/2014    | 92,423.00 |
|          |      | 59203   | 155678   | Check    | 1   | 5732  | 1   | SKYWARD                        | Yes   | No    | No   | USD      | 07/15/2014    | 7,977.20  |
|          |      | 59204   | 155679   | Check    | 1   | 5874  | 2   | STAR TRIBUNE                   | Yes   | No    | No   | USD      | 07/15/2014    | 701.76    |
|          |      | 59205   | 155680   | Check    | 1   | 6079  |     | TEAM SPORTING GOODS INC        | Yes   | No    | No   | USD      | 07/15/2014    | 1,450.31  |
|          |      | 59179   | 155681   | Check    | 1   | 13389 | 1   | THE MCDOWELL AGENCY, INC.      | Yes   | No    | No   | USD      | 07/15/2014    | 90.00     |
|          |      | 59172   | 155682   | Check    | 1   | 12320 |     | THE METRO GROUP, INC           | Yes   | No    | No   | USD      | 07/15/2014    | 1,083.85  |
|          |      | 59165   | 155683   | Check    | 1   | 11229 | 1   | ULINE                          | Yes   | No    | No   | USD      | 07/15/2014    | 319.33    |
|          |      | 59180   | 155684   | Check    | 1   | 13908 |     | VERIZON WIRELESS               | Yes   | No    | No   | USD      | 07/15/2014    | 80.04     |
|          |      | 59175   | 155685   | Check    | 1   | 13021 |     | WHITCOMB GAIL                  | Yes   | No    | No   | USD      | 07/15/2014    | 1,276.00  |

17

Bank Total: 001

\$914,862.83

Report Total:

\$914,862.83

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

| <b>Fund</b>         | <b>Description</b> | <b>Total</b>        |
|---------------------|--------------------|---------------------|
| 01                  | General Fund       | \$811,692.24        |
| 02                  | Food Service       | \$50,343.02         |
| 04                  | Community Service  | \$21,782.44         |
| 10                  | Student Activities | \$31,045.13         |
| <b>Report Total</b> |                    | <b>\$914,862.83</b> |

## Princeton Public Schools - ISD #477

### Wire Transfer Report

July 15, 2014

| <u>Date:</u> | <u>Amount:</u>         | <u>Description:</u>            |
|--------------|------------------------|--------------------------------|
| 6/13/2014    | \$ 842,797.87          | ACH File Transfer              |
| 6/13/2014    | \$ 283,509.53          | Federal Tax Wire Transfer      |
| 6/13/2014    | \$ 44,960.06           | State Tax Wire Transfer        |
| 6/13/2014    | \$ 11,757.52           | Select Account H S A           |
| 6/13/2014    | \$ 138,662.26          | TRA File Transfer              |
| 6/13/2014    | \$ 29,972.98           | PERA File Transfer             |
| 6/13/2014    | \$ 391.50              | MN Child Support File Transfer |
| 6/13/2014    | \$ 25,120.22           | TSA File Transfer              |
| 6/30/2014    | \$ 468,637.03          | ACH File Transfer              |
| 6/30/2014    | \$ 164,315.40          | Federal Tax Wire Transfer      |
| 6/30/2014    | \$ 26,780.36           | State Tax Wire Transfer        |
| 6/30/2014    | \$ 7,782.52            | Select Account H S A           |
| 6/30/2014    | \$ 80,527.76           | TRA File Transfer              |
| 6/30/2014    | \$ 17,905.38           | PERA File Transfer             |
| 6/30/2014    | \$ 391.50              | MN Child Support File Transfer |
| 6/30/2014    | \$ 22,933.26           | TSA File Transfer              |
| 6/30/2014    | \$ 8,358.50            | ING/MSRS                       |
| 7/3/2014     | \$ 11,349.51           | BMO Harris Bank - (Pcards)     |
| 7/10/2014    | \$ 806.00              | MN Revenue - (Sales tax)       |
| <b>TOTAL</b> | <b>\$ 2,186,959.16</b> |                                |

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

| <b>FUND</b>                 | <b>BEGINNING<br/>BALANCE</b> | <b>MONTHLY<br/>RECEIPTS</b> | <b>MONTHLY<br/>DISBURSEMENTS</b> | <b>JOURNAL<br/>ENTRIES</b> | <b>ENDING<br/>BALANCE</b> |
|-----------------------------|------------------------------|-----------------------------|----------------------------------|----------------------------|---------------------------|
| <b>01 General</b>           | 14,724,574.29                | 2,130,630.09                | 2,940,218.44                     | (281.04)                   | 13,914,985.94             |
| <b>02 Food Service</b>      | 354,705.14                   | 94,865.94                   | 170,667.65                       | (431.34)                   | 278,903.43                |
| <b>04 Community Service</b> | 325,439.23                   | 117,813.82                  | 67,276.98                        | 875.16                     | 375,976.07                |
| <b>06 Building Fund</b>     | 0.00                         | 0.00                        | 0.00                             | 0.00                       | 0.00                      |
| <b>07 Debt Service</b>      | 904,725.28                   | 408,080.77                  | 0.00                             | 30.10                      | 1,312,806.05              |
| <b>10 Activities</b>        | 149,907.08                   | 28,072.01                   | 63,894.61                        | (2,935.96)                 | 114,084.48                |
| <b>TOTAL</b>                | 16,459,351.02                | 2,779,462.63                | 3,242,057.68                     |                            | 15,996,755.97             |

**Bank Accounts**

|                               |                            |
|-------------------------------|----------------------------|
| <b>AP/PR Account (Bremer)</b> | <b>556,198.61</b>          |
| <b>MSDLAF+</b>                | <b>5,892,626.39</b>        |
| <b>Investments (Fd01)</b>     | <b><u>9,822,725.00</u></b> |
|                               | <b>16,271,550.00</b>       |
| <b>O/S Accts Pay Checks</b>   | <b>(207,103.66)</b>        |
| <b>O/S Payroll Checks</b>     | <b>(5,444.73)</b>          |
| <b>O/S Wires</b>              | <b>(66,246.14)</b>         |
| <b>NSF Checks</b>             | <b><u>4,000.50</u></b>     |
| <b>TOTAL</b>                  | <b>15,996,755.97</b>       |

**Open Enrolled Students (Out/In) as of July 15, 2014 that need Board Approval**

| OE In/Out | Effective | Resident Dist. | Serving Dist.    | Grade | Reason  |
|-----------|-----------|----------------|------------------|-------|---|
| In        | 9/2/2014  | Milaca         | Princeton        | 4     | Do not like Milaca School District                                      |
| Out       | 9/2/2014  | Princeton      | Cambridge-Isanti | K     | Location - Mother is employed in Cambridge                              |
| In        | 9/2/2014  | Milaca         | Princeton        | K     | Location: Closer to home and work                                       |
| In        | 9/2/2014  | Milaca         | Princeton        | K     | Location: Parents work towards Princeton                                |
| Out       | 9/2/2014  | Princeton      | Cambridge-Isanti | K     | Siblings attend Cambridge-Isanti  |
| Out       | 9/2/2014  | Princeton      | Cambridge-Isanti | K     | Sibling attend Cambridge-Isanti   |
| Out       | 9/2/2014  | Princeton      | Cambridge-Isanti | K     | Custody paperwork states children must stay in Cambridge-Isanti Schools |

**The following is only information for Board Members - They are Open Enrollments that do not require board approval.**

|     |          |                  |           |    |   |
|-----|----------|------------------|-----------|----|---|
| In  | 9/2/2014 | Milaca           | Princeton | 4  | Has not returned Survey as of this Bd Mtg                           |
| In  | 9/2/2014 | Elk River        | Princeton | 11 | Moved out of district and want to continue here.                    |
| In  | 9/2/2014 | Elk River        | Princeton | 8  | Moved out of district and want to continue here.                    |
| In  | 9/2/2014 | Milaca           | Princeton | 5  | "We love the North Elementary School"                               |
| In  | 9/2/2014 | Cambridge-Isanti | Princeton | 9  | Recommendation from the Dr. (better education, positive atmosphere) |
| In  | 9/2/2014 | Cambridge-Isanti | Princeton | K  | Recommendation from the Dr. (better education, positive atmosphere) |
| In  | 9/2/2014 | Cambridge-Isanti | Princeton | K  | Has not returned Survey as of this Bd Mtg                           |
| In  | 9/2/2014 | Milaca           | Princeton | K  | Has not returned Survey as of this Bd Mtg                           |
| In  | 9/2/2014 | Big Lake         | Princeton | K  | Mother is employed at Princeton School Distr.                       |
| In  | 9/2/2014 | Elk River        | Princeton | 1  | Has not returned Survey as of this Bd Mtg                           |
| In  | 9/2/2014 | Milaca           | Princeton | K  | Has not returned Survey as of this Bd Mtg                           |
| In  | 9/2/2014 | Milaca           | Princeton | 3  | Has not returned Survey as of this Bd Mtg                           |
| In  | 9/2/2014 | Milaca           | Princeton | K  | Has not returned Survey as of this Bd Mtg                           |
| In  | 9/2/2014 | Milaca           | Princeton | 4  | Has not returned Survey as of this Bd Mtg                           |
| In  | 9/2/2014 | Cambridge-Isanti | Princeton | 1  | Bought a home out of the district wish to remain attending here.    |
| In  | 9/2/2014 | Cambridge-Isanti | Princeton | 3  | Bought a home out of the district wish to remain attending here.    |
| Out | 9/2/2014 | Princeton        | Milaca    | K  | Parent works for Milaca School District                             |
| Out | 9/2/2014 | Princeton        | Elk River | K  | Daycare/Location - live in Zimmerman                                |
| Out | 9/2/2014 | Princeton        | Becker    | K  | Has not returned Survey as of this Bd Mtg                           |
| Out | 9/2/2014 | Princeton        | Elk River | K  | Location: Lives in Zimmerman  |
| Out | 9/2/2014 | Princeton        | Elk River | K  | Older sibling attends   |
| Out | 9/2/2014 | Princeton        | Elk River | K  | Location/Daycare: Parent works in the cities                        |
| Out | 9/2/2014 | Princeton        | Elk River | K  | Has not returned Survey as of this Bd Mtg                           |
| Out | 9/2/2014 | Princeton        | Elk River | K  | Moved into Princeton but wish to remain w/ER                        |
| Out | 9/2/2014 | Princeton        | Elk River | K  | Daycare   |
| Out | 9/2/2014 | Princeton        | Elk River | K  | Location: Lives in Zimmerman  |
| Out | 9/2/2014 | Princeton        | Elk River | K  | Location: Lives in Zimmerman  |



Gifts to Princeton Schools

(July 15, 2014)

| School/Program                               | Amount/Item    | Donor                     | Purpose  |
|--|----------------|---------------------------|--|
| Community Education Sandlot Baseball Program | \$150/\$175.00 | Sandlot Baseball Sponsors | Funds used for t-shirt purchase and to assist in keeping participation fees low. |
|  |                |                           |  |
|  |                |                           |  |
|  |                |                           |  |
|  |                |                           |  |

- We are offering a swim clinic of both boys & girls swim teams. This clinic will cover starts & turns & 4 strokes.
- Charging a entry fee to attend clinic

511

FUNDRAISING APPROVAL FORM

|   |   |                               |   |
|---|---|-------------------------------|---|
| Date of fundraiser:<br>Aug 20th 2014  |   | Projected profit:<br>\$900    | Amount earned:<br>\$1000  |
| Group of organization proposing the fundraiser:<br>Princeton Swim / Dive Booster club   |   |                               | Item(s) being sold:   |
| Company/organization supplying items to be sold:  |   |                               |   |
| The money raised will be used for:<br>Swim / Dive Program   |   |                               |   |
| 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                             | X   |
| 4.  | The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.  | X                             |   |
| 5.  | Information is going home with the students to the parents explaining the district's fundraising policy.  | X                             |   |
| 6.  | I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.  | X                             |   |
| 7.  | The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.   | X                             |   |
| 8.  | Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul> | No Door to Door Sales         |   |
| I have reviewed Policy #511 Fundraising and agree to its provisions:  |   |                               |   |
| Date:   | 6-23-14   | Teacher/Sponsor Signature:    | Karen Donais  |
| As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED   |   |                               |   |
| Date:   | 7.7.14  | Administrator Signature:      | [Signature]   |
| Date:   |   | Superintendent Signature:     |   |
| Date:   |   | School Board Chair Signature: |   |

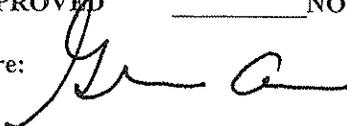
Karen Donais  
763-772-~~333~~ 3743 511-424

This is a Swim meet for kids in the community

- entry fee of \$3.75
- splash fee of \$2.00 per event max events (3) (early bird price)
- possible ~~possible~~ sale of T-shirts \$3.00 per event after early bird

511

FUNDRAISING APPROVAL FORM

|   |   |   |                            |
|---|---|---|----------------------------|
| Date of fundraiser:<br>Aug. 5 2014  |   | Projected profit:<br>\$100.00   | Amount earned:<br>\$200.00 |
| Group of organization proposing the fundraiser:<br>Princeton Swim/Dive Booster Club   |   | Item(s) being sold:<br><del>Program</del> Swim meet   |                            |
| Company/organization supplying items to be sold:<br>Princeton Swim/Dive Booster Club  |   | No Sales  |                            |
| The money raised will be used for:<br>Swim/Dive Program   |   |   |                            |
| 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:<br>• K-8: Only allowed if a parent or guardian is with the student<br>• 9-12: Groups of two or more students working together.      |   | No Door to Door sales      |
| I have reviewed Policy #511 Fundraising and agree to its provisions:  |   |   |                            |
| Date: 10-23-14  | Teacher/Sponsor Signature: Karen Donais   |   |                            |
| As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED   |   |   |                            |
| Date: 7.7.14  | Administrator Signature:    |   |                            |
| Date:   | Superintendent Signature:   |   |                            |
| Date:   | School Board Chair Signature:   |   |                            |

Karen Donais 763-772-511-4  
3743 25

## **Independent School District No. 477 (Princeton), Minnesota Post-Issuance Debt Compliance Policy**

The School Board (the “Board”) of Independent School District No. 477 (Princeton), Minnesota (the “District”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

### **Background**

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

### **Post-Issuance Debt Compliance Policy Objective**

The District desires to monitor these obligations to ensure compliance with the Code and Treasury Regulations. To help ensure compliance, the District has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

### **Post-Issuance Debt Compliance Policy**

The Director of Business Services is designated as the District’s agent who is responsible for post-issuance compliance of these obligations.

The Director of Business Services shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General post-issuance compliance;
2. Proper and timely use of obligation proceeds and obligation-financed property;
3. Arbitrage yield restriction and rebate;
4. Timely filings and other general requirements;
5. Additional undertakings or activities that support points 1 through 4 above;
6. Maintenance of proper records related to the obligations and the investment of proceeds of obligations;
7. Other requirements that become necessary in the future.

The Director of Business Services shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Director of Business Services will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Director of Business Services or any other individuals responsible for assisting the Director of Business Services in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Director of Business Services shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

#### **Private Activity Bonds**

The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Director of Business Services shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Director of Business Services may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Director of Business Services is concerned about the compliance ability of a private party, the Director of Business Services may require that a trustee be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Director of Business Services is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy.

Adopted this date                      by the School Board of Independent School District  
No. 477 (Princeton), Minnesota

Princeton School District  
**STUDENT TRANSPORTATION SAFETY POLICY**

*[Note: School districts are required by statute to have a policy addressing these issues.]*

**I. PURPOSE**

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

**II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

A. School Bus Safety Week

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

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not

received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

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

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
  
2. Rules at the Bus Stop
  - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
  - b. Respect the property of others while waiting at your bus stop.
  - c. Keep your arms, legs, and belongings to yourself.
  - d. Use appropriate language.
  - e. Stay away from the street, road, or highway when waiting for the bus.
  - f. Wait until the bus stops before approaching the bus.
  - g. After getting off the bus, move away from the bus.
  - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
  - i. No fighting, harassment, intimidation, or horseplay.
  - j. No use of alcohol, tobacco, or drugs.
  
3. Rules on the Bus
  - a. Immediately follow the directions of the driver.
  - b. Sit in your seat facing forward.
  - c. Talk quietly and use appropriate language.
  - d. Keep all parts of your body inside the bus.
  - e. Keep your arms, legs, and belongings to yourself.
  - f. No fighting, harassment, intimidation, or horseplay.

- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

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

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

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

(4) Records

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

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

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

(7) Criminal Conduct

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

#### **IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

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

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the

principles of school bus safety, and thoroughly review them with their children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

## **V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;
  5. a violation of state or local law, relating to motor vehicle traffic control,

arising in connection with a fatal accident;

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days

from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

*[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]*

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

B. Evaluation

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

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

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

*[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]*

## VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

***[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]***

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

***[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]***

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

**B. Type III Vehicles**

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher, a

first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to students with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
    - (5) handling emergency situations;

- (6) proper use of seat belts and child safety restraints;
- (7) performance of pretrip vehicle inspections;
- (8) safe loading and unloading of students, including, but not limited to:
  - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
  - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
  - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
  - (d) placing the type III vehicle in “park” during loading and unloading;
  - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
- e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply

with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
  - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
  - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and

VII.C.1.e. (drug testing), above.

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

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

## **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

*[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]*

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  - 1. the student’s name and address;
  - 2. the nature of the student’s disabilities;
  - 3. emergency health care information; and
  - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

## **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be

immediately corrected will be submitted.

- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

## **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

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

## **XI. STUDENT TRANSPORTATION SAFETY COMMITTEE**

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

**Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
Minn. Stat. Ch. 169 (Traffic Regulations)

Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
 Minn. Stat. § 169.02 (Scope)  
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
 Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)  
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
 Minn. Stat. § 169.454 (Type III Vehicle Standards)  
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)  
 Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
 Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)  
 Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)  
 Minn. Stat. § 171.321 (Qualifications of School Bus Driver)  
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)  
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
 Minn. Stat. Ch. 245C (Human Services Background Studies)  
 Minn. Stat. § 609.02 (Definitions)  
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
 49 C.F.R. § 383.5 (Transportation Definitions)

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

Adopted: May 23,  
1995

Revised: November 14, 1995

Revised: May 14, 1996

Revised: January 14, 1997

Revised: April 8, 1997

Revised: September 23, 1997

Revised: May 23, 2000

Revised: November 14, 2000

Revised: August 28, 2001

Revised: May 24, 2005

Revised: September 15, 2005  
Revised: December 8, 2009  
Revised: August 9, 2011  
Revised: November 13, 2012  
Revised: July 15, 2014

## Princeton School District

**POLICIES INCORPORATED BY REFERENCE****PURPOSE**

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

|                  |   |
|------------------|---|
| Model Policy 102 | Equal Educational Opportunity   |
| Model Policy 103 | Complaints – Students, Employees, Parents, Other Persons  |
| Model Policy 206 | Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations |
| Model Policy 211 | Criminal or Civil Action Against School District, School Board Member, Employee, or Student                                     |
| Model Policy 305 | Policy Implementation   |
| Model Policy 501 | School Weapons  |
| Model Policy 505 | Distribution of Non-School Sponsored Materials on School Premises by Students and Employees                                     |
| Model Policy 507 | Corporal Punishment   |
| Model Policy 508 | Extended School year for Certain Students with Individualized Education Programs  |
| Model Policy 510 | Student Activities  |
| Model Policy 511 | Student Fundraising   |
| Model Policy 517 | Student Recruiting  |
| Model Policy 518 | DNR-DNI Orders  |
| Model Policy 519 | Interviews of Students by Outside Agencies  |
| Model Policy 522 | Unlawful Sex Discrimination Toward A Student  |
| Model Policy 524 | Internet Acceptable Use and Safety Policy   |
| Model Policy 525 | Violence Prevention   |
| Model Policy 610 | Field Trips   |
| Model Policy 710 | Extracurricular Transportation  |
| Model Policy 711 | Video Recording on School Buses   |
| Model Policy 712 | Video Surveillance Other Than on Buses  |
| Model Policy 802 | Disposition of Obsolete Equipment and Material  |

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

***Legal References:***

*Cross References:*

**Princeton School District  
HEALTH AND SAFETY POLICY**

**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

## TRANSPORTATION PLAN 2014-2015

The administration recommends the following plan for 2014-2015:

Adding an additional ½ route bus to take town students off country routes.

- Additional expense. Not as costly as adding a full route. Approximately, \$20,000.
- Gives the country routes the ability to leave the transfer site and go directly out. They would not have any town drops after loading at the middle school.
- Gives us the ability to look at re-routing some of our longer routes by shifting students to other buses.
- Doesn't require school time changes.
- Will shorten longest routes by a minimum of 10 minutes because we can take the town kids off those routes. We may not be able to address all routes.
- Doesn't address the length of time between the South side and North side transfer.
- More conservative approach. It leaves the current route structure in place.
- Current structure is left in place for two years, with some relief. In two years, three schools will be on the North side of town, requiring changes in routing.

Administration is recommending we proceed with this option. It is an additional cost to the budget but will provide some relief. At a minimum our longest routes would see a 10-minute reduction since they would not be dropping in town. We can't guarantee all routes would see relief. We would work on the longest routes first.



# NORTH ELEMENTARY SCHOOL

Kim Myers, Secretary  
763-389-6854

John Beach, Principal  
763-389-6802

Phone: 763-389-6801  
FAX: 763-389-6850

1202 N. 7th Avenue  
Princeton, MN 55371

Submitted for School Board Meeting Tuesday, July 15, 2014

Changes made to the North Elementary Student Handbook for 2014-2015:

Page 3:

Updated the opening paragraph with current information

Page 5:

Added Julie Williams

Page 6:

Updated the school calendar

Page 12:

Added wording regarding our year end carnival

Pages 14:

Updated bullying section to reflect new legislation

Page 20:

Changed wording under lunch prices per Deanna Cooley

Page 21:

Update arrival and departure by car section to reflect the changes in drop off and pick up areas

Page 23:

Added wording about a master permission slip as approved by Dr. Espe

Page 26-29:

Updated health services section as submitted by Dawn Rolf

John Beach

Kim Myers

June 20, 2013

No Boundaries to Learning

# North Elementary

# PRINCETON



# TIGER PRIDE

## TABLE OF CONTENTS

|   |       |
|---|-------|
| Welcome .....   | 3     |
| North Focus .....   | 4     |
| Hours/ Phone numbers.....                                   | 5     |
| Calendar .....  | 6     |
| Academic  |       |
| Assessments .....   | 7     |
| Conferences .....   | 7     |
| Curriculum .....  | 8     |
| Homework .....  | 8     |
| Behavior Expectations/ TIGER PRIDE .....                    | 9-18  |
| Communications .....  | 19    |
| Food Service Programs .....                                 | 19-21 |
| General Information/ Procedures                             |       |
| AM Arrivals.....  | 21    |
| Arrival and Departure .....                                 | 21    |
| Attendance .....  | 21-22 |
| Bicycles .....  | 22    |
| Emergency Forms .....                                       | 22-23 |
| Field Trips .....   | 23    |
| Criminal History Background Checks.....                     | 23    |
| Permission Slips.....                                       | 23    |
| Fire, Emergency, Lock Down and Weather Drills .....         | 24    |
| Lockers .....   | 24    |
| Lost and Found .....  | 24    |
| Lost, Damaged or Destroyed .....                            | 24    |
| Party Treats .....  | 24    |
| Pledge of Allegiance .....                                  | 24    |
| Release of Child During School Hours .....                  | 24    |
| Selling in School .....                                     | 25    |
| Snack Breaks .....  | 25    |
| Student Planner .....                                       | 25    |
| Visitors .....  | 25    |
| Weather Procedures .....                                    | 25-26 |
| Health Services .....                                       | 26-29 |
| North's Volunteer Program .....                             | 29    |
| Special Programs  |       |
| Release Time .....  | 30    |
| Safety Patrol .....   | 30    |
| Student Council .....                                       | 30    |
| Special Services .....                                      | 30-31 |
| APPENDIX  |       |
| District-Wide Policies and Procedures                       |       |
| Directory Information .....                                 | 32    |
| Harassment and Violence .....                               | 32    |
| Prohibition of Weapons .....                                | 33    |
| Student Transportation Safety .....                         | 33-34 |
| Student Use and Distribution of Controlled Substances ..... | 35    |
| Technology Use .....  | 36    |
| Internet Use Agreement .....                                | 36    |

Dear Students and Parents:

Welcome to the North Elementary Family! North Elementary serves approximately 700 students in grade 3 – 5. The school was built in 1969, but was extensively remodeled in 2011. We have created an optimally safe and positive learning environment for each and every child and adult at North. Our playground continues to be a hit and engages students in safe and healthy play during recess.

Our school is committed to providing a strong educational program for our children. We are devoted to creating a nurturing, safe and welcoming school climate for our families and students. We encourage family involvement and want to work as partners with parents to provide the best educational experience for our children.

This handbook was created to help you learn about our policies, procedures and expectations as a member of the North community. As with most printed material, unforeseen circumstances may warrant some changes as we go through the school year. However, we have made an attempt to give you clear and accurate information that will be valuable as we go through the school year. It is not possible to include policies and procedures that will encompass every situation that comes up during a school year. When unique situations arise, North staff will do their best to make positive decisions based on the information at hand.

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**:

**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. Last school year we continued to see a reduction of nearly 60% in major office referrals since we began using Tiger Pride in 2005.

Please contact us if you have questions, comments or concerns about what is found within these pages. Additional information can be found on our district web page at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us).

We look forward to another fantastic school year!

Sincerely,

John Beach

Principal

**Parent/Student Handbook Form North Elementary School**

**We have reviewed the Princeton North Elementary Parent/Student Handbook and are aware of the information/rules at North Elementary School as listed in the handbook.**

**Please sign and leave in the assignment log.**

\_\_\_\_\_  
**Parent/Guardian's Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

North Elementary Goals

At North, we update our goals every August. We will continue to focus on helping each child grow academically and socially.

Our goals focus is on student and school-wide success in math and reading.

We give extra reading and math support to students based on their needs.

North Elementary is a model Positive Behavior Supports and Interventions (PBIS) school for the state. We just call it Tiger Pride. With this program, we continue to create a safe and positive environment for our parents, students, and staff.

We are committed to maintaining our positive school culture!

**Hours**

Our school day is 8:22 am – 2:55 pm.  
Our office is open from 7:30 am - 4:00 pm

**Principal**

John Beach

**Secretary**

Kim Myers

**Assistant Secretary**

Laura Pipenhagen

**School Board Members**

|               |              |                     |              |
|---------------|--------------|---------------------|--------------|
| Deb Ulm       | 856-4017     | Jeremy Miller       | 612-940-6838 |
| Chuck Nagle   | 651-483-3982 | Eric Minks          | 763-238-1571 |
| Craig Johnson | 763-227-5636 | Chad Young          | 856-5314     |
|               |              | Howard Vaillancourt | 389-3627     |

**Administration**

|                  |                               |          |
|------------------|-------------------------------|----------|
| Dr. Julia Espe   | Superintendent of Schools     | 389-6190 |
| Michelle Czech   | Director of Business Services | 389-6183 |
| Barb Muckenhirn  | High School Principal         | 389-6010 |
| Dan Voce         | Middle School Principal       | 389-6750 |
| Greg Finck       | South Elementary Principal    | 389-6902 |
| Erin Dohrman     | Special Education Coordinator | 389-6191 |
| Deanna Cooley    | Food Service Director         | 389-6162 |
| Gwen Anderson    | Director of Community Ed.     | 389-6199 |
| Julie Williams   | Dir. Of Teaching & Learning   | 389-7278 |
| Brenda Alexander | Human Resources Coordinator   | 389-6181 |

**SCHOOL TELEPHONE NUMBERS**

|                                 |          |
|---------------------------------|----------|
| High School.....                | 389-4101 |
| Middle School.....              | 389-6705 |
| North Elementary School.....    | 389-6801 |
| South Elementary School.....    | 389-6901 |
| Community Education Office..... | 389-6198 |
| Swimming Pool.....              | 389-6057 |
| Palmer Bus Company.....         | 631-5315 |

**E-MAIL DESCRIPTION**

To e-mail a staff member use the following format:

first name.last name@isd477.org

Example: John Beach

john.beach@isd477.org

NORTH ELEMENTARY  
2014-2015 SCHOOL CALENDAR

|                       |   |
|-----------------------|---|
| September 2           | First Day of School   |
| September 8-23        | MAP testing   |
| September 22          | Fundraiser kick off   |
| September 23          | 2 hour late start   |
| September 30          | Fall pictures   |
| October 1-31          | Fall Conferences  |
| October 2             | Tiger Pride Family Night 5:30-7:30                              |
| October 3             | Grandparent's Lunch   |
| October 6             | Fundraiser ends   |
| October 9             | All School Conference Night 3-7 pm                              |
| October 16 & 17       | NO SCHOOL – MEA   |
| October 28            | Picture Retakes   |
| October 31            | No school-staff development                                     |
| November 4            | Targeted Services begins  |
| November 6            | Fundraiser delivery 3-6:30 pm                                   |
| November 13           | 2 hour late start   |
| November 25           | End trimester 1, Tiger Bingo, all day reading                   |
| November 26           | No school-staff development                                     |
| November 27 & 28      | Thanksgiving  |
| December 9            | 4 <sup>th</sup> & 5 <sup>th</sup> Grade Choir Concert 7pm @ PAC |
| December 22-January 2 | NO SCHOOL – Winter Break  |
| January 19            | NO SCHOOL – Staff Development                                   |
| January 30            | 2 hour late start   |
| February 16           | NO SCHOOL – President's Day                                     |
| February 25           | Spring and class pictures                                       |
| Feb. 17-March 31      | Spring conferences  |
| March 4               | End of Trimester 2, Tiger Bingo, All Day Reading                |
| March 5-6             | NO SCHOOL – Staff Development                                   |
| March 12              | All School Conference Night 3-7, Silent Auction, Art Show       |
| March 26              | Targeted Services ends  |
| March 30 & 31         | Spring Break – possible snow day make up                        |
| April 1-3             | Spring Break  |
| April 6-May 1         | MCA testing   |
| May 4 – 22            | MAP testing   |
| May 15                | Field Day   |
| May 22                | Carnival  |
| May 25                | No school – Memorial Day  |
| May 29                | End Of Year Assembly  |
| June 4                | Last day of school  |

## **ACADEMIC**

### **Assessment and Evaluation**

The students at North will be given two different major assessments. The MAP test (Measures of Academic Progress) is given in the fall and spring to all of the students at North in reading and math. The MCA (Minnesota Comprehensive Assessments) is given all students in reading, math, and 5<sup>th</sup> grade science. Both tests are described in greater detail in the following.

### **MCAs**

#### ***What are the Minnesota Comprehensive Assessments (MCA)?***

These tests are part of the educational accountability system in Minnesota. Accountability calls for a results oriented education system that focuses on continuous improvement, community involvement, and public reporting of results. These tests chart the progress of schools and districts over time, generate information for school improvement and school accountability and allow for comparison of schools and districts in Minnesota. Schools use these results to make curricular and instructional decisions for all students.

#### ***Some ways to help students:***

- Be sure students get a good night's sleep and a nutritious breakfast before test taking
- Encourage students to answer all the questions that they are sure of and to put a small mark by those that give them trouble. The test is not timed, so they can go back to the questions they marked
- Work with schools to provide experiences that increase achievement
- Read to and with your child
- Encourage students to use math every day. Some math activities they can do include: create a grocery budget, explain charts and graphs from newspaper and magazine articles, divide food portions, use rulers to measure objects, measure a recipe, add prices on a shopping trip, etc.

### **MAP**

This computerized test measures academic growth from year to year in the areas of reading and math. The test automatically adjusts to the level of the student question by question. The tests are aligned with the district and state curriculum. Student's results are reported in RIT scores. The RIT score is an equal interval scale, like feet and inches, which makes growth in learning easy to measure. This system is a powerful tool for monitoring growth over time.

### **Parent-Teacher Conferences**

Students, parents, and teachers will jointly establish academic and social goals for the school year during conferences. Students will be involved and it will be necessary for them to attend this goal setting conference and all other conferences held throughout the year.

Our first goal setting conference will occur in the fall. There is a window of time that teachers will schedule conferences. Some conferences are scheduled during our all-school conference night, but not all of them.

The winter review conference will be by teacher and/or parent request only.

At the spring conference, all students, parents and teachers will review the goals previously set. As with the fall conferences, there is an all-school night set aside.

Again, it is very important that parents and students jointly attend the fall conference to plan together.

*\*\*Note: Conferences can occur anytime throughout the year, whenever the need is apparent by the parent and/or teacher.*

### **School and Home Partnership**

**Students should:**

- Listen to all instruction
- Attempt all assignments
- Complete each given assignment to the best of his/her ability

**Parents should:**

- See that their child gets to school on time each day
- Meet and speak with their child's teacher as needed
- Reply to communications from the school
- Make sure that their child has some quiet time for homework
- Speak with their child every day about what was learned

**The School should:**

- Clearly inform the student as to what the assignment is and when it is due
- Provide help for students having difficulty completing assignments
- Notify parents if a problem exists--after repeated late assignments or behavioral concerns

### **Everyday Mathematics**

We are excited about our math program. Students acquire knowledge and skills, and develop an understanding of mathematics from their own experience. Mathematics is more meaningful when it is rooted in real life contexts and situations, and when children are given the opportunity to become actively involved in learning. Teachers and other adults play a very important role in providing children with rich and meaningful mathematical experiences. You will be hearing more about this program as we go through the year.

### **Reading/ Language Arts**

North, along with South Elementary, uses the Treasures program from Macmillan/McGraw-Hill. This is an outstanding program that will engage students.

### **Specialists**

At North, students have the opportunity to participate in art, music, physical education, and technology. Students have the opportunity to explore these areas throughout the school year.

### **Homework and Student Daily Work**

The amount of homework varies with the age of the child and the requirements of each teacher. Please contact your child's teacher if you have concerns about homework.

### **Vacation Homework**

If you are going on a vacation during the school year, your child's work will be given to them after they return. They will have an equal number of days to complete the work as school days missed.

# SCHOOL BEHAVIOR EXPECTATIONS

## **Behavior and Discipline Policy**

### I. Behavior Guidelines

#### A. Philosophy

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

Although the approach toward discipline at school will emphasize the positive, the focus of this policy is on changing or controlling inappropriate behavior, rather than on punishment. All students will be made aware of the consequences of any misbehavior with fair, firm and consistent application of the policy. Careful consideration is given to individual situations, so that the school's response to the student is appropriate. These rules and regulations reflect a balance between the responsibilities and rights of the individual and those of the group. We expect that they will help promote mutual respect and cooperation between all members of our school community.

Guidelines have been established for expected school behavior. Students must respect themselves, others, and property at all times and to use the rules of common courtesy when interacting with others. Teachers and other staff spend time throughout the year talking about Tiger Pride. We have a matrix for what Tiger Pride looks like in each area of the school. We also show videos promoting Tiger Pride frequently. Parents are asked to go over these guidelines with their children at home as well and to reinforce the school's behavior expectations and discipline policy.

It may also be helpful to refer to district policies 501 – Weapons, and 506 – Student Discipline if you want to learn more about this topic.

Some basic rules and regulations need to be established to assist the school in setting up and maintaining appropriate learning settings for children. Our focus is on **TIGER PRIDE** –

**RESPECT FOR  
MYSELF  
OTHERS  
PROPERTY  
AND COMMUNITY**

#### B. Expectations

In GENERAL, students are expected to:

- Follow school rules - show Tiger Pride

- Follow staff's first request
- Use polite tone and words when speaking
- Keep hands, feet and objects to ourselves
- Care for personal belongings and school property
- Carry a pass from a staff member when student is not with his/her class
- When buses arrive students are to report to breakfast or their classroom
- Use appropriate inside and outside voice

And to **NOT**:

- Chew gum on the school premises
- Wear hats or bandanas in the school building
- Bring toys to school
- Throw objects such as rocks, sticks, mulch, snow/ice, food, or other inappropriate objects at the bus stop, on the bus, or on school premises

In the HALLS, students are expected to:

- Walk, without talking, in a single file
- Walk on the right side
- Keep hands and feet away from bulletin boards, displays, and walls
- Have a pass from their teacher if they are not with their class

In the RESTROOMS, students are expected to:

- Bring only the pass into the bathroom
- Use inside voices
- Respect rights of others in the bathroom
- Use the restroom facilities correctly
- Not write or draw on walls
- Put paper towels and other trash in trash cans
- Return to class as quickly as possible

In the CAFETERIA, students are expected to:

- Wait calmly in the serving line, keeping hands and feet to self
- Remain seated in assigned area
- Raise their hands, if they need help or are ready to be dismissed
- Not throw food or trash
- Keep all food inside the cafeteria
- Use inside voices only
- Put all trash in proper cans
- Have everything they need to go outdoors (in their locker) before coming to the cafeteria
- Exit for recess unless their teacher picks them up or they have a note from a teacher indicating a change

On the PLAYGROUND, students are expected to:

- Stay within the boundaries of the playground
- Stay away from areas that have been marked with cones as unsafe or off-limits

- Stay away from all classrooms and windows so that other students are not disturbed
- Children must not be climbing on fences
- Remain on the playground at all times – do not go back in the building without a pass
- Line up as soon as the signal is given
- Use balls away from building
- Play dodge ball only with soft balls away from walls
- Use climbing equipment safely (only go down the slides feet first)
- No fighting (play wrestling and fighting will be considered real), kicking, hitting, biting, pushing, spitting or pulling hair
- Football must be one-hand touch – no tackling or pushing down
- Play only those games that allow everyone to enjoy recess safely
- Not play chasing or tag games on playground equipment
- Not pick up or throw rocks, sticks, mulch, dirt, snow/ice, etc
- Report all accidents, injuries, and other concerns to one of the adults on duty immediately
- Use respectful and non-threatening language
- Be respectful of other children’s clothing, hoods, coats – do not pull on them
- Only chase other students when all students in the game want to be chased. Once a child says STOP, then that child should no longer be chased.
- Wear appropriate clothing suited for the weather – snow pants and boots need to be worn to play in snowy areas or on the hills
- Keep food off the playground (classrooms may have snack breaks on the playground, but should work to keep the playground litter-free)

Students are **NOT Allowed** to BRING TO SCHOOL:

- Weapons, intoxicants, or tobacco products
- Any object that looks like a weapon or could be used as a weapon, including toy guns or knives, water guns, etc (if a weapon is brought accidentally to school and the student turns it in immediately to a staff member, the office will hold it for parental pick-it without any further consequences).
- Shoes with wheels
- Cosmetics
- Any items that may cause a nuisance as determined by school staff
- Locks of any type
- Hardballs, softballs and baseball bats

Students and parents should use common sense and discretion when selecting items suitable to bring to school. Please call the school office if there is a question about the suitability of an item. Items that are brought into the classroom and become a distraction may be given to the office for parental pick-up.

**The school is not responsible for any lost or stolen items.**

## Consequences

At North Elementary we use a variety of consequences that are progressive and are logical for the situation. Depending on the situation and the number of incidents, one or more of the following list may be used. In more serious situations, a warning or students conference may not be the appropriate response.

- Warning
- Conference with Student
- Parent Contact
- Lunch/ Recess Detention
- Stop and Think Room
- Detention
- In-School Suspension
- Out-of-School Suspension
- Referral to School Social Worker
- Referral to a Police Officer

We have a year-end carnival at North to celebrate Tiger Pride. We make sure that all students are able to participate in this event. However, students may miss a small part of this event due to major behaviors that have occurred during the school year.

### After School Detention

After school detention is a consequence used for students who have demonstrated severe or consistent disregard for classroom or school rules. Any student required to serve after school detention will have an AFTER SCHOOL DETENTION SLIP sent home prior to the detention to inform parents and allow parents the chance to make alternative transportation plans. It is the responsibility of the parent to pick up the student at **3:30 pm** in the office after the detention is completed.

### Stop and Think Room

We have a room at North for students that need to review and be re-taught school behavior expectations. This room is used after classroom interventions have not worked or the behavior is serious enough to begin with. Students have the opportunity to problem solve and figure out other ways to handle similar situations in the future. The program is also used for in-school suspension and lunch detention. After the student has completed the problem solving process, they work on their schoolwork.

## City of Princeton – Title 6 Nuisances and Offenses

### 635.01 Unlawful Actions

(A) It shall be unlawful for any person to remain in a public or private school building or upon the grounds and office after being requested to leave the premises by the school principal or other person lawfully responsible for the control of the premises.

(B) It shall be unlawful for any person, whether on or off school premises, willfully to annoy, disturb, interfere with or obstruct any classroom instruction teaching program or other school organization or assembly being conducted upon the premises of any public or private school.

(C) It shall be unlawful for any person, whether on school property or on property contiguous to school property, to interfere with school bus loading and unloading or to obstruct school buses in their safe operation.

### **635.99 Penalty**

Any person violating any provisions of this chapter shall be guilty of a petty misdemeanor.

### **Severe Behaviors**

Behavior that is severely inappropriate or dangerous to the student or others will result in the student's removal. Restraint may be utilized, as a last resort, to remove the child from an area if they are in danger of hurting themselves or others. Parents will be contacted if their child needs to be removed from the school. The police liaison officer will be called if necessary.

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

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

### **Apparel**

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

1. Footwear 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 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 messages, or depicting weapons or violence 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, 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.

When an infraction of the dress guidelines 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, and/or parent contact.

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

### **Bullying**

Minnesota has passed the Safe and Supportive Schools Act. The school district will be updating our policies in accordance with this new act. General definitions that we will be following include:

- 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.

Behavior that occurs at school, on buses or school events is included. Electronic/ "online" behavior that occurs off school premises but "substantially and materially disrupts" the school or "learning" can be included as bullying as well.

Parents may tell their children to strike back at bullies. Usually, that creates more problems than it solves. But if you're being bullied, you *aren't* helpless. You can do some things that may stop the bullying. Here are some things you might try:

- **Tell a friend.** Ask your friend to help you - it's tougher to pick on a person who has someone there for support.
- **Walk away.** It's harder to bully someone who won't stand still to listen.
- **Chill out.** Bullies seem to target kids who respond to their taunts - children who cry easily or children who have a tendency to fly off the handle. So try hard not to show any emotion. Practice by looking in a mirror if you have to. It's no fun to bully someone who doesn't seem to care.
- **Try not to be alone** in places where the bully picks on you. This may mean you need to sit in a different place on the bus or take a different way to school.
- **Don't fight back.** Usually, bullies are bigger and stronger than you are. If you try to fight, you could get hurt. You could make the situation worse. Or you could even get blamed for starting the fight.
- **Write it down.** Keep track of what happens, dates, times, places. Write down exactly what the bully says

Whether you are at school, on the school bus, or walking to and from school - it is always okay to tell a teacher or adult at school. Telling an adult about a situation where someone is getting hurt verbally or physically is not tattling. Ask for help when you need it.

It is very important not to wait to tell a trusted adult about a bullying situation. The sooner we know what is happening, the sooner we can help and prevent it from happening again.

### **Stop, Walk and Talk**

Ask your child about Stop, Walk and Talk. Practice some situations when it may be good to use.

The following information is what we use at school to teach students what Tiger Pride is all about. The matrix is on this page followed by some of the posters we use around the school

## TIGER TRAITS MATRIX

|                         | LOCKER AREA  | RESTROOMS   | HALLWAY  | CAFETERIA   | BUS   | PLAYGROUND   |
|-------------------------|--|---|--|---|---|--|
| <b>RESPECT SELF</b>     | <ul style="list-style-type: none"> <li>* Keeping my locker neat at all times.</li> <li>* Keeping food out of my locker.</li> <li>* Leaving valuables at home.</li> </ul>                         | <ul style="list-style-type: none"> <li>* Washing my hands after each bathroom visit.</li> <li>* Returning directly to class.</li> </ul>   | <ul style="list-style-type: none"> <li>* Walking in the hallways.</li> <li>* Taking the most direct route.</li> <li>* Carrying a pass.</li> </ul>                                | <ul style="list-style-type: none"> <li>* Taking needed items.</li> <li>* Eating my own lunch slowly.</li> <li>* Staying seated.</li> </ul>  | <ul style="list-style-type: none"> <li>* Facing forward.</li> <li>* Keeping my feet out of the aisle.</li> <li>* Keeping my whole self inside the bus.</li> </ul>   | <ul style="list-style-type: none"> <li>* Playing within the boundaries.</li> <li>* Using climbing and all equipment safely.</li> <li>* Lining up when the signal is given.</li> </ul>  |
| <b>RESPECT OTHERS</b>   | <ul style="list-style-type: none"> <li>* Only opening my own locker.</li> <li>* Using a quiet voice.</li> <li>* Walking in the locker area.</li> </ul>   | <ul style="list-style-type: none"> <li>* Using a quiet voice.</li> <li>* Flushing the toilet.</li> <li>* Remain in my own stall.</li> <li>* Give other students their privacy.</li> </ul> | <ul style="list-style-type: none"> <li>* Walking in a single-file on the right side.</li> <li>* Turning my voice off.</li> <li>* Keeping my hands and feet to myself.</li> </ul> | <ul style="list-style-type: none"> <li>* Using expected line and table manners.</li> <li>* Talking quietly.</li> <li>* Holding my tray toward the server.</li> <li>* Saying thank you.</li> </ul>               | <ul style="list-style-type: none"> <li>* Talking quietly.</li> <li>* Using kind words and actions.</li> <li>* Listening and following the driver's directions.</li> <li>* Sitting in my own seat on the bus.</li> </ul>                         | <ul style="list-style-type: none"> <li>* Avoiding ball tag or tag on the equipment.</li> <li>* Following playground staff directions.</li> <li>* Including others in games and activities.</li> <li>* In all recess games use school rules and rock, paper, scissors to solve disagreements.</li> <li>* Using kind words and actions.</li> </ul> |
| <b>RESPECT PROPERTY</b> | <ul style="list-style-type: none"> <li>* Picking up litter.</li> <li>* Returning lost items to the "lost and found area"</li> <li>* Wiping feet on the rug when I enter the building.</li> </ul> | <ul style="list-style-type: none"> <li>* Keeping the walls and floors clean.</li> <li>* Using the bathroom safely.</li> <li>* Putting paper towels in trash containers.</li> </ul>        | <ul style="list-style-type: none"> <li>* Keeping my hands and feet away from walls.</li> <li>* Picking up litter.</li> </ul>   | <ul style="list-style-type: none"> <li>* Keeping food on my tray.</li> <li>* Cleaning up around my tray and table area.</li> <li>* Throwing garbage away neatly.</li> <li>* Stacking trays properly.</li> </ul> | <ul style="list-style-type: none"> <li>* Keeping my hands, feet, and belongings to myself.</li> <li>* Leaving other people's belongings alone.</li> <li>Keeping my feet on the floor during the bus ride.</li> <li>* Staying seated.</li> </ul> | <ul style="list-style-type: none"> <li>* Using sporting equipment away from the building.</li> <li>* Picking up litter and putting it in trash containers.</li> <li>* Returning balls and equipment to container.</li> </ul>   |

|                         | CLASSROOM   | MEDIA / COMPUTER LAB  | GYM  | OFFICE   | ASSEMBLY  | EVERYWHERE   |
|-------------------------|---|---|--|--|---|--|
| <b>RESPECT SELF</b>     | <ul style="list-style-type: none"> <li>* Doing your best at all times.</li> <li>* Being prepared for each class.</li> <li>* Staying on task.</li> <li>* Listening attentively and follow directions.</li> </ul> | <ul style="list-style-type: none"> <li>* Doing your best at all times.</li> <li>* Staying on task.</li> <li>* Listening attentively and follow directions.</li> </ul>   | <ul style="list-style-type: none"> <li>* Acting in a safe manner.</li> <li>* Being prepared by wearing appropriately clothing and shoes.</li> <li>* Doing your best at all times.</li> <li>* Listening attentively and follow directions.</li> </ul> | <ul style="list-style-type: none"> <li>* Bringing a book to read while you wait in the office.</li> <li>* Letting a secretary know why you are there.</li> </ul> | <ul style="list-style-type: none"> <li>* Entering / leaving the assembly quietly and in a single-file line with your class.</li> <li>* Remaining in one spot during the assembly.</li> <li>* Listening attentively to the speaker.</li> </ul>   | <ul style="list-style-type: none"> <li>* Keeping personal items at home.</li> <li>* Keeping harmful items at home.</li> <li>* Dressing appropriately for the weather.</li> </ul>         |
| <b>RESPECT OTHERS</b>   | <ul style="list-style-type: none"> <li>* Being kind to others.</li> <li>* Helping others.</li> <li>* Encouraging your classmates.</li> <li>* Keeping hands, feet, and other objects to yourself.</li> </ul>     | <ul style="list-style-type: none"> <li>* Using a quiet voice.</li> <li>* Returning books on time.</li> <li>* Keeping hands, feet, and other objects to yourself.</li> </ul>   | <ul style="list-style-type: none"> <li>* Being positive.</li> <li>* Cooperating in activities and with groups.</li> <li>* Helping and encouraging others.</li> </ul>   | <ul style="list-style-type: none"> <li>* Waiting quietly and patiently.</li> <li>* Remaining seated.</li> <li>* Avoiding interrupting conversations.</li> </ul>  | <ul style="list-style-type: none"> <li>* Listening and watching without disturbing those around you.</li> <li>* Remaining seated in a position that allows the students behind you to see also.</li> <li>* Applauding appropriately.</li> </ul> | <ul style="list-style-type: none"> <li>* Using a polite tone of voice and kind words.</li> <li>* Keeping your hands, feet, and other objects to yourself at all times.</li> </ul>        |
| <b>RESPECT PROPERTY</b> | <ul style="list-style-type: none"> <li>* Using classroom equipment and property appropriately.</li> <li>* Drinking only water in classrooms.</li> <li>* Being careful with classroom books</li> </ul>           | <ul style="list-style-type: none"> <li>* Pushing your chair in when you are done using it.</li> <li>* Using the computer as instructed.</li> <li>* Treating computers and books with care.</li> <li>* Printing only with adult permission.</li> </ul> | <ul style="list-style-type: none"> <li>* Using all Phy. Ed. equipment properly.</li> <li>* Returning equipment when done using it.</li> </ul>  | <ul style="list-style-type: none"> <li>* Leaving other people's belongings alone.</li> <li>* Keeping hands, feet, and other objects to yourself.</li> </ul>      | <ul style="list-style-type: none"> <li>* Leaving paper, pencils, etc. in the classroom.</li> </ul>  | <ul style="list-style-type: none"> <li>* Leaving chewing gum at home.</li> <li>* Cleaning up after yourself.</li> <li>* Treating school materials and property appropriately.</li> </ul> |

# Princeton Tiger Pride

## Locker Area

### I will RESPECT myself by

- \* Keeping my locker neat at all times.
- \* Keeping food out of my locker.
- \* Leaving valuables at home.

### I will RESPECT others by

- \* Only opening my own locker.
- \* Using a quiet voice.
- \* Walking in the locker area.

### I will RESPECT property by

- \* Picking up litter.
- \* Returning lost items to the "Lost and Found" area.
- \* Wiping feet on the rug when I enter the building.



# Princeton Tiger Pride

## Bathroom

### I will RESPECT myself by

- \* Washing my hands after each bathroom visit.
- \* Returning directly to class.

### I will RESPECT others by

- \* Using a quiet voice.
- \* Flushing the toilet.
- \* Remaining in my own stall.
- \* Giving others their privacy.

### I will RESPECT property by

- \* Keeping walls and floors clean.
- \* Using the bathroom safely.
- \* Putting paper towels in trash containers.



# Princeton Tiger Pride

## HALLWAY

### I will RESPECT myself by

- \* Walking in hallways.
- \* Taking the most direct route.
- \* Carrying a pass.

### I will RESPECT others by

- \* Walking single file on the right side.
- \* Turning my voice off.
- \* Keeping my hands and feet to myself.



### I will RESPECT property by

- \* Keeping my hands and feet away from the walls.
- \* Picking up litter.

# Princeton Tiger Pride

## CaFeteria

### I will RESPECT myself by

- \* Taking needed items.
- \* Eating my own lunch slowly.
- \* Staying seated.

### I will RESPECT others by

- \* Using expected line and table manners.
- \* Talking quietly.
- \* Holding my tray toward the server.
- \* Saying thank you.

### I will RESPECT property by

- \* Keeping food on my tray.
- \* Cleaning up around my tray and table area.
- \* Throwing garbage away neatly.
- \* Stacking trays properly.



# Princeton Tiger Pride

## ON the BUS

### I will RESPECT myself by

- \* Facing forward.
- \* Keeping my feet out of the aisle.
- \* Keeping my whole self inside the bus.

### I will RESPECT others by

- \* Talking quietly.
- \* Using kind words and actions.
- \* Listening and following the driver's directions.
- \* Sitting in my own seat on the bus.



### I will RESPECT property by

- \* Keeping my hands, feet, and belongings to myself.
- \* Leaving other people's belongings alone.
- \* Keeping my feet on the floor during the bus ride.
- \* Staying seated.

# Princeton Tiger Pride

## PLAYGROUND

### I will RESPECT myself by

- \* Playing within the boundaries.
- \* Using climbing and all equipment safely.
- \* Lining up when the signal is given.

### I will RESPECT others by

- \* Avoiding ball tag or tag on the equipment.
- \* Following Playground staff directions and speaking to them in a polite tone.
- \* Including others in games and activities.
- \* In all recess games use school rules and rock, paper, scissors to solve disagreements.
- \* Using kind words and actions.

### I will RESPECT property by

- \* Using sporting equipment away from the building.
- \* Picking up litter and putting it in trash containers.
- \* Returning balls and equipment to container.



## COMMUNICATIONS

Communication between home and school is vital! We encourage you to call or email your child's teacher whenever you have a concern.

Most notices about school and community events will be sent home on Friday in a special folder called the ***Friday Folder***. Please check your child's backpack for these items. Many teachers also send home folders containing homework and student work. Watch for these too, and contact the teacher with any questions.

The ***North Notes*** is our school's monthly newsletter. It is full of articles about helping children learn, notices about exciting events at North and in the community, and student writing. We encourage you to read this newsletter with your child, and to have a spot in your home where this and other school notices can be kept for easy review.

### **Who To Call**

Frequently, parents find it beneficial/necessary to communicate regarding concerns about their child. Your child's teacher should always be the first one to be called regarding questions or concerns about his/her progress, work to be completed, peer relationships, etc. North's secretary or office assistant might best answer questions and/or concerns more general in nature. The number to call is 389-6801.

### **Telephone**

The office and classroom telephones are for school business only! Students are permitted to use the telephone for emergencies only. Please do not call expecting to talk to a teacher while they are teaching.

### **Photos/ Video 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, North Elementary, District 477 publications, broadcasted on Tiger Pride News, or shared with other schools in the state or even nationally. North Elementary gets a lot of attention because of Tiger pride. North uses YouTube, TeacherTube, and Vimeo to share of efforts with Tiger Pride. 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.)

### **Transportation**

Bus transportation for the school district is handled through Palmer School Bus 763-631-5315.

## **FOOD SERVICE PROGRAM**

### **Lunch Account Payments:**

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

Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 8:00-8:25 AM. Be sure to ask your child if she/he handed the money in the day you gave it to them.

**Lunch Account Policy:**

Accounts that have a negative balance of -\$5.00 or more will receive a sandwich and a milk for lunch until his/her account is paid.

All account balances must be positive by **May 15<sup>th</sup>** in order to continue charging meals to that account. No account 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 does not negate any current negative balances. Students are still accountable for those charges and will be expected to be paid in full as soon as possible.

**Prices:**

Refer to the district website for current meal pricing. [princeton.k12.mn.us](http://princeton.k12.mn.us)

**Student Lunch Menus:**

Lunch is served at North Elementary each day. Menus are published in the Princeton Union-Eagle newspaper, the monthly North Elementary Newsletter and on the Princeton Public School website [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us)

**Student Cold Lunches:**

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

**Breakfast Program:**

A school breakfast gives children the opportunity to start the day energized and the chance to get a head start on learning for the day. School breakfast is offered every school day from 8:00-8:25. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

**Morning Snack Shop Program:**

Your child can purchase snacks needed for the day during classroom snack time. All they need to do is come to the lunch room during breakfast service. They will be allowed to go through a separate line dedicated to Snack Shop items. They should take those items back to their lockers or classrooms for later in the day. Students must have a positive lunch account balance to purchase items on their

lunch number. This program is **NOT** a part of the free/reduced meal plan. Choices offered daily may vary, but all snack items meet the whole grain, reduced sugar, healthy and peanut safe requirements!

**Expected Behavior:**

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

Children are expected to be in the lunchroom for at least 10 minutes before going out to play. All children will be expected to take a turn washing tables and supervising trash disposal.

**GENERAL INFORMATION/ PROCEDURES**

**AM Arrivals**

Children should not report to school before 8:05 a.m., as we have no adult supervision available, unless your child is enrolled in Tiger Club. Tiger Club runs a group at both the North Elementary (grades 3-6), and South Elementary (grades K-2), locations. Tiger Club hours are 6:00 a.m. to 6:00 p.m. Call Gayle Harshman at 389-6197, to inquire about rates and to enroll your child.

**Arrival & Departure at North by Car!**

Buses arrive between 8:00-8:15 a.m., and leave approximately 3:05 p.m., in the back (east side) of the building each day. We ask that when you bring your students to school, you use the **Front** of the school -- the west side, to drop your child off, or to pick them up. Please pull as far forward as you can when dropping off and picking up your child.

Safety and Security – please be aware that only the main doors in front of the school we be open after school has started for the day. All other doors will be locked.

We ask that parents stay in a single file line when entering the front drop-off (west side).

**Attendance**

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

According to MN Statute # 260A.02, sub.3, truant is defined as absence without lawful excuse from attendance in school when required to attend. This law requires schools to report truancy to county agencies when concerns are not addressed. If a student is under the age of 12, truancy is referred to as educational neglect and is defined as the failure by a person responsible for a child's care to take steps to ensure that a child is educated in accordance with state law.

Parents/guardians are responsible for children under 12 years of age to attend school.

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

Attendance becomes a concern when the child's academic progress is affected, or when a pattern of disregard for the importance of schooling begins to develop. The school day at North is from 8:27 am to 3:00 pm.

If your child will be absent we ask that you contact us at 389-6801 before school begins. If you are unable to call the school be sure to send a note with

your child when they return to school. Your child's absence will be considered unexcused until a verbal or written notification has been provided to the school. This notification needs to be given within two days of the absence.

**What absences are considered excused?**

- Illness, injury, medical conditions, death in the family
- Appointments, family trips or activities, (we ask that you keep these to a minimum)
- Other reasons on approval of administration
- Take Your Child to Work Day, but it is still counted as an absence

**What absences are considered unexcused?**

- Missed bus, oversleeping, bus suspension
- No phone call, verbal or written communication **within two days** explaining the absence
- Chronic untreated head lice 3 times or more in a one-month period will be reported to Social Service by the Health Office. If the problem continues days missed will be considered unexcused

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

The School Social Worker and the Administration monitor attendance concerns.

- 3 unexcused absences: The school social worker will notify the child's parents or legal guardian according to MN Statute 260A. A referral will be made to Family Ties.
- 7 unexcused absences: The Social Worker will file a report of educational neglect with the county of residence.
- 7 tardies per quarter: The Social Worker will contact the parents or guardians stressing the importance of timeliness. If the tardies do not improve, a letter will be sent home asking for help in getting the child to school on time.
- 15 excused or unexcused: Due to the excessive number absences, in one year any further absences will require a doctor's note presented within 2 days of the return to school.

*We want to work with you to help solve attendance concerns before they become problems. Please call us so we can begin working together as soon as possible. The Support Staff at North Elementary thanks you!*

**Bicycles**

Bike racks have been provided for the orderly storage of bikes while students are in school. All bicycles must be parked in those racks. We recommend that students secure bicycles with a lock, since ***the school is not responsible for their safety***. Only ride bikes before or after school.

**Emergency Forms**

Parents are reminded to update emergency/health forms each year via attachment to an early parent newsletter. The school needs emergency information

immediately even if your student attended North Elementary during the year just completed. We bring the information up to date for each current school year. This is also true for the annual health information. **Whenever you have a change of address or telephone number, call the school office at 389-6801 and tell the Secretary. If an emergency form is not on file we will make the decision to take your child for treatment if a parent cannot be reached.**

### **Field Trips**

All students must ride on the bus to the field trip destination. Students may return home with their parent only. All alternative transportation plans must be in place prior to any trip. Each classroom teacher will determine the details in regard to who will be chaperoning and the number of chaperones. In most cases chaperones are the parent or guardian of the child. Exceptions to this guideline are approved by the principal. Each field trip is a little different, but there are standards that apply for all chaperones. Every chaperone is a role model and a supervisor of the children assigned to them. We ask that all chaperones refrain from smoking and being under the influence of drugs or alcohol.

If you are acting as a chaperone, siblings or other children should not be brought along on field trips. The building principal will make final decisions on field trip issues/concerns/requests.

### **Criminal History Background Checks**

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

### **Permission Slips**

Throughout the year, students leave the building and community for enrichment activities or for special rewards. A permission slip, signed by a parent/guardian is required. Slips are not required when traveling within the school district. (For example; other buildings, local merchants, Sherburne National Wildlife Refuge).

**A master permission slip for the school year may be used by your child's teacher. You will still be made aware of upcoming field trips, but a child will not be denied going on a field trip if they have a signed permission slip for field trips for the school year.**

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

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

### **Classroom Lock Down Expectations**

Every lock down should be treated as if there was an actual threat. Students are expected to:

1. Go to the area in the classroom directed by the teacher
2. Sit quietly and stay calm
3. Keep hands, feet and belongings to yourself
4. Follow directions of staff without questioning

### **Lockers**

All students will be assigned an individual locker (as enrollment allows). Valuables should never be left in your locker. If you must bring money or valuables to school, carry them with you or check them in the office. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to administration. Law permits the inspection of student lockers since the lockers are school property. 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 for any reason may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant.

### **Lost and Found**

Each year mittens, sweaters, caps, boots and other kinds of clothing are turned into the Lost and Found and are never claimed. We'd urge that parents carry out a labeling system...whether indelible ink or tape sewed on, in order to limit items lost. Parents and/or children should check the lost and found area in the locker area whenever things have been lost or misplaced.

### **Lost, Damaged or Destroyed**

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

### **Party Treats**

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

### **Pledge of Allegiance**

The Pledge of Allegiance is recited daily at North Elementary. Students may choose not to participate.

### **Release of Child During School Hours**

When you wish to have your child dismissed early, it is necessary for the parent to come directly to the office and check the child out. The child will then be called to the office. This will keep classroom disruptions to a minimum! No child will be released other than through this procedure.

### **Selling in School**

Students need to get permission from the principal to sell any non-school sponsored items on the school grounds.

### **Snack Breaks**

Some grade levels at North allow a snack break sometime during the day. Please send only a nutritious snack--not candy, chips or sweets. *No red juice, peanut products or peanut butter* are allowed at North Elementary.

### **Student Planner**

Students will receive a professional planner at the start of the school year. Students are expected to have their planner with them.

The planners will be used to record classroom assignments and homework. The planner should be shared with parents each day. **Replacement cost for a lost or damaged planner is \$5.00.**

### **Visiting School**

Parents are always welcome to visit North Elementary. As a courtesy to the teacher, it would be helpful to know in advance by calling the office.

We would like all visitors, upon their arrival, to report to the office so that we may assist and call the teacher. You must sign in and wear identification. This is a safety issue for your child. Do not go directly to the classroom. The office will assist you.

### **School Visitation by Children**

Students are not permitted to bring other children with them to school as visitors unless the school principal grants special permission no less than one day in advance. Maximum visitation is one full day.

### **Emergency Closings**

In the event it is necessary to close school because of inclement weather, an announcement will be made over WCCO (830), WQPM (1300), KBK, KSTP radio or KARE 11 TV. Do not call our school for this information as it ties up the telephone lines. You may also look on the Princeton Public Schools web site at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us). The school district Instant Alert System will make parents and staff aware of any emergency closings as well.

### **Weather Procedures - Cold**

During the cold weather months, make a special effort to check your child before sending him/her off to school. Please make the right decision about what to wear, especially if they are responsible for getting themselves ready. Check to see that the clothing worn is appropriate; winter coat, hat/mittens, boots, etc. Just remember, you'll never be able to predict a bus emergency despite all the weather warnings.

Each day we evaluate up-to-date weather information, which helps us to decide on whether noon recess is to be outside or inside. We do make adjustments when a below zero temperature or below zero wind chill factor exists. However, a child with a valid written medical excuse will be allowed to stay in the building. Basically, we expect everyone to be outside for fifteen to twenty minutes for recess.

## Weather Procedures - Warm

As spring approaches and we have a warm day or two, students often wear warm weather clothes without any back-up clothes. For sudden shifts in temperature, *PLEASE BE SURE TO CHECK YOUR CHILD'S CHOICES.*

## HEALTH SERVICES

The District School Nurse and Health Services Assistant welcome any communication or questions related to student health. Parents/guardians who have a child 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/guardian 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 number current/up-to-date so parent/guardians or an emergency contact can be reached as needed.

District School Nurse (763) 389-6195 fax 763-389-9142

Email for district nurse: [dawn.sievert@isd477.org](mailto: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

Health Services Website contains information about immunizations, illness, medication, diseases, and downloadable forms.

[www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) - click on District Office, Department, Health Services.

## 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.

## 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 or 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 Forms

An emergency form will be mailed out to students with teacher placement announcements each summer. **The emergency form needs to be updated and a parent/guardian signature is required each year for emergency medical treatment.** Please return the form to the office ASAP. 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. You can also make corrections on Skyward Family Access. Your corrections will be submitted for approval. **If a current emergency form is not on file in the health office or we are unable to reach a parent 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 service 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 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 of.**

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 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 to inform them of the illness and to request that the student be picked up from school. 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:

- Fever of 100 degrees or more
- Vomiting
- Diarrhea
- Red eyes/eyelids with pus type drainage
- Rash that may spread or may be disease related
- Untreated lice

**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](http://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/guardians 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](http://www.princeton@isd477.org), click on District Office, Health Services, Parent Medical Forms.
- Provide parent/guardian and emergency contact phone numbers (each school year or with any changes).

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

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

### **Student Health Insurance**

***Student health and accident insurance is no longer provided. Parents are urged to check their personal policies to make sure their children are covered.***

### **NORTH'S VOLUNTEER PROGRAM**

The general purpose of North's Volunteer Program is to enrich and enhance our students' curriculum and to strengthen school/community relations.

We encourage and welcome all volunteers to our school. Whether you are a parent, guardian, grandparent, relative or a friend, your time spent at North, as a volunteer, is an important contribution to a child's educational experience.

Volunteer Handbooks, to further explain the volunteer program, are available at North. If you would like to be a part of North's Volunteer Team, and/or receive a Volunteer Handbook, please contact North's Volunteer Coordinator;

***Danielle Opay, 389-7260.***

The staff and students at North invite you to become active and involved with our volunteer program. We look forward to meeting each and every one of you!

## **SPECIAL PROGRAMS**

### **Other**

Students have the opportunity to be involved in the yearly student talent show. Students are involved in field trips throughout the year. The National Sherburne Wildlife Refuge, Children's Theater, Fort Snelling and other locations are visited each year.

### **Release Time**

North Elementary School is obligated to dismiss students interested in religious release time on Thursdays at 1:30 p.m. about twice a month. Students will be returned to North by 2:50 p.m. Students must be registered to attend by October 12, 2012. Students take a bus to a local church for activities. This activity is not a school-sponsored activity. Students are responsible to make up any missed work.

### **Safety Patrol**

Fifth graders are encouraged to join the patrol.

### **Student Council**

Students at North Elementary have an opportunity to assist in meeting the needs of all students. Our student council members gain some experience in student government and assist in school-wide events. It allows students to have a voice in the total operation of the school. It also allows students to funnel concerns to the student council itself.

Students are selected by their teacher and classmates to be a representative on the council, which meets once or twice each month. The council spearheads service projects and student body activities.

## **SPECIAL SERVICES**

### **Speech and Language Services**

Educational speech-language pathologists work with children who meet Minnesota criteria for speech and language intervention services in the areas of correct sound and voice production, stuttering, oral language skills, and listening comprehension. Services are also provided to support literacy skills

### **Guidance and Counseling**

A social worker is available for student situations that require attention. The social worker addresses individual student needs, crisis situations, student groups and classrooms.

### **School Psychologist**

The services of a school psychologist are available for testing and consultation only after recommendations have been made from our Problem Solving Team. Services are then arranged through the Rum River Special Education Cooperative.

### **Title I**

Supplemental help is provided for children who need help in math or reading and qualify under Title I guidelines.

**Emotional and Behavioral Disorders (E/BD)**

Licensed E/BD teachers and paraprofessionals provide services for students with emotional and behavioral disabilities. The E/BD resource team provides the following services: social skills groups, academic support, and behavior modification plans. The program incorporates the Boys Town model and Jim Fay’s Love and Logic model.

**Learning Disabilities (LD)**

Licensed LD teachers and paraprofessionals will provide services for students with learning disabilities.

**Developmental and Cognitive Delays (DCD)**

A licensed DCD teacher and paraprofessionals provide services for students with developmental cognitive delays.

**Low Incidence Impairments**

Services for students with other disabilities are provided by licensed special education staff through consultation with specialists from the Rum River Special Education Cooperative. Some examples are: students with visual or hearing impairments, students with physical disabilities, and students with Pervasive Developmental Delays (PDD).

## APPENDIX

### DISTRICT-WIDE POLICIES AND PROCEDURES

Princeton Public School policies may be viewed on the web site [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us).

#### Directory Information

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

#### Harassment and Violence

##### **School district policy 413 states:**

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

The complete policy is accessible at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) or by contacting the district office.

### **Prohibition of Weapons**

#### **School district policy 501 states:**

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

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

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

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

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

The complete policy is accessible at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) or by contacting the district office.

The complete update policy is accessible at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) or by contacting the district office.

### **Student Transportation Safety**

#### **School district policy 709 states:**

The complete updated policy is accessible at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) or by contacting the district office.

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

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

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

### **A. School Bus and Bus Stop Rules**

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior. The bus

company manager will forward the misconduct report to the appropriate Building Principal or Principal's designee.

### **B. Rules at the Bus Stop**

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
7. After getting off the bus, move away from the bus.
  8. No fighting, harassment, intimidation or horseplay.
  9. No use or possession of alcohol, tobacco, drugs, or paraphernalia.

### **Rules on the Bus**

The following rules will be posted on each school bus:

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

When students need to bring a pet to/from school, or need sleds, skis, etc., for a school activity, parents should make arrangements to get them to/from school.

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

\*Students who misbehave severely may be returned to the school immediately and report to the Building Principal, law enforcement, and bus company manager.

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

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

#### **1. Elementary (K - 6)**

**1st offense** -- written warning

**2nd offense** -- 3 school day suspension from riding the bus

**3rd offense** -- 5 school day suspension from riding the bus

**4th offense** -- 10 school day suspension from riding the bus/meeting with parent

**Further offenses** - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

**Student Use and Distribution  
of Controlled Substances**

**School district policy 417 states:**

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

**Chemical Use and Abuse**

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

**Definitions**

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.
- B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. "School Location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-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.

The complete updated policy is accessible at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) or by contacting the district office.

**Technology Use**  
**School district policy 524 states:**

**I. PURPOSE**

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

**USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws. Use of the Internet is recognized as a useful educational tool in support of education and research when consistent with the educational goals of the Princeton School District. Access to the Internet, under supervision of staff, is a **privilege**, not a right.

**INTERNET GUIDELINES**

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

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

See updated and complete policy at [Princeton.k12.mn.us](http://Princeton.k12.mn.us).

**Internet Use Agreement:**

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

## High School Handbook Changes

(In GoogleDoc changes are highlighted; blue indicates changes or additions, purple indicates that a section was moved)

### Page #

**2** Moved Directory Information brief here; also changed opt-out form for Directory Information to reflect current policy (at end of student handbook)

**9 & 10** Changed references to compulsory attendance from sixteen years of age to seventeen, per change in MN statute 120.22A

**10** Attendance Incentive: added a definition of “narrowly missing incentive”

**12** Academic Dishonesty: “or activity” removed; changed from “appeal to Building Leadership Team” to “appeal to building principal”

**18** Lunch Information and Expectations: replaced prescribed prices with a direction to see the website for current prices; also added a reminder for students to consume ice cream and hot drinks in the cafeteria

**19** Dances: added to the section on the Prom to clarify that this event is for juniors and seniors who attend PHS (and our ALC) and their guests

**22** Student Conduct and Expectations: replaced generic “are not acceptable” with “are distracting, destructive, inappropriate, or in conflict with our mission as an educational institution”

**23** Electronic Devices: added recordings “that are posted to a public and/or social media site”; also added “The only exception to this rule is that teachers may direct students in utilizing their electronic devices for legitimate classroom purposes”

**23** Personal Appearance: removed “bandanas” from prohibited wear during the school day; added “gang activity” to banned list of clothing promotions

**25** Bus Rules: removed rules mandated by previous bus company, and added brief section about following the rules delineated by the transportation company including typical consequences

### POLICY briefs

**26** Harassment and Violence (413): changes reflect new language in recently updated policy, and definitions were abbreviated

**27** Bullying Prohibition (514): the definition of bullying was reworked to reflect the changes made by Minnesota’s Safe and Supportive Schools Act, 2014

**27** Chemical Use and Abuse (417): changes more closely reflect the language used in the policy and include new language instilled when policy was reviewed in June, 2013

**29** Tobacco-Free Environment (419): added “including electronic cigarettes”



July 9, 2014

Re: South Elementary Parent – Student Handbook Changes

Dear Dr. Espe and School Board Members,

Below are the recommended changes for the 2014-2015 parent/student handbook. These changes are based on a variety of reasons: updating staff and building information, aligning South Elementary goals, and recommendations from those in Food Service and Health Services Departments.

Pg. 2 - Updated building goals #1 – To meet or exceed academic goals for each grade level as measured by FAST and /or NWEA. Goals will be established at the data retreat in August 2014.

Pgs. 3, 4 & 5 - Updated staff listing due to resignations and re-assignments.

Pg. 6 – Updated school calendar to new school year.

Pg. 7 – Updated floor plan to reflect resignations.

Pgs. 10, 11, 12 & 13 – Take out 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:  
[dawn.sievert@isd477.org](mailto:dawn.sievert@isd477.org)  
Health Services Assistants:

District Office phone 763-389-6195  
High School phone 763-389-6019  
Middle School phone 763-389-6723  
North Elementary phone 763-389-6803  
South Elementary phone 763-389-6904

Fax 763-389-9142 Email  
Fax 763-389-5816  
Fax 763-389-6723  
Fax 763-389-6850  
Fax 763-389-6920

### Health Concerns on the 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](http://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:

- Fever of 100 degrees or more.
- Vomiting.
- Diarrhea.
- Red eyes/eyelids with pus type drainage.
- Rash that may spread or may be disease related.
- Live head lice or 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](http://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.

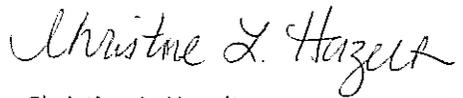
### **Checklist for Parent/Guardian who have a child with a health concern**

- 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](http://www.princeton@isd477.org), click on District Office, Department, Health Services, and Parent Medical Forms.
- Provide parent/guardian and emergency contact phone numbers (each school year or with any changes)

Pg. 13 – Updated meal pricing for new school year.

Thank you for taking the time to review these recommendations. Please feel free to contact me at 763-389-6903 or at [chris.hazelton@isd477.org](mailto:chris.hazelton@isd477.org), if you have any questions or concerns.

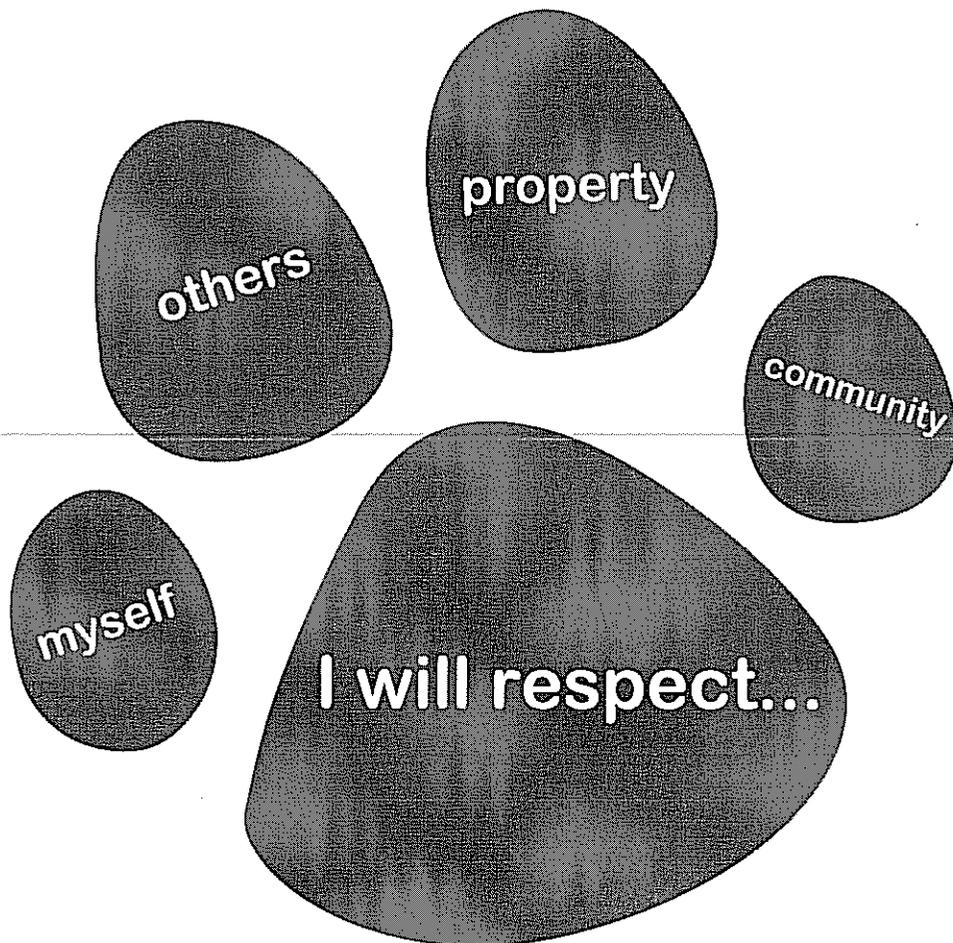
Sincerely,

A handwritten signature in cursive script that reads "Christine L. Hazelton".

Christine L. Hazelton  
Building Secretary  
South Elementary

# **SOUTH ELEMENTARY SCHOOL**

**Parent - Student Handbook  
2014 - 2015 School Year**



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

Dear Parents/Guardians:

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

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

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

---

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

Sincerely,

Greg Finck  
Principal

# TABLE OF CONTENTS

|   |       |
|---|-------|
| <b>District Information</b>   |       |
| School Board and Administration .....   | 1     |
| School Building Addresses and Telephone Numbers .....                           | 1     |
| <b>South Elementary Information</b>   |       |
| South Elementary Goals .....  | 2     |
| South Elementary Staff .....  | 3-4   |
| South Elementary Telephone Numbers .....  | 5     |
| South Elementary Calendar .....   | 6     |
| Floor Plan .....  | 7     |
| <b>The School Day</b>   |       |
| Reporting Absences/Homework .....   | 8     |
| Emergency Closings – Cold Weather .....   | 8     |
| <b>Attendance Procedure</b>   |       |
| Truancy – Absences – Tardiness .....  | 9     |
| <b>Health Services</b>  |       |
| Health Concerns on Bus – Emergency Form .....                                   | 10    |
| Medications – Illness .....   | 11    |
| Before Returning to School – Injuries – Allergies .....                         | 12    |
| Checklist for child with a health concern .....                                 | 13    |
| <b>Lunch Account Information and Policy</b>                                     |       |
| Lunch Payments .....  | 13    |
| Policy – Balances – Snack Milk – Prices – Menus – Breakfast Program .....       | 14    |
| Morning Snack Program – Expected Behavior .....                                 | 14    |
| <b>Communications</b>   |       |
| Who to call - Parent Teacher Conferences .....                                  | 15    |
| Volunteer Program – Visiting School .....                                       | 15    |
| <b>General Information</b>  |       |
| Morning Arrivals - Transporting your Child to School .....                      | 15    |
| Student Pick up & Bus Change .....  | 15    |
| Release of Child during School Hours .....                                      | 16    |
| School Visitation by Children .....   | 16    |
| Change of Address – Transfer .....  | 16    |
| Snack Break - Party Treats .....  | 16    |
| Lost or Damaged Supplies or Equipment .....                                     | 16    |
| Fire, Emergency & Weather Drills .....  | 16    |
| Transportation - School Closings .....  | 16    |
| Staying In From Recess/Excuse from Physical Education .....                     | 16    |
| Bicycles - Lost & Found - Pledge of Allegiance .....                            | 17    |
| District Policies – Photos in School/District Publications .....                | 17    |
| <b>Specialized Staff</b>  |       |
| Speech – School Social Worker .....   | 17    |
| School Psychologist - Resource Team .....                                       | 17    |
| <b>Behavior and Discipline</b>  |       |
| Behavior & Tiger Pride .....  | 18    |
| Students should not bring to school .....                                       | 18    |
| Consequences – Reasonable Force .....   | 19    |
| Apparel .....   | 19    |
| Bully Prevention Program – Stop, Walk, Talk .....                               | 20    |
| Tiger Pride Matrix .....  | 21    |
| <b>District Policies</b>  |       |
| Directory Info – Criminal History Background Checks - Prohibition of Weapons .. | 22    |
| Harassment & Violence .....   | 23    |
| Student Transportation Safety .....   | 23-25 |
| Suspension, Exclusion, Expulsion .....  | 25-26 |
| Student Use and Distribution of Controlled Substances .....                     | 26-27 |
| Technology Use .....  | 27-28 |

## SCHOOL BOARD MEMBERS

Craig Johnson .....763-634-2550  
Jeremy Miller .....612-940-6838  
Eric Minks.....763-238-1571  
Chuck Nagle.....651-483-3982  
Deb Ulm .....763-234-7645  
Howard Vaillancourt .....763-389-3627  
Chad Young .....763-856-5314

## ADMINISTRATION

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

## Princeton Public Schools Building Addresses and Telephone Numbers

### **District Office**

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

### **South Elementary**

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

### **North Elementary**

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

### **Middle School**

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

### **High School**

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

## South Elementary Goals 2014 – 2015

1. To meet or exceed academic goals for each grade level as measured by FAST and/or NWEA. Goals will be established at the data retreat in August 2014.
2. To continue to provide high quality staff development, through professional learning communities.
3. To expand this year's Positive Behavioral Intervention and Support (PBIS) initiative (henceforth called Tiger Pride) by providing on-going training for the staff, continuing with the passport system for the students, communicating more thoroughly with the parents and community, and by providing high quality activities throughout the school year for staff and students
4. To monitor students discipline using the School Wide Information System (SWIS) and to have a five percent reduction in disciplinary incidents from the previous year.
5. To continue to have a strong and vital site-based, decision-making team at South by modeling our core values of cooperation, open communication, respect, and encouragement.
6. To effectively evaluate classroom instruction utilizing the iObservation software.
7. To have each teacher post benchmarks in reading and math every day. These benchmarks are to be written in child friendly language.
8. To have each PLC use student data on a continual basis to monitor growth and adjust strategies/methodologies as needed.

# ***South Elementary Staff***

***PRINCIPAL - Greg Finck***

## ***Teaching Staff***

### **KINDERGARTEN**

Cindy Angstman  
Jeff Beckers  
Cindy Brovold  
Megan Johnson  
Sarah Julson  
Alex Kettelhodt  
Tracie Linden  
Annie Porttiin  
Janna Ruzek

### **FIRST GRADE**

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

### **SECOND GRADE**

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

### **RESOURCE TEAM**

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

### **SPECIALISTS**

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

### **EARLY CHILDHOOD**

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

# ***South Elementary Support Staff***

## **OFFICE**

Corrine Aluni - Health Assistant  
Lisa Bekius - Volunteer Coordinator  
Chris Hazelton - Secretary  
Carrie Tarvestad - Secretary

## **MEDIA CENTER**

Dawn Fliehr

## **RESOURCE TEAM**

### **ASSISTANTS at South**

Colleen Bergmann  
Karen Cichy  
Marianne Hamers  
Cathy Johnson  
Missy Kafka  
Juli Keykal  
Jessica Kloster  
Karee Meyer  
Mitchell Nelson  
Tammy Oakes  
Shirley Tonn  
JennieRuth Warren  
Robin Wirebaugh  
Teresa Wredberg

## **TITLE 1**

Kris Berggren  
Jill Bolduc  
Tammi Braun  
Robyn Brown  
Jean Culver  
Laura Daniels  
Mary David  
Kris Lindner  
Lori Loberg  
Karen Paulson  
Kathy Robideau

## **RESOURCE TEAM**

### **ASSISTANTS at Early Childhood**

Tammy Alickson  
Vicki Johaneson  
Janelle Tou

## **MAINTENANCE**

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

## **FOOD SERVICE**

Janet Brykovsky  
Connie Giesel - Head Cook  
Terri Hermanson  
Jodi Johnson  
Denise Maltz  
Karen Paetznick-Huhtala  
Wendy Provo

## **CAFETERIA**

Amy Stafki

## **PLAYGROUND**

Lora Card  
Weston Haugan

## **FOSTER GRANDPARENTS**

Dorothy Schwerzler

## **READING CORP**

Guy Havelka - full time  
Debbie Marko - part time  
Shanna Skoriuchow - full time

# South Elementary 2014- 2015 Telephone List

| Name                | Phone No. | Assignment    |
|---------------------|-----------|---------------|
| Aluni, Corrine      | 389-6904  | Health Asst   |
| Anderson, Amy       | 389-6954  | 1st Grade     |
| Anderson, Tonia     | 389-6930  | 2nd Grade     |
| Angstman, Cindy     | 389-6906  | Kindergarten  |
| TBD                 | 389-6931  | Kindergarten  |
| Bahe, Mary          | 389-6932  | 1st Grade     |
| Bartholomaus, Susan | 389-6946  | Art           |
| Beckers, Jeff       | 389-6937  | Kindergarten  |
| Beckers, Jennifer   | 389-6949  | 1st Grade     |
| TBD                 | 389-6910  | Kindergarten  |
| Brand, Heather      | 389-6951  | Resource Team |
| Brannick, Tim       | 389-6941  | EBD           |
| Brovold, Cindy      | 389-6907  | Kindergarten  |
| Busch, Amy          | 389-6940  | Title 1       |
| Computer Lab        | 389-6959  | Media Center  |
| Conference Room     | 389-6961  |               |
| Cook, Nicole        | 389-6936  | 2nd Grade     |
| Cooks               | 389-6945  | Food Service  |
| Custodians          | 389-6943  |               |
| Deziel, Jennifer    | 389-6908  | 2nd Grade     |
| Fax Number          | 389-6920  | Fax           |
| Finck, Greg         | 389-6902  | Principal     |
| Gadacz, Brianna     | 389-6919  | 2nd Grade     |
| Hagen, Michelle     | 389-6947  | 2nd Grade     |
| Hallbeck, Michelle  | 389-6956  | Kindergarten  |
| Hazelton, Chris     | 389-6903  | Secretary     |
| Hoffer, Alice       | 389-6944  | 1st Grade     |
| Huberty, Sandi      | 389-6938  | Media Center  |
| Huss, Andrea        | 389-6927  | 1st Grade     |
| Johnson, Megan      | 389-6948  | Kindergarten  |
| Jorgenson, Ann      | 389-6913  | 1st Grade     |
| Julson, Sarah       | 389-6955  | Kindergarten  |
| Kettelhodt, Alex    | 389-6925  | Kindergarten  |
| Kiloran, Cathy Jo   | 389-6952  | 2nd Grade     |
| Lindell, Michelle   | 389-6928  | 2nd Grade     |
| Linden, Tracie      | 389-6911  | 1st Grade     |
| Long, Sam           | 389-6918  | 2nd Grade     |
| Lounge              | 389-6960  |               |
| Miller, Stacy       | 389-6909  | 1st Grade     |
| Moore, Julie        | 389-6923  | Music         |
| Neubauer, Kim       | 389-6942  | Phy Ed        |
| Ostroot, Tom        | 389-6912  | Science       |
| Pemberton, Amanda   | 389-6933  | 2nd Grade     |
| Porttiin, Annie     | 389-6905  | Kindergarten  |
| Project Room - 106  | 389-6916  |               |
| Project Room - P6   | 389-6914  |               |
| Rademacher, Joan    | 389-6935  | Speech        |
| Ruzek, Janna        | 389-6922  | Kindergarten  |
| Scheffel, Shelley   | 389-6926  | 2nd Grade     |

| Name              | Phone No. | Assignment    |
|-------------------|-----------|---------------|
| TBD               | 389-6921  | 1st Grade     |
| Swedzinski, Lisa  | 389-6924  | 1st Grade     |
| Swenson, Peggy    | 389-6934  | Social Worker |
| Tarvestad, Carrie | 389-6901  | Secretary     |
| Tiger Club        | 389-7200  |               |
| Tigue, Michele    | 389-6915  | Resource Team |
| Title One - ports | 389-6939  |               |
| Ward, Mary        | 389-6953  | Speech        |
| Wogen, Eric       | 389-6917  | 2nd Grade     |
| Workroom-bldg     | 389-6960  |               |
| Zachman, Melinda  | 389-6940  | Resource Team |

## Palmer Bus 763-631-5315

| Calling Your Child's Teacher  |   |
|---|---|
| You may call your child's teacher before or after school or during their prep/specialist time:<br>Teacher prep times are: |   |
| 8:15 - 9:00:  | Bahe, Jorgenson, A. Anderson, Hoffer, Huss                          |
| 9:00 - 9:45:  | Hallbeck, Miller, Swedzinski, TBD, Jn. Beckers                      |
| 9:55 - 10:40:   | Angstman, Porttiin, Brovold, TBD                                    |
| 10:40 - 11:25:  | Linden, Julson, Jf. Beckers, Ruzek                                  |
| 11:25 - 12:10:  | Kettelhodt, Johnson, TBD  |
| 12:15 - 1:00:   | Lindell, Long, Kiloran, Cook  |
| 1:00 - 1:45:  | Gadacz, Pemberton, Wogen, T. Anderson                               |
| 1:45 - 2:30:  | Hagen, Deziel, Scheffel   |
| Lunch Schedules   |   |
| 10:50   | Jn. Beckers, Hallbeck, Miller, TBD, Swedzinski, T. Anderson, Gadacz |
| 11:20   | A. Anderson, Bahe, Hoffer, Huss, Jorgenson, Pemberton, Wogen        |
| 11:50   | Cook, Deziel, Hagen, Kiloran, Lindell, Long, Scheffel               |
| 12:15   | TBD, Brovold, Julson, Linden  |
| 12:25   | Jf. Beckers, Johnson, Kettelhodt, Ruzek                             |
| 12:35   | Angstman, TBD, Porttiin   |

**PRINCETON PUBLIC SCHOOLS  
2014-2015 SCHOOL CALENDAR**

**South Elementary**

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

**August**

27 4-6 pm, Open House

**September**

2 First Day of School  
23 Staff Development – Late Start  
25 Family Fun Night

**October**

16 – 17 MEA - Professional Conference  
31 Staff Development – No Students

**November**

13 Staff Development – Late Start  
20 & 25 Evening Conferences  
26 No Staff or Students – South  
27 & 28 Thanksgiving Holiday

**December**

22 – 31 Winter Holiday

**January**

1 & 2 Winter Holiday  
19 Staff Development - No Students  
30 Staff Development – Late Start

**February**

16 Presidents' Day  
26 Evening Conference

**March**

3 Evening Conference  
5 Staff Development – No Students  
6 No Staff or Students – South  
30 & 31 Spring Holiday

**April**

1 – 3 Spring Holiday  
30 Staff Development – Late Start

**May**

7 & 8 No Kindergarten Classes  
7 & 8 Orientation for Fall Kind 2015-16  
25 Memorial Day

**June**

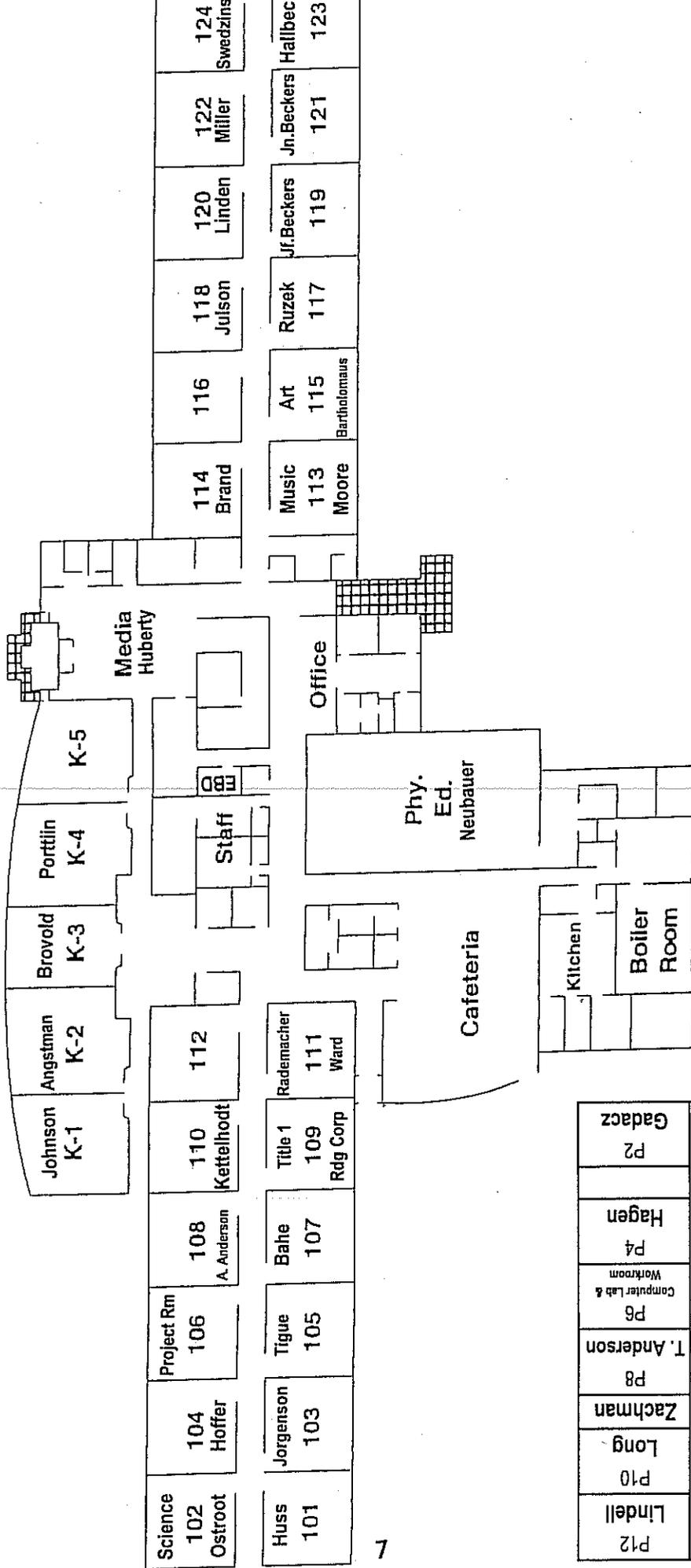
4 Last Day of School  
5 Staff Planning

|  |  |   |   |
|--|--|---|---|
|  | First Day of School  |  | School Not in Session – No School for Students, Teachers, Staff |
|  | New Teacher Workshop                                       |  | Last Student Day  |
|  | Staff Planning/Staff Development = Late Start for Students |  | Graduation-Friday, June 5, 2015                                 |
|  | End of Trimester   |  | Staff Planning/Staff Development = No School for Students       |
| *  | Snow Make-up Days = March 30 & 31, 2015 – if needed        | *K  | No Kindergarten Classes   |

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

# South Elementary School

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



|     |         |     |         |    |             |    |                         |    |           |    |          |
|-----|---------|-----|---------|----|-------------|----|-------------------------|----|-----------|----|----------|
| P12 | Lindell | P10 | Long    | P8 | T. Anderson | P6 | Computer Lab & Workroom | P4 | Hagen     | P2 | Gadacz   |
| P11 | Cook    | P9  | Kiloran | P7 | Wogen       | P5 | Deziel                  | P3 | Pemberton | P1 | Scheffel |

## **THE SCHOOL DAY**

**8:05 a.m. – 2:40 p.m.**

### **Reporting Absences/Homework**

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

### **Emergency Closings**

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

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

#### **Radio:**

WCCO 830 AM

WQPM 1300 AM / KLCI 106.1 FM

KBEK 95.5 FM

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

WWJO 98.1 FM / WJON 1240 AM

#### **Television Channels:**

4 – WCCO

5 – KSTP-5

9 – KMSP/FOX

11 – KARE

45 – KSTC

#### **Web sites:**

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

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

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

### **Cold Weather Procedures**

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

## ATTENDANCE PROCEDURE

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

### **Truancy**

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

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

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

Attendance becomes a concern when the child's academic progress is affected, or when a pattern of disregard for the school day starting and ending times begins to develop. The school day at South is from 8:05 a.m. to 2:40 p.m.

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

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

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

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

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

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

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

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

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

## HEALTH SERVICES

The District School Nurse and Health 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](mailto: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

South Elementary phone 763-389-6904

Fax 763-389-6920

### Health Concerns on the 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](http://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:

- Fever of 100 degrees or more.
- Vomiting.
- Diarrhea.
- Red eyes/eyelids with pus type drainage.
- Rash that may spread or may be disease related.
- Live head lice or 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](mailto: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](http://www.princeton@isd477.org), click on District Office, Department, Health Services, and Parent Medical Forms.
- Provide parent/guardian and emergency contact phone numbers (each school year or with any changes)

## **LUNCH ACCOUNT INFORMATION AND POLICY**

### **Lunch Account Payments**

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

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

### **Lunch Account Policy**

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

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

### **Lunch Account Balances**

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

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

### **Free or Reduced Lunches**

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

### **Snack Time Milk**

Milk is offered as an option at snack break. The cost is \$.40 each. This is recorded in the classroom and deducted from the student's lunch account once a week. The free or reduced lunch program does not apply to milk taken at snack time.

**Prices** (subject to change – reference the district website for current pricing)

|                             |        |                   |        |
|-----------------------------|--------|-------------------|--------|
| Lunch                       | \$2.00 | Reduced Lunch     | \$.00  |
| Breakfast                   | \$1.30 | Reduced Breakfast | \$.00  |
| Extra Lunch Milk – Everyone | \$.40  | Adult Breakfast   | \$2.05 |
| Snack Milk – Everyone       | \$.40  | Adult Lunch       | \$3.60 |

### **Student Lunch Menus**

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

### **Student Cold Lunches**

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

### **Breakfast Program**

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

### **Morning Snack Shop Program**

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

### **Expected Behavior**

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

## **COMMUNICATION**

### **Who To Call**

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

### **Parent Teacher Conferences**

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

### **Volunteer Program**

It is the intent of our district to utilize volunteers to enhance our educational program. If you are interested in volunteering at South Elementary, you may contact Lisa Bekius at 763-389-6929.

### **Visiting School**

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

## **GENERAL INFORMATION**

### **Morning Arrivals**

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

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

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

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

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

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

- Room 113, for the north hallway first grade classrooms (116, 121, 122, 123 & 124)
- Room 115, for the north hallway kindergarten classrooms (117, 118, 119 & 120)
- Room 106, for the south hallway first grade classrooms (101-108)
- Room P-6 for students who are in the portables
- Media Center for K-1 through K-5 and rooms 110 & 112 kindergarten classrooms

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

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

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

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

### **School Visitation by Children**

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

### **Change of Address**

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

### **Transfer**

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

### **Snack Break**

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

### **Party Treats**

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

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

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

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

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

### **Transportation**

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

### **School Closings**

When school is closed for bad weather or other emergencies, the announcement will be sent using Skyward instant alert. The closing will also be announced on TV, radio & websites. See page 8 for a complete listing.

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

The recess period at lunch is considered part of each child's daily physical education program. Therefore, children are expected to be going outside for a short period of time each day. If you feel your child is too sick to go outside or Physical Education Class (PE), we will allow your child to stay in from recess/PE for one day if he/she has a written note from you. We will allow additional day(s) with a physician's note. Physician should include the diagnosis and outline any activity restrictions (such as no running, no weight bearing on right foot, etc.) Also, the physician should note the specific amount of time off of recess/PE and/or when the child can participate as able or return to normal activity.

### **Bicycles**

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

### **Lost and Found**

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

### **The Pledge of Allegiance**

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

### **District Policies**

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

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

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

## **SPECIALIZED STAFF**

### **Speech**

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

### **School Social Worker**

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

### **School Psychologist**

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

## **Resource Team**

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

## **Behavior and Discipline Guidelines**

### **Tiger Pride**

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

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

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

**I will respect myself.**

**I will respect others.**

**I will respect property.**

**I will respect community.**

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

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

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

## **Consequences**

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

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

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

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

## **Reasonable Force**

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

## **Apparel**

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

## **Clothing should be**

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

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

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

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

### South Elementary Bully Prevention Program

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

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

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

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

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

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

## DISTRICT WIDE POLICIES AND PROCEDURES

Princeton Public School policies may be viewed on the district's website:

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

### Directory Information

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

## CRIMINAL HISTORY BACKGROUND CHECKS

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

## PROHIBITION OF WEAPONS

### School District Policy #501

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

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

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

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

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

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

## HARASSMENT AND VIOLENCE

### School district policy #413

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

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

## STUDENT TRANSPORTATION SAFETY

### School district policy #709

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

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

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

#### A. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior. The bus company manager will forward the misconduct report to the appropriate Building Principal or Principal's designee.

#### B. Rules at the Bus Stop

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
7. After getting off the bus, move away from the bus.
8. No fighting, harassment, intimidation or horseplay.
9. No use or possession of alcohol, tobacco, drugs, or paraphernalia.

C. **Rules on the Bus**

The following rules will be posted on each school bus:

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

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

D. **Consequences**

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

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

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

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

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

4<sup>th</sup> offense – 10 day suspension from riding the bus/meeting with parent.

**Further offenses** - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

2. **Other Discipline**

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

3. **Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Record also may be maintained in the transportation office.

4. **Vandalism/Bus Damage**

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

5. **Notice**

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

6. **Criminal Conduct**

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

III. **PARENT AND GUARDIAN INVOLVEMENT**

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

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

B. **Parent and Guardian Notification**

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

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

**SUSPENSION, EXCLUSION, EXPULSION**

A. **SUSPENSION**

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

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

## **B. EXPULSION**

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

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

### Length of Expulsion:

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

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

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

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

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

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

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

## CHEMICAL USE AND ABUSE

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

### Definitions

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

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

C. "School Location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

### Consequences

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

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

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

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

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

## TECHNOLOGY USE

### School district policy # 524

#### **I. PURPOSE**

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

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

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

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

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

#### **INTERNET GUIDELINES**

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

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

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





**Community and Veterans Services**

**Beth Crook, Director**

525 2<sup>nd</sup> Street SE

Milaca, MN 56353

Phone: 320-983-8208, Toll Free: 888-270-8208, Fax: 320-983-8306

June 23, 2014

TO: Julia Espe, Superintendent  
Princeton Public Schools  
706 – 1<sup>st</sup> Street  
Princeton, MN 55371

FROM: Sue Koosman

RE: 2014 – 2015 Contract for Interagency Family Facilitator Services

Enclosed please find two copies of your 2014 – 2015 Mille Lacs County Family Services Collaborative Contract. Please obtain the needed signatures for both copies of the contract and return one copy to Mille Lacs County Community and Veteran Services to my attention.

Please call me at 320-983-8208 with any questions.

Thank you.



MILLE LACS COUNTY FAMILY SERVICES COLLABORATIVE  
CONTRACT FOR INTERAGENCY FAMILY FACILITATOR SERVICES

ATTACHMENT A  
Budget  
July 1, 2014 thru June 30, 2015

|                                   |              |
|-----------------------------------|--------------|
| Salary .....                      | \$166,889.00 |
| Benefits .....                    | \$ 52,937.00 |
| Training .....                    | \$ 1000.00   |
| Travel .....                      | \$ 4,000.00  |
| Phone .....                       | \$ 750.00    |
| Office supplies .....             | \$ 1,000.00  |
| Resources/children supplies ..... | \$ 250.00    |
| <hr/>                             |              |
| Total .....                       | \$226,826.00 |

Princeton School District Annual Portion (33%) .....\$74,852.58

**Princeton School Quarterly payment. .... \$18,713.15**



**MILLE LACS COUNTY FAMILY SERVICES COLLABORATIVE  
CONTRACT FOR INTERAGENCY FAMILY FACILITATOR SERVICES**

This contract entered into this first day of July, 2014 by and between Princeton Public Schools (hereinafter referred to as the School) and Mille Lacs County Community and Veterans Services (hereinafter referred to as the County) witnesses that:

**WHEREAS**, the school in cooperation with the County agrees to participate in providing family facilitator services, (herein referred to as “Family TIES”), and

**WHEREAS**, it has been determined that it is necessary to retain the services of the County to provide intervention services per Minnesota Statutes 124D.23 and 120A.20 to persons who are between 0 & 21 years of age who are residents of Mille Lacs County and/or residents of Princeton Public School District and who have multiple problems or are at risk of developing multiple problems that could result in out-of-home placement; that these persons need, or are at risk of needing, coordinated multi-agency services; and that families of such persons also require service.

**WHEREAS**, the parties have reached mutual agreement upon the terms of this contract and are now desirous of reducing their mutual understanding to writing.

**NOW, THEREFORE**, in consideration of the mutual promises contained therein the parties agree as follows:

1. For purposes of the contract a “Family” to be served is defined, minimally, as the person’s primary adult caretaker(s) and other persons with whom the person is residing which may include biological, step or adoptive siblings or other minors with whom the person is residing.
2. The County shall provide duly qualified personnel to perform the above stated services.
3. The County shall carry insurance in compliance with MSA 466.04 on staff involved in the program through the duration of this contract.
4. The County shall supervise the Family TIES personnel and both the County and the School shall provide appropriate in service training to the Family TIES staff providing services to this program.
5. The budget for the program is as set forth in attachment A - Family TIES annual budget.
6. The Princeton School will pay 33% of the Family TIES program as budgeted herein. The payments will be made on a quarterly basis starting July 1, 2014.
7. Billings will be made to the School at the beginning of the quarter. Payments will be made within 30 days of the start of the quarter.



**MILLE LACS COUNTY FAMILY SERVICES COLLABORATIVE  
CONTRACT FOR INTERAGENCY FAMILY FACILITATOR SERVICES**

8. The service-delivery model shall be based on an interagency, interdisciplinary model that focuses on person and family strengths and the resources of the person's community. The Family TIES program shall strive to utilize services that are cost effective, needs-driven, and culturally competent and that include individualized informal support and formal services. The services provided under this contract shall neither replace nor duplicate existing services, but shall enhance the existing service delivery system in an effort to provide a comprehensive continuum of services to the target population. The County will provide one onsite family facilitator to the Princeton Public School system.
9. The School will ensure that the Family TIES workers have adequate, secure, year round office space at the Princeton School site. The office space will have a telephone, and capabilities for a personal computer and its connection to the Mille Lacs County Community and Veterans Services Computer system. The office space will be available to the Family TIES staff at all times and will be adequately secured to ensure the privacy of client files, personnel, and the county computer system.
10. Per MN Statute 124D.23, Subd. 5. (a) The school district, county, and public health entity members of a family services collaborative may inform each other as to whether an individual or family is being served by the member, without the consent of the subject of the data. For the purpose of providing services under this contract, the Family TIES staff will be considered agents of the school and will have access to all pertinent data held by the school.
11. Data generated and maintained by the Family TIES program will be owned by Mille Lacs County Community and Veterans Services. This data will be maintained and/or released in accordance to the Government Data Practices Act, MN Statutes Chapter 13.
12. In accordance with Minnesota Statute 16C.05 subd. 5 each party agrees to make its books and records pertaining to its performance under this agreement available to each other party, and to keep such documentation for three years following termination of this agreement.
13. The provisions of this Contract are severable. If any section, paragraph, subdivision, sentence, clause or phrase of the Contract is held to be contrary to law, rule, or regulation having the force and effect of law, such decision shall not affect the remaining portions of this Contract.
14. Any alterations, variations, modifications, or waivers of provisions of this contract shall be valid only when they have been reduced to writing, duly signed and attached to the original of this Contract.



**MILLE LACS COUNTY FAMILY SERVICES COLLABORATIVE  
CONTRACT FOR INTERAGENCY FAMILY FACILITATOR SERVICES**

15. The County or the School may withdraw from this Contract with a 180 day written notice and the receipt of the notice by either the County or the School. An annual Family TIES budget will be submitted to the Princeton School each year and the school will be financially responsible for their percentage portion.
16. The Family TIES Coordinator will monitor services provided on an ongoing basis and make appropriate reports to the School, County and Family TIES Governance Board.
17. This Contract shall be effective when adopted by the County and the School.
18. HIPAA Protocol

The County and School provides assurances to the Department of Human Services that it will comply with Health Information Portability and Accountability Act (HIPAA), Title 42 of the United States Code, requirements necessary to protect individual identifying health information (IIHI)

Use and disclosure will require that all IIHI be:

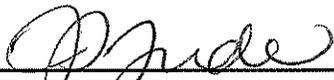
- a. Appropriately safeguarded;
- b. Any misuse of IIHI will be reported to the Department;
- c. Secure satisfactory assurances from any subcontractor;
- d. Grant individuals access and ability to amend their IIHI;
- e. Make available an accounting of disclosures; release applicable records to the Department of Department of Human Services if requested; and
- f. Upon termination, return or destroy all IIHI in accordance with conventional record destruction practices.



MILLE LACS COUNTY FAMILY SERVICES COLLABORATIVE  
CONTRACT FOR INTERAGENCY FAMILY FACILITATOR SERVICES

IN WITNESS THEREOF, the School and the County have executed this contract as of the day and year written:

APPROVED AS TO FORM:

  
County Attorney

5/22/14  
Date

  
Director, Mille Lacs Co. Community & Veterans Services

6/20/14  
Date

  
Chairperson, Mille Lacs Co. Commissioners

6/17/14  
Date

  
Superintendent, Princeton Public School

6.24.14  
Date

\_\_\_\_\_  
Chairperson, Princeton School Board

\_\_\_\_\_  
Date



**MILLE LACS COUNTY FAMILY SERVICES COLLABORATIVE  
 CONTRACT FOR INTERAGENCY FAMILY FACILITATOR SERVICES**

**ATTACHMENT A  
 Budget  
 July 1, 2014 thru June 30, 2015**

|                                   |              |
|-----------------------------------|--------------|
| Salary .....                      | \$166,889.00 |
| Benefits .....                    | \$ 52,937.00 |
| Training .....                    | \$ 1000.00   |
| Travel .....                      | \$ 4,000.00  |
| Phone .....                       | \$ 750.00    |
| Office supplies .....             | \$ 1,000.00  |
| Resources/children supplies ..... | \$ 250.00    |
| <hr/>                             |              |
| Total .....                       | \$226,826.00 |

Princeton School District Annual Portion (33%) .....\$74,852.58

**Princeton School Quarterly payment. ....\$18,713.15**



**MILLE LACS COUNTY FAMILY SERVICES COLLABORATIVE  
CONTRACT FOR INTERAGENCY FAMILY FACILITATOR SERVICES**

This contract entered into this first day of July, 2014 by and between Princeton Public Schools (hereinafter referred to as the School) and Mille Lacs County Community and Veterans Services (hereinafter referred to as the County) witnesses that:

**WHEREAS**, the school in cooperation with the County agrees to participate in providing family facilitator services, (herein referred to as “Family TIES”), and

**WHEREAS**, it has been determined that it is necessary to retain the services of the County to provide intervention services per Minnesota Statutes 124D.23 and 120A.20 to persons who are between 0 & 21 years of age who are residents of Mille Lacs County and/or residents of Princeton Public School District and who have multiple problems or are at risk of developing multiple problems that could result in out-of-home placement; that these persons need, or are at risk of needing, coordinated multi-agency services; and that families of such persons also require service.

**WHEREAS**, the parties have reached mutual agreement upon the terms of this contract and are now desirous of reducing their mutual understanding to writing.

**NOW, THEREFORE**, in consideration of the mutual promises contained therein the parties agree as follows:

1. For purposes of the contract a “Family” to be served is defined, minimally, as the person’s primary adult caretaker(s) and other persons with whom the person is residing which may include biological, step or adoptive siblings or other minors with whom the person is residing.
2. The County shall provide duly qualified personnel to perform the above stated services.
3. The County shall carry insurance in compliance with MSA 466.04 on staff involved in the program through the duration of this contract.
4. The County shall supervise the Family TIES personnel and both the County and the School shall provide appropriate in service training to the Family TIES staff providing services to this program.
5. The budget for the program is as set forth in attachment A - Family TIES annual budget.
6. The Princeton School will pay 33% of the Family TIES program as budgeted herein. The payments will be made on a quarterly basis starting July 1, 2014.
7. Billings will be made to the School at the beginning of the quarter. Payments will be made within 30 days of the start of the quarter.



**MILLE LACS COUNTY FAMILY SERVICES COLLABORATIVE  
CONTRACT FOR INTERAGENCY FAMILY FACILITATOR SERVICES**

8. The service-delivery model shall be based on an interagency, interdisciplinary model that focuses on person and family strengths and the resources of the person's community. The Family TIES program shall strive to utilize services that are cost effective, needs-driven, and culturally competent and that include individualized informal support and formal services. The services provided under this contract shall neither replace nor duplicate existing services, but shall enhance the existing service delivery system in an effort to provide a comprehensive continuum of services to the target population. The County will provide one onsite family facilitator to the Princeton Public School system.
9. The School will ensure that the Family TIES workers have adequate, secure, year round office space at the Princeton School site. The office space will have a telephone, and capabilities for a personal computer and its connection to the Mille Lacs County Community and Veterans Services Computer system. The office space will be available to the Family TIES staff at all times and will be adequately secured to ensure the privacy of client files, personnel, and the county computer system.
10. Per MN Statute 124D.23, Subd. 5. (a) The school district, county, and public health entity members of a family services collaborative may inform each other as to whether an individual or family is being served by the member, without the consent of the subject of the data. For the purpose of providing services under this contract, the Family TIES staff will be considered agents of the school and will have access to all pertinent data held by the school.
11. Data generated and maintained by the Family TIES program will be owned by Mille Lacs County Community and Veterans Services. This data will be maintained and/or released in accordance to the Government Data Practices Act, MN Statutes Chapter 13.
12. In accordance with Minnesota Statute 16C.05 subd. 5 each party agrees to make its books and records pertaining to its performance under this agreement available to each other party, and to keep such documentation for three years following termination of this agreement.
13. The provisions of this Contract are severable. If any section, paragraph, subdivision, sentence, clause or phrase of the Contract is held to be contrary to law, rule, or regulation having the force and effect of law, such decision shall not affect the remaining portions of this Contract.
14. Any alterations, variations, modifications, or waivers of provisions of this contract shall be valid only when they have been reduced to writing, duly signed and attached to the original of this Contract.



**MILLE LACS COUNTY FAMILY SERVICES COLLABORATIVE  
CONTRACT FOR INTERAGENCY FAMILY FACILITATOR SERVICES**

15. The County or the School may withdraw from this Contract with a 180 day written notice and the receipt of the notice by either the County or the School. An annual Family TIES budget will be submitted to the Princeton School each year and the school will be financially responsible for their percentage portion.
16. The Family TIES Coordinator will monitor services provided on an ongoing basis and make appropriate reports to the School, County and Family TIES Governance Board.
17. This Contract shall be effective when adopted by the County and the School.
18. HIPAA Protocol

The County and School provides assurances to the Department of Human Services that it will comply with Health Information Portability and Accountability Act (HIPAA), Title 42 of the United States Code, requirements necessary to protect individual identifying health information (IIHI)

Use and disclosure will require that all IIHI be:

- a. Appropriately safeguarded;
- b. Any misuse of IIHI will be reported to the Department;
- c. Secure satisfactory assurances from any subcontractor;
- d. Grant individuals access and ability to amend their IIHI;
- e. Make available an accounting of disclosures; release applicable records to the Department of Department of Human Services if requested; and
- f. Upon termination, return or destroy all IIHI in accordance with conventional record destruction practices.



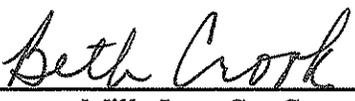
MILLE LACS COUNTY FAMILY SERVICES COLLABORATIVE  
CONTRACT FOR INTERAGENCY FAMILY FACILITATOR SERVICES

IN WITNESS THEREOF, the School and the County have executed this contract as of the day and year written:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
County Attorney

5/22/14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director, Mille Lacs Co. Community & Veterans Services

6/20/14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chairperson, Mille Lacs Co. Commissioners

6/17/14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Superintendent, Princeton Public School

6.24.14  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Princeton School Board

\_\_\_\_\_  
Date

## HEALTH AND SAFETY

Finance June 3 ,2014

### PHYSICAL HAZARD CONTROLS (347)

| PROJECT NAME  | BUILDING              | 2014<br>PROJECTED  | 2015<br>PROJECTED  | 2016<br>PROJECTED  |
|---|-----------------------|--------------------|--------------------|--------------------|
| Food Service Inspection   | District(High School) | \$1,511.50         | \$1,511.50         | \$1,511.50         |
| Food Service Inspection   | Middle School         | \$1,154.00         | \$1,154.00         | \$1,154.00         |
| Food Service Inspection   | North Elem            | \$1,154.00         | \$1,154.00         | \$1,154.00         |
| Food Service Inspection   | South Elem            | \$1,154.00         | \$1,154.00         | \$1,154.00         |
| Food Service Inspection   | Concession            | \$266.00           | \$266.00           | \$266.00           |
| Lockout/Tagout Equipment  | District              | \$800.00           | \$200.00           | \$200.00           |
| Replace Burned & Torn Welding<br>Curtains   | High School           | \$400.00           | \$400.00           | \$400.00           |
| Hearing Conservation earmuffs/earplugs  | District              | \$50.00            | \$100.00           | \$100.00           |
| PPE-Science Rooms gloves, glasses,<br>aprons                                      | Middle                | \$500.00           | \$0.00             | \$0.00             |
| PPE-Science Rooms gloves, glasses,<br>aprons                                      | High School           | \$1,000.00         | \$0.00             | \$0.00             |
| PPE-Classrooms gloves, glasses,<br>aprons   | District              | \$0.00             | \$1,500.00         | \$1,500.00         |
| PPE-Custodians; gloves, safety glasses,<br>face shields, aprons, respirators ect. | District              | \$1,500.00         | \$1,000.00         | \$1,000.00         |
| Personal Lift Inspection and trainings  | Middle                | \$225.00           | \$225.00           | \$225.00           |
| Personal Lift Inspection and trainings  | High School           | \$325.00           | \$225.00           | \$225.00           |
| Elevator Inspections (2) 12per year   | District Office       | \$2,630.00         | \$2,300.00         | \$2,300.00         |
| Annual Auto Lift lift Inspection  | High School           | \$415.00           | \$415.00           | \$415.00           |
| Playground safety surface-NO 2012,  | North Elem            | \$1,800.00         | \$500.00           | \$500.00           |
| Replace Safety Surface at playground;<br>engineered wood fiber 2000 sq ft         | South Elem            | \$0.00             | \$500.00           | \$500.00           |
| Eye Wash Station and Parts for current<br>eyewash stations                        |                       | \$500.00           | \$300.00           | \$300.00           |
| Bucket Truck Lift Inspection  |                       | \$350.00           | \$350.00           | \$350.00           |
| Machine Guarding  |                       | \$0.00             | \$0.00             | \$0.00             |
| Safety Cabinet-Mock OSHA  |                       | \$0.00             | \$0.00             | \$0.00             |
| <b>TOTAL 347</b>  |                       | <b>\$15,734.50</b> | <b>\$16,134.50</b> | <b>\$16,134.50</b> |

### HAZARDOUS SUBSTANCE (349)

| PROJECT NAME                        | BUILDING | 2014<br>PROJECTED | 2015<br>PROJECTED | 2016<br>PROJECTED |
|-------------------------------------|----------|-------------------|-------------------|-------------------|
| Backflow Preventor Inspections (12) | District | \$2,100.00        | \$3,000.00        | \$3,000.00        |

|  |             |  |                    |                    |                   |                   |
|--|-------------|--|--------------------|--------------------|-------------------|-------------------|
| Tier II Fees   | District    |  | \$75.00            | \$75.00            | \$75.00           |                   |
| Hazardous waste disposal   | High School |  | \$2,500.00         | \$4,500.00         | \$4,500.00        |                   |
| Fume Hood Science Room 275   | High School |  | \$5,000.00         | \$0.00             | \$0.00            |                   |
| Food Safety Corrections: Exhaust Ventilation to keep room free of excess heat #7978121089 04/19/13 | High School |  | \$2,460.00         | \$0.00             | \$0.00            | Didn't need to do |
| Lead Testing   | District    |  | \$0.00             | \$1,540.00         | \$0.00            |                   |
| Radon Testing  | District    |  | \$0.00             | \$1,649.00         | \$0.00            |                   |
| Flammable Storage Cabinets   |             |  | \$921.60           | \$0.00             | \$0.00            |                   |
| Two Sanding Tables for Wood Shop to control dust, explosion hazard                                 | High School |  | \$6,000.00         | \$0.00             | \$0.00            | not allowed       |
| <b>TOTAL 349</b>   |             |  | <b>\$19,056.60</b> | <b>\$10,764.00</b> | <b>\$7,575.00</b> |                   |

### HEALTH, SAFETY, AND ENVIRONMENTAL MANGEMENT (352)

| PROJECT NAME   | BUILDING |  | 2014 PROJECTED     | 2015 PROJECTED     | 2016 PROJECTED     |  |
|--|----------|--|--------------------|--------------------|--------------------|--|
| AED programing and supplies                              | District |  | \$800.00           | \$500.00           | \$500.00           |  |
| Health & Safety assistance-RT&S contract                 | District |  | \$30,000.00        | \$30,250.00        | \$30,250.00        |  |
| Chemical Health Officer-MGMT 200 hours approx            | District |  | \$1,000.00         | \$1,000.00         | \$1,000.00         |  |
| Hearing Tests-training for staff                         | District |  | \$1,200.00         | \$1,000.00         | \$1,000.00         |  |
| Pest MGMT. pamphlets.notices                             | District |  | \$200.00           | \$100.00           | \$100.00           |  |
| Designated BBP person-120 Hours                          | District |  | \$2,000.00         | \$2,000.00         | \$2,000.00         |  |
| Designated H&S person-Bldgs Grounds 200 hours            | District |  | \$0.00             | \$8,000.00         | \$8,000.00         |  |
| MDH food service training                                | District |  | \$600.00           | \$0.00             | \$0.00             |  |
| Safety committee-AWAIR-& expenses- 4 meetings 13 members | District |  | \$1,500.00         | \$1,128.00         | \$1,128.00         |  |
| Annual MOCK OSHA walk-thru, wayne warzecha               | District |  | \$2,500.00         | \$2,500.00         | \$2,500.00         |  |
| Update Emergency Action Plan Procedures and Routes       | District |  | \$1,000.00         | \$1,250.00         | \$1,250.00         |  |
| BBP & ERTK Training all staff through Safe Schools       | District |  | \$2,500.00         | \$2,000.00         | \$2,000.00         |  |
| Hepatis B Requirements                                   | District |  | \$800.00           | \$300.00           | \$300.00           |  |
| First Aid, CPR, and Emergency Training and Planning      | District |  | \$1,500.00         | \$1,500.00         | \$1,500.00         |  |
| MSDS change to SDS format                                | District |  | \$0.00             | \$5,000.00         | \$0.00             |  |
| <b>TOTAL 352</b>   |          |  | <b>\$45,600.00</b> | <b>\$56,528.00</b> | <b>\$51,528.00</b> |  |

### ASBESTOS (358)

| PROJECT NAME   | BUILDING        | 2014 PROJECTED     | 2015 PROJECTED    | 2016 PROJECTED |
|--|-----------------|--------------------|-------------------|----------------|
| North Elementary Storage Room Abatement                            | District        | \$0.00             | \$3,500.00        | \$0.00         |
| Asbestos O&M training and physicals                                | District Office | \$2,000.00         | \$0.00            | \$0.00         |
| Test possible hot damaged floor tile in Art room/ RT&S biannual    | High School     | \$0.00             | \$0.00            | \$0.00         |
| Repair or Remove various damaged pipe jts in pool air handler room | High School     | \$2,000.00         | \$0.00            | \$0.00         |
| Asbestos Abatement HS art kiln room 1/21/2013                      | High School     | \$0.00             | \$0.00            | \$0.00         |
| Repair and abate damaged Asbestos Ag Shop                          | High School     | \$33,000.00        | \$0.00            | \$0.00         |
| Abate Asbestos loading Dock  | District Office | \$0.00             | \$5,000.00        | \$0.00         |
| Abate Asbestos under Pool by Storage Area                          | High School     | \$5,000.00         | \$0.00            | \$0.00         |
| <b>TOTAL 358</b>   |                 | <b>\$42,000.00</b> | <b>\$8,500.00</b> | <b>\$0.00</b>  |

### FIRE SAFETY (363)

| PROJECT NAME   | BUILDING     | 2014 PROJECTED     | 2015 PROJECTED    | 2016 PROJECTED     |
|--|--------------|--------------------|-------------------|--------------------|
| Fire extinguisher inspections and maintenance                            | Districtwide | \$550.00           | \$750.00          | \$750.00           |
| Annual Fire alarm Inspection   | Districtwide | \$7,500.00         | \$3,500.00        | \$3,500.00         |
| Annual Inspection sprinkler system                                       | Districtwide | \$1,125.00         | \$1,125.00        | \$1,125.00         |
| 3 YR State Fire Marshal Inspection 2016                                  | Districtwide | \$0.00             | \$0.00            | \$8,000.00         |
| Bi-Annual Kitchen Ansul ext. inspection                                  | Districtwide | \$700.00           | \$700.00          | \$700.00           |
| Emergency Exit Lights & Signs  | Districtwide | \$100.00           | \$400.00          | \$400.00           |
| Replace Gym Fire Doors two pair 01/21/2013                               | High School  | \$12,000.00        | \$0.00            | \$0.00             |
| Sprinklers at North 32707  | North Elem   | \$775.00           | \$0.00            | \$0.00             |
| Sprinklers at High School 32706  | High School  | \$1,305.00         | \$0.00            | \$0.00             |
| Replace Fire Panel & Magnetic Panel-emergency                            |              | \$0.00             | \$0.00            | \$0.00             |
| Add Second Exit to Room 265 per State Fire Marshal Inspection 03/20/2013 | High School  | \$0.00             | \$0.00            | \$0.00             |
| <b>TOTAL 363</b>   |              | <b>\$24,055.00</b> | <b>\$6,475.00</b> | <b>\$14,475.00</b> |

INDOOR AIR QUALITY (366)

|   |  |  |                     |                    |                    |  |
|---|--|--|---------------------|--------------------|--------------------|--|
| <b>Overall Total for H &amp; S</b>  |  |  | <b>\$146,446.10</b> | <b>\$98,401.50</b> | <b>\$89,712.50</b> |  |
|   |  |  |                     |                    |                    |  |
|   |  |  |                     |                    |                    |  |
| Note: The Health and Safety "Budget" is not a formal "adopted budget" but rather estimated costs devoted towards operating the program. |  |  |                     |                    |                    |  |

1900 W. Jefferson Ave.  
St. Peter, Minnesota  
56082-3015

Tel: 507.934.2450  
MN: 800.324.4459

Fax: 507.931.1515  
www.mnmsba.org

OFFICERS AND DIRECTORS

**PRESIDENT**  
Walter Hautala  
Mesabi East

**PRESIDENT-ELECT**  
Kevin Donovan  
Mahtomedi

**DIRECTOR DISTRICT 1**  
Kathy Green  
Austin

**DIRECTOR DISTRICT 2**  
Jodi Sapp  
Mankato Area

**DIRECTOR DISTRICT 3**  
Linden Olson  
Worthington

**DIRECTOR DISTRICT 4**  
Betsy Anderson  
Hopkins

**DIRECTOR DISTRICT 5**  
Missy Lee  
Columbia Heights

**DIRECTOR DISTRICT 6**  
George Kimball  
White Bear Lake Area

**DIRECTOR DISTRICT 7**  
Melissa Sauser  
Farmington Area

**DIRECTOR DISTRICT 8**  
Carla Bates  
Minneapolis

**DIRECTOR DISTRICT 9**  
Karen Kirschner  
Mora

**DIRECTOR DISTRICT 10**  
Michael Domin  
Crosby-Ironton

**DIRECTOR DISTRICT 11**  
Tim Riordan  
Virginia

**DIRECTOR DISTRICT 12**  
Ann Long Voelkner  
Bemidji Area

**DIRECTOR DISTRICT 13**  
Deborah Pauly  
Jordan

**EXECUTIVE DIRECTOR**  
Kirk Schneidawind  
St. Peter

**MSBA's Mission:**  
Support, promote, and  
enhance the work of  
public school boards  
and public education.

MINNESOTA SCHOOL BOARDS ASSOCIATION



July 1, 2014

Dear Superintendent:

It's time to renew your district's membership to MSBA.

On behalf of your Association's Board and staff, I want to thank you for the opportunity to "support, promote and enhance" your important work. We look forward to another year of serving you, your board, and school district.

Your dues invoice is included with this letter. Dues are the stabilizing support for any association. It is only through the strong support of membership through the payment of dues that MSBA is able to improve, maintain and expand the menu of programs and services needed and enjoyed by our members.

Members naturally want to ensure they are getting the maximum services and benefits for their dues. Here is a list of some of your membership's primary benefits:

- On-call assistance on matters ranging from the open meeting law to personnel issues to elections. Checking with MSBA first may save significantly on attorneys' fees.
- Lobbying at the state and federal levels coupled with Capitol updates during the legislative session.
- Negotiations training and master agreement analysis.
- Access to insurance products and services offered through MSBA Insurance Trust-endorsed insurers and their agents.
- Access to Policy Services (if a subscriber) and customized policy audits.
- Access to the Public Education Employee Relations Network (PEERNet) which provides employee salary, benefits, and leave data as well as Master Agreement language and grievance arbitration decisions.
- No-fee registration to the annual Leadership Conference for the entire district leadership team.
- "Toolkits," such as the School Board Recognition Week program.
- Electronic news clipping service from the state's daily and weekly newspapers.
- Power-Card — a highly secured procurement card program available for the direct purchase of goods and services, which greatly increases the efficiency of the purchasing process and has the potential to generate rebates to your district.
- Reduced-cost board training, including seminars, workshops, and customized inservice training brought to your board room. Online training is also available for your convenience.

(over)

- Access to money-saving cash management and borrowing programs, including but not limited to, the Minnesota School District Liquid Asset Fund Plus and the Minnesota Tax and Aid Anticipation Borrowing Program.
- Access to BoardBook web-based paperless meetings at discounted annual subscriptions.
- Electronic and print postings for administrative job vacancies.
- Access to an electronic, downloadable MSBA calendar listing important dates for elections and education-related events.
- Subscriptions to MSBA publications, including the following: Boardcaster (electronic), Journal magazine, Capitol Compass (electronic), and Management Services Newsletter (electronic).
- The superintendent and board members will have online access to MSBA's Service Manual, a comprehensive resource of education-related laws, election forms and relevant case law to help manage your district.
- MSBA Online, the Association website that provides round-the-clock access to information and services.
- Access to MSBA-endorsed PaySchools, an electronic payment processing system that enables districts to receive school-related fees from parents via electronic check, credit, or debit card.
- Superintendent search services.
- Strategic Planning.
- Preparing members for emerging education funding and policy matters.

Subscribers to Policy Services will also find their renewal notice on the same invoice. Policy revisions keep your district in compliance with current law. You can access and download all model policies from the MSBA website 24 hours a day, seven days a week. Also, our policy consultants are here to answer your questions about policy issues. If you are not a member of Policy Services, consider the value of this service for your district. Please call us for more information.

MSBA is recognized nationwide as an outstanding service organization, and we will strive to uphold that reputation. MSBA's Board and staff look forward to working with you. If you have any questions, please don't hesitate to call your Association office at 800-324-4459.

Sincerely,



Kirk Schneidawind  
Executive Director  
kschneidawind@mnmsba.org



Walt Hautala (Mesabi East)  
MSBA President  
hautalawalter@yahoo.com

KS/WH:km  
Enc.





**MSBA**  
1900 West Jefferson Ave  
St. Peter, MN 56082-3015  
507-934-2450 or 800-324-4459

# INVOICE

ATTN: Accounts Payable  
I.S.D. 477  
706 1ST ST  
PRINCETON, MN 55371-1502

Invoice No: 08998W7B7R7  
Invoice Date: 7/1/2014  
Acct No: 334  
Due Date: 11/15/2014  
PO Number:

| Invoice Item                                   | Qty | Unit Price | Extended   |
|--|-----|------------|------------|
| Association Dues (FY 7/1/14 to 6/30/15)        | 1   | \$7,509.00 | \$7,509.00 |
| Policy Services Renewal (FY 7/1/14 to 6/30/15) | 1   | \$595.00   | \$595.00   |
| Subtotal:                                      |     |            | \$8,104.00 |
| Amount Paid:                                   |     |            |            |
| Balance Due:                                   |     |            | \$8,104.00 |

Dues for **ISD #477** are based on 3267.12 "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2013, as provided by the Minnesota Department of Education.

**MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2014-15 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.**

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.



## Hall of Fame - Bylaws

The purpose of the Princeton School District Hall of Fame is to honor those alumni and individuals who have made a significant impact on Princeton Schools.

### Categories (number of honorees is determined by the Hall of Fame Selection Committee)

1) Distinguished Alumni: Recognizes alumni that have demonstrated outstanding professional accomplishments, fine arts accomplishments, and/or athletic accomplishments. Alumni that have distinguished him/herself should include accomplishments while attending Princeton Schools.

2) Distinguished Alumni: Recognizes alumni that have demonstrated outstanding professional accomplishments. Alumni that have distinguished him/herself should include accomplishments **after** having graduated from Princeton High. In order to be nominated, alumni must be at least 10 years beyond graduation year.

3) Distinguished Coaching/Advising/Service: Recognizes people who have been retired from coaching, advising or service for at least five years. This category recognizes people who have distinguished themselves in that they won a championship; coached/advised/served a team or individual in a state competition; earned an area, state or national coaching/advisor/service award; made major contributions to promoting students' achievement or development.

4) Distinguished Service: Recognizes those that have a longstanding history of service to the Princeton School District. These individuals or organizations have provided services of time and commitment to the education of our youth. Services and time may include longstanding years of service within the district as a staff member, volunteer service, business partnerships, and contributions to education.

### Hall of Fame Selection Committee

Activities Director will chair the Selection Committee and serve as an ad hoc, non-voting member. The chair will receive nominations, maintain a nomination file, and conduct a selection meeting annually.

Selection Committee members will include:

- 2 School District Administrators—High School Principal and one other administrator.
- 2 School Staff Representatives--one from High School/Middle School and one from Elementary
- 1 School Board member appointed by the Activities Chair
- 2 Community Members

The Selection Committee will meet in May of each year to review and vote on the nominations received. Only nominations submitted prior to May 1 will be considered for induction into the Princeton School District Hall of Fame.

Nominations will be considered active and reviewed each year for a maximum of 5 years.

The Hall of Fame Committee will be decided at the beginning of the selection process to determine the number of candidates per category. Discussion during the selection process will be limited to positive factors that the person might bring to the Hall of Fame. Voting will be by individual ballot and anonymously.

Changes to the process will be changed by a majority vote of the Selection Committee.

#### Induction Ceremonies

The number of Hall of Fame Inductees will be 3-4 on an annual basis. Inductees will be honored on the Saturday of Homecoming Week. Selection Committee will be responsible for developing and conducting an induction program and ceremony.