

Princeton Public Schools - ISD 477
Tuesday, June 16, 2015 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

1. **PROCEDURAL ITEMS**
2. Call to Order and Pledge of Allegiance
3. Roll Call
4. Citizen Comments
5. **REPORTS**
 - a. Board Members Committee Reports
 - b. Student Council Report
 - c. Superintendent Report
6. **APPROVE AGENDA**
7. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3
8. **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.

 - a. Personnel 6
 - b. Bills 7
 - c. Wire Transfers 25
 - d. Treasurer's Report 26
 - e. Gifts 27
 - f. Fundraisers 28
 - g. Donations 31
9. **INFORMATIONAL ITEMS**
 - a. High School Handbook 33
 - b. Elementary School Handbook 77

c. ATPPS Report	114
d. Activities Fees	118
e. Parking Fees	120
10. ACTION	
a. Policies-Second Readings-#409, #410, #412, #413, #414,#415, #416, #417,#418, #419, #714	121
b. Health Insurance; Life and LTD Insurance	202
c. Approval of 2016 Budget	203
d. Approval of Middle School Handbook	212
11. Call for bids for High School addition and renovations and Athletic Fields MOTION DETERMINING THE NECESSITY TO SOLICIT AND SEEK BIDS FOR THE CONSTRUCTION AT THE HIGH SCHOOL AND THLETIC FIELDS WITHIN THE PRINCETON SCHOOL DISTRICT. BIDS WILL BE ADVERTISED IN ACCORDANCE TO PUBLIC BID LAWS INTHE STATE OF MINNESOTA.	
12. FUTURE MEETING(S) INFORMATION	
13. ADDITIONS TO AGENDA	
14. ADJOURN- The next item on the agenda is a closed session for an attorney- client privileged discussion about potential legal proceedings relating to the tennis court replacement project. The Minnesota Open Meeting Law allows for closure of the meeting for attorney-client privilege so that the Board can meet with its attorney in a confidential setting to obtain advice regarding potential litigation. I will entertain a motion that this meeting be closed for the purpose of attorney-client privilege pursuant to Minnesota Statutes Section 13D.05, subd. 3(b)."	

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 **2nd day of June, at 7:05 p.m.** in the District Office Board Room.

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

Members Absent: None

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Stacie Vos, Director of Teaching and Learning Julie Williams and Director of Technology Eric Simmons.

Student Council Representative: None

Citizen Comments: Karen Donais- Had questions about the Appeal Process for the incentive day at the high school.

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

Howard Vaillancourt: Food service Negotiations, Project Oversight Committee
Craig Johnson: Grievance Meeting
Chad Young: Food Service Negotiations
Eric Minks: Finance Committee Meeting, Grievance Meeting, Princeton Township Planning Commission, Project Oversight Committee Meeting

Jeremy Miller: Finance Committee Meeting
Deb Ulm: Finance Committee Meeting, Food Service Negotiations, Agenda Planning, Project Oversight Committee, Meet and Confer, Princeton Township Planning Commission

Superintendent Report: Superintendent Julie Espe: Talked about the survey that involved the high school students and the information of what they want for careers in the future. Julia showed the draft of the Strategic Planning packet. Update on the incentives: Staff was trained in STEAM and will be instructing the other teachers this summer. Online application is close to being approved. We have a teacher hired for Spanish Immersion. Marketing will begin at the end of the summer. The gifted and talented program will have coordinators at every building.

APPROVE AGENDA as presented: Motion made by Craig Johnson and seconded by Chad Young to approve the agenda as presented. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES Motion by Howard Vaillancourt and seconded by Craig Johnson to **approve the May 19th Regular Board meeting minutes as presented.** Discussion was made about the minutes. All in favor: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Eric Minks and Jeremy Miller. All opposed: Chuck Nagle. Motion passed to approve the meeting minutes 6:1.

CONSENT AGENDA

Motion made by Howard Vaillancourt and seconded by Craig Johnson, **to approve the consent agenda items:** Personnel, Fundraising, Gifts, Grants and Enrollment counts. Discussion was made about the fundraisers and the Personnel consent agenda. Motion was made by Chuck Nagle to remove personnel and online fundraisers to discuss it further. Motion passed unanimously with the removal of personnel.

INFORMATION

Construction Update- Melissa Brown came to talk about the construction update. Planning Industrial Technology area. Ball field plans were issued to contractors for pricing. Conditional use permits presentation to the Princeton Township was completed. All initial questions and recommendations were responded to the design team and recommendation to approve the permit will be sent to the Council. ECFE Phase 1 design documents are progressing and user group meetings were held. All temporary play fields for this summer and next year have been established and scheduling will be completed soon. Construction: Site utilities are complete at the Primary School, footings, foundations and exterior walls will continue for this period. Activities planned for next period: Finalize High School construction drawings. Bid period: Issue drawings June 25th, Tentative bid date: July 21st

Middle School Handbook Updates- Sarah talked about the Middle school handbook updates. Discussion was made about getting the schools cohesive within all of the schools handbooks.

Proposed Budget for 2015-2016- Michelle Czech talked about the proposed budget. The handouts show the 2015-2016 budget. Discussion was about the proposed original budget and our deficit.

Policies 1st Reading of Policies #409, 410, 412, 413, 414, 415, 416, 417, 418, 419, 714
Policies had minimal changes- or MSBA changes.

ACTION ITEMS

Resolution of Superintendent's Contract-Stacie Vos talked about the resolution of Dr. Espe's contract. The new agreement will allow Dr. Espe and the school district to stop paying into TRA. The board needs to accept Julia's letter of retirement effective June 30th 2015. Motion made by Jeremy Miller and seconded by Craig Johnson to approve Julia Espe's letter of retirement effective June 30th 2015. Craig Johnson stated: "Let the record show that this was for one day." Upon roll call the following voted in favor: Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Chuck Nagle, Eric Minks. All opposed: None. Motion passed to approve Julia Espe's letter of retirement. Motion was made to by Craig Johnson and seconded by Jeremy Miller to terminate Julia Espe's current contract. Upon roll call all in favor: Chad Young, Deb Ulm, Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson. All Opposed: None. Motion passed to terminate Julia Espe's current contract. Recommendation was made to have Barb Muckenhirn fill in as Interim Superintendent for July 1st, 2015. Motion was made by Howard

Vaillancourt and seconded by Eric Minks to approve the appointment of Barb Muckenhirn to interim Superintendent for July 1st 2015. Upon roll call the following voted in favor: Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Chuck Nagle. All opposed: None. Motion passed to appoint Barb Muckenhirn to interim Superintendent for July 1st 2015. Motion was made by Howard Vaillancourt and seconded by Chad Young to approve the new contract that reemploys Julia Espe on July 2nd 2015. Upon roll call the following voted in favor of: Craig Johnson, Chad Young, Deb Ulm, Chuck Nagle, Eric Minks, Jeremy Miller. The following voted against: None. Motion passed to reemploy Julia Espe as Superintendent on July 2nd, 2015.

Milk Bid- Michelle Czech talked about the milk Bids. Motion was made by Eric Minks and seconded by Craig Johnson to approve Kemps as the milk bid. Motion passed unanimously.

Health and Safety Budget- Michelle Czech presented the health and safety budget. Motion was made by Craig Johnson and seconded by Eric Minks to approve the health and safety budget. Upon roll call the following voted in favor: Chad Young, Deb Ulm, Chuck Nagle, Eric Minks, Jeremy Young, Howard Vaillancourt, Craig Johnson. The following voted against: None. Motion passed unanimously.

FUTURE BOARD MEETING(s) INFORMATION

ADDITIONS TO AGENDA –

Personnel/consent- A motion was made by Howard Vaillancourt and seconded by Craig Johnson to approve the line items and remove the line item of Julia Espe's on the consent. Motion passed unanimously.

ADJOURN - The meeting was adjourned at 8:36 p.m.- Pursuant to Minnesota Statutes section 13D.05, subdivisions 2(b), Board Member moved to close the meeting for negotiation strategies. Motion was made by Craig Johnson and seconded by Howard Vaillancourt to close the meeting for negotiations.

Recorder: Kari Osborne

Chair Deb Ulm

Clerk Eric Minks

6/16/2015

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Slipy, Jason	New Hire	Football Coach-MS	PEA	Borich, John	2015-2016	\$1,815.00
Fenske, Andrew	Resignation	Basketball Coach-HS	PEA	N/A	2015-2016	N/A
Nelson, Rachel	New Hire	Third Grade Teacher-NE	PEA	Nelson, Rachel	2015-2016	\$37,172.00

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

Fund Summary

Fund Description	Total
01 General Fund	\$911,973.05
02 Food Service	\$96,124.89
04 Community Service	\$21,444.35
06 Construction	\$1,047,752.44
10 Student Activities	\$32,350.81
Report Total	\$2,109,645.54

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

Fund Description	Total
06 Construction	\$558.78
Report Total	\$558.78

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

Fund Description	Total
06 Construction	\$25,527.32
Report Total	\$25,527.32

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

Fund Description	Total
06 Construction	\$99,791.81
Report Total	\$99,791.81

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

Fund Description	Total
06 Construction	\$104,678.18
Report Total	\$104,678.18

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

Fund Description	Total
06 Construction	\$817,196.35
Report Total	\$817,196.35

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

Co	Bank	Check No	Code	Red	Vendor	Pmt/Void Date	Pmt Type
0477	001	158477	2270		ECM PUBLISHERS INC.		Check
				E	06 110 870 000 000 305	South Elementary Bids	\$111.28
		Voucher #:	110052	Invoice	Invoice No: 205906	5/22/2015	Paid Amt: \$111.28
				E	06 110 870 000 000 305	Ground Breaking for new K-2 School	\$447.50
		Voucher #:	110055	Invoice	Invoice No: 213706	5/22/2015	Paid Amt: \$447.50
							Check Amount: \$558.78
							Report Total: \$558.78

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0477	001	158478	11238	E 06	ICS CONSULTING, INC		Check
				E 06	110 870 000 000 305	Progress Billing	\$25,000.00
				E 06	110 870 000 000 305	Mileage (616 @ .575)	\$354.20
				E 06	110 870 000 000 305	Mailing/Shipping-Plan Dist. UPS	\$164.12
				E 06	110 870 000 000 305	Parking	\$9.00
					Invoice No: 2666	5/22/2015	
					Voucher #: 110051	Invoice	
						Paid Amt:	\$25,527.32
						Check Amount:	\$25,527.32
						Report Total:	\$25,527.32

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check
0477	001	158479	13827	E	WOLD ARCHITECTS AND ENGINEERS			
				E	06 110 870 000 000 305	current billing through 95% of bidding		\$84,405.75
				E	06 110 870 000 000 305	In House/CAD Reproduction		\$2,110.15
				E	06 110 870 000 000 305	Reprographics		\$95.70
				E	06 110 870 000 000 305	Communications		\$10.60
				E	06 110 870 000 000 305	Mileage		\$741.78
				E	06 110 870 000 000 305	Parking		\$11.00
						5/22/2015	Paid Amt:	\$87,374.98
				E	06 350 870 000 000 305	Current Billing Through 29% of Contract Docu		\$12,003.75
				E	06 350 870 000 000 305	Mileage		\$101.07
				E	06 350 870 000 000 305	In House/CAD Reproduction		\$300.10
				E	06 350 870 000 000 305	Reprographics		\$11.91
						5/22/2015	Paid Amt:	\$12,416.83
							Check Amount:	\$99,791.81
							Report Total:	\$99,791.81

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0477	001	158607	1799	E 06	CITY OF PRINCETON 110 870 000 000 305	Building Permit for Primary School 6/2/2015	Check \$104,678.18
Voucher #:		110261	Invoice		Invoice No: 06022015		Paid Amt: \$104,678.18
							Check Amount: \$104,678.18
							Report Total: \$104,678.18

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

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0477	001	158698	11973	E	BRAUN INTERTEC CORPORATION		Check
		Voucher #:	110618	Invoice	110 870 000 000 305	Construction & materials testing, Project B150	
						6/16/2015	Paid Amt: \$4,077.00
							Check Amount: \$4,077.00
0477	001	158699	11601	E	EBERT CONSTRUCTION		Check
		Voucher #:	110611	Invoice	110 870 000 000 510	Stework - App 1 - Project 6721	
						6/16/2015	Paid Amt: \$417,216.25
							Check Amount: \$417,216.25
0477	001	158700	11707	E	EL-JAY PLUMBING & HEATING		Check
		Voucher #:	110615	Invoice	110 870 000 000 520	Mechanical - App 1	
						6/16/2015	Paid Amt: \$73,701.95
							Check Amount: \$73,701.95
0477	001	158701	14750	E	SUBURBAN ELEVATOR		Check
		Voucher #:	110614	Invoice	110 870 000 000 520	Elevator - App 1	
						6/16/2015	Paid Amt: \$37,696.47
							Check Amount: \$37,696.47
0477	001	158702	14749	E	W. GOHMAN CONSTRUCTION CO.		Check
		Voucher #:	110612	Invoice	110 870 000 000 520	Building Envelope - App 1 - Project WGC-50	
						6/16/2015	Paid Amt: \$188,047.75
							Check Amount: \$188,047.75
		Voucher #:	110613	Invoice	110 870 000 000 520	Interiors - App 1 - Project WGC-50500	
						6/16/2015	Paid Amt: \$12,317.70
							Check Amount: \$12,317.70
0477	001	158703	13827	E	WOLD ARCHITECTS AND ENGINEERS		Check
		Voucher #:	110616	Invoice	110 870 000 000 305	New K-2 School, Project 142087	
						6/16/2015	Paid Amt: \$15,097.06
							Check Amount: \$15,097.06
		Voucher #:	110617	Invoice	350 870 000 000 305	HS Addition & Renovation, Project 142088	
						6/16/2015	Paid Amt: \$68,892.54
							Check Amount: \$68,892.54
0477	001	158704	5194	E	PRINCETON PUBLIC UTILITIES		Check
		Voucher #:	110619	Invoice	110 870 000 000 350	New primary school - temporary service conn	
						6/16/2015	Paid Amt: \$149.63
							Check Amount: \$149.63

Report Total: \$817,186.35

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Red	Vendor	Print	Recon	Void	Currency	Pmt/Void	Date	Amount
0477	001	62645	158436	Check	1	10929		ADAMS DENNIS	Yes	Yes	No	USD		05/15/2015	65.00
		62675	158437	Check	1	7706	3	AMAZON.COM	Yes	Yes	No	USD		05/15/2015	5,368.88
		62647	158438	Check	1	1206		AP EXAMS	Yes	No	No	USD		05/15/2015	3,448.00
		62643	158439	Check	1	10658		ASHWORTH APPLIANCE & ELECTRIC	Yes	Yes	No	USD		05/15/2015	59.99
		62674	158440	Check	1	7520		B W T&F ENTERPRISES LLP	Yes	Yes	No	USD		05/15/2015	765.00
		62671	158441	Check	1	7342		BIG LAKE HIGH SCHOOL	Yes	Yes	No	USD		05/15/2015	115.00
		62672	158442	Check	1	7402		BREEZY POINT RESORT	Yes	Yes	No	USD		05/15/2015	1,200.00
		62652	158443	Check	1	14724		BRIDGE OF HARMONY	Yes	Yes	No	USD		05/15/2015	450.00
		62676	158444	Check	1	9606		BUTLER DON	Yes	No	No	USD		05/15/2015	195.00
		62642	158445	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD		05/15/2015	1,476.84
		62648	158446	Check	1	13015		DOHRMANN ERIN	Yes	Yes	No	USD		05/15/2015	93.44
		62653	158447	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD		05/15/2015	21.00
		62654	158448	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	Yes	No	USD		05/15/2015	78.40
		62644	158449	Check	1	10894		FAIRWAY SHORES GOLF	Yes	Yes	No	USD		05/15/2015	2,000.00
		62655	158450	Check	1	2778		GOPHER STATE ONE-CALL INC	Yes	Yes	No	USD		05/15/2015	36.25
		62649	158451	Check	1	14197		GRASTO JEFF	Yes	Yes	No	USD		05/15/2015	80.00
		62651	158452	Check	1	14720		HILL-MURRAY HIGH SCHOOL	Yes	Yes	No	USD		05/15/2015	125.00
		62656	158453	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD		05/15/2015	468.24
		62657	158454	Check	1	3421		JIFFY-JR PRODUCTS	Yes	Yes	No	USD		05/15/2015	80.62
		62673	158455	Check	1	7428		LAWRENCE TOM	Yes	Yes	No	USD		05/15/2015	150.00
		62680	158456	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	Yes	No	USD		05/15/2015	725.00
		62659	158457	Check	1	4048		M.A.S.P.	Yes	No	No	USD		05/15/2015	520.00
		62658	158458	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD		05/15/2015	432.24
		62661	158459	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	Yes	No	USD		05/15/2015	1,131.07
		62660	158460	Check	1	4241		MILLE LACS COUNTY FSWD	Yes	Yes	No	USD		05/15/2015	18,713.13
		62662	158461	Check	1	4362	1	MONTECELLO HIGH SCHOOL	Yes	No	No	USD		05/15/2015	426.00
		62677	158462	Check	1	9643		OFFICEMAX INC.	Yes	Yes	No	USD		05/15/2015	200.00
		62663	158463	Check	1	4776	3	ORIENTAL TRADING CO. INC.	Yes	Yes	No	USD		05/15/2015	9.89
		62664	158464	Check	1	4827	4	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD		05/15/2015	1,300.20
		62665	158465	Check	1	4868	1	PRINCETON ACE HARDWARE INC.	Yes	Yes	No	USD		05/15/2015	1,402.30
		62666	158466	Check	1	5135		SAARI MIKE	Yes	Yes	No	USD		05/15/2015	375.94
		62667	158467	Check	1	5451		SAUK RAPIDS - RICE HIGH SCHOOL	Yes	Yes	No	USD		05/15/2015	195.00
		62668	158468	Check	1	5506	2	SILVER BELL TROPHIES & AWARDS	Yes	Yes	No	USD		05/15/2015	75.00
		62669	158469	Check	1	5702		SOLBERG MATT	Yes	Yes	No	USD		05/15/2015	62.00
		62646	158470	Check	1	10959		STAPLES MOTLEY HIGH SCHOOL	Yes	Yes	No	USD		05/15/2015	80.00
		62679	158471	Check	1	9686		TEACHERS ON CALL	Yes	Yes	No	USD		05/15/2015	250.00
		62650	158472	Check	1	14477		VIKING COCA COLA BOTTLING	Yes	Yes	No	USD		05/15/2015	18,695.08
		62670	158473	Check	1	6376		WENDORF GARY	Yes	No	No	USD		05/15/2015	383.32
		62678	158474	Check	1	9647		MN STATE HIGH SCHOOL LEAGUE	Yes	No	No	USD		05/19/2015	145.00
		62682	158475	Check	1	4388		NICKELODEON UNIVERSE	Yes	No	No	USD		05/19/2015	112.00
		62681	158476	Check	1	11515			Yes	Yes	No	USD		05/19/2015	624.00

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Recd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	62687	158477	Check	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	05/22/2015	558.78
		62685	158478	Check	11238		ICS CONSULTING, INC	Yes	Yes	No	USD	05/22/2015	25,527.32
		62686	158479	Check	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	05/22/2015	99,791.81
		62706	158480	Check	14255		BACHMEYER GORDON	Yes	Yes	No	USD	05/22/2015	200.00
		62701	158481	Check	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	Yes	No	USD	05/22/2015	238.40
		62710	158482	Check	14725		BRAGG JENNIFER	Yes	No	No	USD	05/22/2015	33.75
		62731	158483	Check	7402		BREEZY POINT RESORT	Yes	Yes	No	USD	05/22/2015	600.00
		62690	158484	Check	10584		CARD SERVICES	Yes	Yes	No	USD	05/22/2015	8.31
		62713	158485	Check	1693		CASH	Yes	No	No	USD	05/22/2015	60.00
		62709	158486	Check	14723		DOORWAY TO COLLEGE FOUNDATI	Yes	Yes	No	USD	05/22/2015	355.00
		62730	158487	Check	7090		DORR LUTHER	Yes	Yes	No	USD	05/22/2015	300.00
		62694	158488	Check	12626		DUHAMEL RICHARD	Yes	No	No	USD	05/22/2015	66.00
		62714	158489	Check	2685	5	ECOLAB EQUIPMENT CARE - GCS SI	Yes	Yes	No	USD	05/22/2015	244.33
		62734	158490	Check	9068		EDUCATORS BENEFIT CONSULTANT	Yes	Yes	No	USD	05/22/2015	320.80
		62703	158491	Check	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	Yes	No	USD	05/22/2015	270.64
		62693	158492	Check	11613		FRONTLINE PLACEMENT TECH INC	Yes	Yes	No	USD	05/22/2015	501.09
		62691	158493	Check	10908	1	G & K SERVICES	Yes	Yes	No	USD	05/22/2015	691.80
		62728	158494	Check	6645		GRAINGER	Yes	Yes	No	USD	05/22/2015	139.80
		62704	158495	Check	14161		HOHMANN DAWN	Yes	No	No	USD	05/22/2015	40.00
		62708	158496	Check	14517		HORIZON COMMERCIAL POOL SUPP	Yes	Yes	No	USD	05/22/2015	588.39
		62715	158497	Check	4007		KEMPS	Yes	Yes	No	USD	05/22/2015	3,895.63
		62702	158498	Check	14157		KLEINMEYER TERRY	Yes	No	No	USD	05/22/2015	200.00
		62711	158499	Check	14726		KLOSS KASSIE	Yes	No	No	USD	05/22/2015	50.00
		62716	158500	Check	4048		M.A.S.S.P.	Yes	No	No	USD	05/22/2015	260.00
		62689	158501	Check	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	Yes	No	USD	05/22/2015	169.16
		62717	158502	Check	4136		MENARDS	Yes	No	No	USD	05/22/2015	692.14
		62718	158503	Check	4137		MENARDS - ST CLOUD	Yes	No	No	USD	05/22/2015	392.30
		62732	158504	Check	8514		MID MN DAMAGE PREVENTION	Yes	Yes	No	USD	05/22/2015	236.25
		62697	158505	Check	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	05/22/2015	33.38
		62719	158506	Check	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	05/22/2015	1,656.00
		62705	158507	Check	14190		MYRA MEMBERSHIP	Yes	No	No	USD	05/22/2015	10.00
		62712	158508	Check	14727		NELSON KAYLA	Yes	Yes	No	USD	05/22/2015	35.00
		62688	158509	Check	10382		OLIVER JIM	Yes	Yes	No	USD	05/22/2015	50.00
		62698	158510	Check	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	05/22/2015	96,702.74
		62735	158511	Check	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	05/22/2015	68.85
		62720	158512	Check	5194		PRINCETON PUBLIC UTILITIES	Yes	Yes	No	USD	05/22/2015	59,279.73
		62721	158513	Check	5214	1	QUILL CORPORATION	Yes	No	No	USD	05/22/2015	66.95
		62692	158514	Check	11452		RATWIK, ROSZAK & MALONEY, PA	Yes	Yes	No	USD	05/22/2015	635.50
		62695	158515	Check	12648		REBYL SPORTS, INC.	Yes	No	No	USD	05/22/2015	2,006.25
		62727	158516	Check	6317		RESERVE ACCOUNT	Yes	No	No	USD	05/22/2015	2,000.00
		62722	158517	Check	5305		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	05/22/2015	4,259.02

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Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Recl	Vendor	Print Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	62723	158518	Check	1	5426		RUM RIVER SPECIAL ED COOP	Yes	No	USD	05/22/2015	5,732.32
		62724	158519	Check	1	5523	6	SCHOLASTIC BOOK CLUBS INC	Yes	Yes	USD	05/22/2015	65.50
		62733	158520	Check	1	8827		STENOIEN MATT	Yes	Yes	USD	05/22/2015	50.00
		62725	158521	Check	1	6071		TEACHER CREATED RESOURCES	Yes	Yes	USD	05/22/2015	41.94
		62707	158522	Check	1	14477		TEACHERS ON CALL	Yes	No	USD	05/22/2015	18,614.12
		62699	158523	Check	1	13674	1	THE PRINT AND WEB SHOP	Yes	No	USD	05/22/2015	151.45
		62729	158524	Check	1	7006		THUNDER BLADES INC	Yes	No	USD	05/22/2015	320.00
		62726	158525	Check	1	6285	13	UNIVERSITY OF MINNESOTA, OFC O	Yes	Yes	USD	05/22/2015	1,595.00
		62700	158526	Check	1	13908		VERIZON WIRELESS	Yes	Yes	USD	05/22/2015	320.16
		62696	158527	Check	1	12713	1	VESLEDAHL ANTHONY	Yes	No	USD	05/22/2015	1,460.00
		62736	158528	Check	1	2669		GAME WORLD	Yes	No	USD	05/26/2015	520.00
		62738	158529	Check	1	8292		GRAND NATIONAL GOLF COURSE	Yes	No	USD	05/26/2015	165.00
		62737	158530	Check	1	5040		PIZZA BARN	Yes	No	USD	05/26/2015	95.00
		62739	158531	Check	1	1457		BLUE CROSS & BLUE SHIELD /	Yes	Yes	USD	05/27/2015	230,289.50
		62799	158532	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	USD	05/29/2015	489.23
		62804	158533	Check	1	4593		EDUCATION MINNESOTA	Yes	No	USD	05/29/2015	559.74
		62801	158534	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	USD	05/29/2015	67.14
		62798	158535	Check	1	14012		MESSERLI & KRAMER	Yes	No	USD	05/29/2015	40.48
		62802	158536	Check	1	4332		MN BENEFIT ASSN	Yes	No	USD	05/29/2015	119.43
		62803	158537	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	No	USD	05/29/2015	80.00
		62805	158538	Check	1	4936		PEADUES ACCT.	Yes	No	USD	05/29/2015	18,606.16
		62806	158539	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	USD	05/29/2015	1,273.44
		62807	158540	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	USD	05/29/2015	2,656.09
		62808	158541	Check	1	5587		SEIU LOCAL 284	Yes	No	USD	05/29/2015	1,026.51
		62800	158542	Check	1	14550		SHERBURNE COUNTY AREA UNITEE	Yes	No	USD	05/29/2015	205.64
		62809	158543	Check	1	11788		MADISON NATIONAL LIFE INS CO	Yes	No	USD	05/29/2015	8,776.67
		62810	158544	Check	1	13771		METLIFE	Yes	No	USD	05/29/2015	10,728.63
		62823	158545	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	USD	05/29/2015	4,639.00
		62836	158546	Check	1	14713	3	ALICKSON SCOTT	Yes	No	USD	05/29/2015	80.00
		62813	158547	Check	1	1140		AMERICAN RED CROSS	Yes	No	USD	05/29/2015	90.00
		62826	158548	Check	1	13704		AUEL RYAN	Yes	No	USD	05/29/2015	80.00
		62852	158549	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	USD	05/29/2015	460.98
		62831	158550	Check	1	14255		BACHMEYER GORDON	Yes	No	USD	05/29/2015	100.00
		62812	158551	Check	1	10915		BERGGREN VICTOR	Yes	No	USD	05/29/2015	80.00
		62843	158552	Check	1	14743		BLENCOE DANNY	Yes	No	USD	05/29/2015	7.00
		62859	158553	Check	1	7402		BREEZY POINT RESORT	Yes	No	USD	05/29/2015	600.00
		62817	158554	Check	1	12622		CARTRIDGE WORLD	Yes	No	USD	05/29/2015	442.95
		62841	158555	Check	1	14741		COOPER PAT	Yes	No	USD	05/29/2015	250.00
		62845	158556	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	USD	05/29/2015	9,809.69
		62863	158557	Check	1	8942		EFTA ANN	Yes	No	USD	05/29/2015	250.00
		62837	158558	Check	1	14737		EINFELDT WILLIAM	Yes	No	USD	05/29/2015	50.00

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		62829	158560	Check	14197		GRASSTO JEFF	Yes	No	No	USD	05/29/2015	80.00
		62846	158561	Check	2816		GREG ANDERSON AUTO	Yes	No	No	USD	05/29/2015	735.21
		62847	158562	Check	2853		GRIMES	Yes	No	No	USD	05/29/2015	481.77
		62864	158563	Check	8979		GTI CAMBRIDGE THEATRE	Yes	No	No	USD	05/29/2015	315.00
		62848	158564	Check	2955		HANDYMAN'S INC.	Yes	No	No	USD	05/29/2015	709.29
		62860	158565	Check	7899		HERBST LUMBER COMPANY	Yes	No	No	USD	05/29/2015	255.00
		62849	158566	Check	3284		I.S.D. #911	Yes	No	No	USD	05/29/2015	7,018.08
		62844	158567	Check	14744		INSTRUMENTALIST AWARDS LLC	Yes	No	No	USD	05/29/2015	109.00
		62811	158568	Check	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	05/29/2015	416.67
		62838	158569	Check	14738		JAMIESON ROBERT	Yes	No	No	USD	05/29/2015	160.00
		62865	158570	Check	9466		JOHNSON ERIN	Yes	No	No	USD	05/29/2015	250.00
		62850	158571	Check	4007		KEMPS	Yes	No	No	USD	05/29/2015	3,734.39
		62828	158572	Check	14157		KLEINMEYER TERRY	Yes	No	No	USD	05/29/2015	200.00
		62818	158573	Check	12642		KRICK STEVE	Yes	No	No	USD	05/29/2015	160.00
		62834	158574	Check	14531		LAKE COUNTRY SCALE WORKS, INC	Yes	No	No	USD	05/29/2015	201.00
		62840	158575	Check	14740		LEGIERSKI JOHN	Yes	No	No	USD	05/29/2015	100.00
		62851	158576	Check	4048		M.A.S.S.P.	Yes	No	No	USD	05/29/2015	260.00
		62827	158577	Check	13802		MANN TARA	Yes	No	No	USD	05/29/2015	40.00
		62839	158578	Check	14739		MASLOWSKI ROBERT	Yes	No	No	USD	05/29/2015	80.00
		62814	158579	Check	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	05/29/2015	182.97
		62824	158580	Check	13583		NELSON MITCH	Yes	No	No	USD	05/29/2015	55.00
		62821	158581	Check	13117	1	NEW DOMINION SCHOOL	Yes	No	No	USD	05/29/2015	2,904.48
		62853	158582	Check	4776	3	OFFICEMAX INC.	Yes	No	No	USD	05/29/2015	33.00
		62822	158583	Check	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	05/29/2015	81,175.40
		62835	158584	Check	14706		PETERSEN SABRINA	Yes	No	No	USD	05/29/2015	80.00
		62819	158585	Check	12648		REBYL SPORTS, INC.	Yes	No	No	USD	05/29/2015	624.00
		62854	158586	Check	5472	4	SAM'S CLUB	Yes	No	No	USD	05/29/2015	502.65
		62830	158587	Check	14207		SCHOLASTIC EDUCATION INSIDE S/	Yes	No	No	USD	05/29/2015	104.97
		62842	158588	Check	14742		SENS BARB	Yes	No	No	USD	05/29/2015	59.85
		62855	158589	Check	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	05/29/2015	714.90
		62832	158590	Check	14366		SHRED RIGHT	Yes	No	No	USD	05/29/2015	21.06
		62861	158591	Check	7954		SONSTEBY MARCUS	Yes	No	No	USD	05/29/2015	80.00
		62856	158592	Check	5881	2	ST CLOUD FIRE EQUIPMENT	Yes	No	No	USD	05/29/2015	20,480.00
		62862	158593	Check	8395		STOB DONALD A.	Yes	No	No	USD	05/29/2015	80.00
		62833	158594	Check	14477		TEACHERS ON CALL	Yes	No	No	USD	05/29/2015	21,997.98
		62825	158595	Check	13674	1	THE PRINT AND WEB SHOP	Yes	No	No	USD	05/29/2015	85.50
		62858	158596	Check	7006		THUNDER BLADES INC	Yes	No	No	USD	05/29/2015	350.00
		62820	158597	Check	13021		WHITCOMB GAIL	Yes	No	No	USD	05/29/2015	572.00
		62816	158598	Check	12451		YOUTH ENRICHMENT LEAGUE	Yes	No	No	USD	05/29/2015	1,134.00
		62857	158599	Check	6663		YOUTH FRONTIERS INC	Yes	No	No	USD	05/29/2015	1,825.00

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		62867	158601	Check	2189		DOMINOS PIZZA	Yes	No	No	USD	06/01/2015	230.00
		62868	158602	Check	8305		GRAND SLAM SPORTS & ENT.	Yes	No	No	USD	06/01/2015	2,976.00
		62872	158603	Check	8979		GTI CAMBRIDGE THEATRE	Yes	No	No	USD	06/02/2015	496.00
		62869	158604	Check	5139		PRINCETON LANES	Yes	No	No	USD	06/02/2015	68.00
		62871	158605	Check	7006		THUNDER BLADES INC	Yes	No	No	USD	06/02/2015	180.00
		62870	158606	Check	6532		WHITCOMB NURSERY	Yes	No	No	USD	06/02/2015	42.00
		62873	158607	Check	1799		CITY OF PRINCETON	Yes	No	No	USD	06/02/2015	104,678.18
		62879	158608	Check	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD	06/05/2015	2,654.78
		62889	158609	Check	14713		ALICKSON SCOTT	Yes	No	No	USD	06/05/2015	80.00
		62902	158610	Check	7706	3	AMAZON.COM	Yes	No	No	USD	06/05/2015	2,149.18
		62877	158611	Check	10658		ASHWORTH APPLIANCE & ELECTRIC	Yes	No	No	USD	06/05/2015	7.99
		62881	158612	Check	11427	1	AT&T MOBILITY	Yes	No	No	USD	06/05/2015	142.25
		62886	158613	Check	13704		AUEL RYAN	Yes	No	No	USD	06/05/2015	80.00
		62880	158614	Check	10915		BERGGREN VICTOR	Yes	No	No	USD	06/05/2015	40.00
		62904	158615	Check	9192		BROOKS KIM	Yes	No	No	USD	06/05/2015	16.10
		62897	158616	Check	4290		CENTERPOINT ENERGY	Yes	No	No	USD	06/05/2015	11,583.48
		62892	158617	Check	1761		CHIP'S A.C. REFRIG & APPLI	Yes	No	No	USD	06/05/2015	89.00
		62907	158618	Check	9484		GAVE JERRI	Yes	No	No	USD	06/05/2015	13.95
		62893	158619	Check	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	06/05/2015	614.09
		62895	158620	Check	4007		KEMPS	Yes	No	No	USD	06/05/2015	2,544.25
		62894	158621	Check	3945		MACKIN COMPANY	Yes	No	No	USD	06/05/2015	1,757.86
		62896	158622	Check	4136		MENARDS	Yes	No	No	USD	06/05/2015	1,483.40
		62883	158623	Check	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	06/05/2015	1,215.62
		62906	158624	Check	9418	2	MSNA - AC REGISTRATION	Yes	No	No	USD	06/05/2015	2,025.00
		62884	158625	Check	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	06/05/2015	109,155.66
		62888	158626	Check	14706		PETERSEN SABRINA	Yes	No	No	USD	06/05/2015	40.00
		62898	158627	Check	5040		PIZZA BARN	Yes	No	No	USD	06/05/2015	103.88
		62899	158628	Check	5127		PRINCETON ELECTRIC	Yes	No	No	USD	06/05/2015	369.58
		62900	158629	Check	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	06/05/2015	254.91
		62901	158630	Check	5254		REALLY GOOD STUFF	Yes	No	No	USD	06/05/2015	52.61
		62882	158631	Check	12648		REBYL SPORTS, INC.	Yes	No	No	USD	06/05/2015	2,103.50
		62885	158632	Check	13559		RUPP, ANDERSON, SQUIRES & WALL	Yes	No	No	USD	06/05/2015	1,197.07
		62891	158633	Check	14747		SIMPSON JOHN	Yes	No	No	USD	06/05/2015	65.00
		62905	158634	Check	9413		SKILLPATH SEMINARS	Yes	No	No	USD	06/05/2015	31.90
		62903	158635	Check	7954		SONSTEBY MARCUS	Yes	No	No	USD	06/05/2015	80.00
		62887	158636	Check	14477		TEACHERS ON CALL	Yes	No	No	USD	06/05/2015	21,647.72
		62890	158637	Check	14745		VINJE BRIAN	Yes	No	No	USD	06/05/2015	23.00
		62878	158638	Check	10705		WILSON SPORTS	Yes	No	No	USD	06/05/2015	76.00
		62925	158639	Check	14673		AMERICAN MUSICAL SUPPLY	Yes	No	No	USD	06/16/2015	799.96
		62912	158640	Check	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	06/16/2015	1,479.49

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		62919	158642	Check	1	1372	BELLEVILLE WHOLESale HOBBY	Yes	No	USD	06/16/2015	4,469.67
		62965	158643	Check	1	8866	BLICKART MATERIALS	Yes	No	USD	06/16/2015	122.32
		62929	158644	Check	1	1840	C.M.E.R.D.C.	Yes	No	USD	06/16/2015	694.49
		62927	158645	Check	1	1657	CAROLINA BIOLOGICAL SUPPLY	Yes	No	USD	06/16/2015	193.80
		62928	158646	Check	1	1721	CENTRAL MCGOWAN INC.	Yes	No	USD	06/16/2015	3,179.84
		62923	158647	Check	1	14336	COLE PAPERS, INC.	Yes	No	USD	06/16/2015	999.20
		62908	158648	Check	1	10069	DALCO	Yes	No	USD	06/16/2015	13,161.16
		62930	158649	Check	1	2107	DELL MARKETING L.P.	Yes	No	USD	06/16/2015	3,086.10
		62931	158650	Check	1	2109	DELTA EDUCATION INC.	Yes	No	USD	06/16/2015	294.67
		62932	158651	Check	1	2115	DEMCO INC	Yes	No	USD	06/16/2015	109.17
		62933	158652	Check	1	2255	EASTBAY INC.	Yes	No	USD	06/16/2015	4,887.50
		62934	158653	Check	1	2685	ECOLAB EQUIPMENT CARE - GCS SI	Yes	No	USD	06/16/2015	1,018.82
		62913	158654	Check	1	12623	ECOLAB INSTITUTIONAL	Yes	No	USD	06/16/2015	596.18
		62966	158655	Check	1	9068	EDUCATORS BENEFIT CONSULTANT	Yes	No	USD	06/16/2015	320.80
		62921	158656	Check	1	14159	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	USD	06/16/2015	2,856.18
		62935	158657	Check	1	2775	GOPHER	Yes	No	USD	06/16/2015	1,416.19
		62963	158658	Check	1	6645	GRANGER	Yes	No	USD	06/16/2015	3,441.58
		62936	158659	Check	1	3058	HEINEMANN	Yes	No	USD	06/16/2015	20,140.00
		62916	158660	Check	1	13217	HOLT-PETERSON CHARTER BUS	Yes	No	USD	06/16/2015	950.00
		62937	158661	Check	1	3176	HORIZON EQUIPMENT	Yes	No	USD	06/16/2015	297.17
		62926	158662	Check	1	14674	HOUGHTON WIFFLIN HARCOURT	Yes	No	USD	06/16/2015	914.42
		62924	158663	Check	1	14406	IFIXIT	Yes	No	USD	06/16/2015	334.90
		62910	158664	Check	1	10909	INNOVATIVE OFFICE SOLUTIONS	Yes	No	USD	06/16/2015	109.32
		62938	158665	Check	1	3375	J & R SCHOOL SUPPLIES INC	Yes	No	USD	06/16/2015	288.00
		62939	158666	Check	1	3623	KOEHLER & DRAMM INC.	Yes	No	USD	06/16/2015	3,387.26
		62917	158667	Check	1	13305	KRUGE AIR	Yes	No	USD	06/16/2015	790.78
		62940	158668	Check	1	3825	LIFETOUGH NSS	Yes	No	USD	06/16/2015	2,306.26
		62941	158669	Check	1	4086	MCDOWALL COMFORT MANAGEMENT	Yes	No	USD	06/16/2015	130.00
		62942	158670	Check	1	4087	MCDOWALL COMPANY	Yes	No	USD	06/16/2015	990.00
		62943	158671	Check	1	4121	MEEKER-WRIGHT SPECIAL ED COO	Yes	No	USD	06/16/2015	2,664.00
		62918	158672	Check	1	13673	MINNESOTA GRADUATE SERVICES	Yes	No	USD	06/16/2015	2,196.08
		62944	158673	Check	1	4282	MINVALCO INC.	Yes	No	USD	06/16/2015	95.87
		62945	158674	Check	1	4511	MUSIC IN MOTION	Yes	No	USD	06/16/2015	120.84
		62946	158675	Check	1	4537	NASCO	Yes	No	USD	06/16/2015	78.56
		62947	158676	Check	1	4707	NORCOSTCO INC.	Yes	No	USD	06/16/2015	147.76
		62948	158677	Check	1	4827	ORIENTAL TRADING CO. INC.	Yes	No	USD	06/16/2015	827.28
		62911	158678	Check	1	12116	PEAP - AWARDS PROGRAM	Yes	No	USD	06/16/2015	349.50
		62949	158679	Check	1	5214	QUILL CORPORATION	Yes	No	USD	06/16/2015	159.87
		62950	158680	Check	1	5254	REALLY GOOD STUFF	Yes	No	USD	06/16/2015	133.46
		62951	158681	Check	1	5305	RESOURCE TRAINING & SOLUTIONS	Yes	No	USD	06/16/2015	210.00

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		62953	158683	Check	5593	5	SCHOOL SPECIALTY INC.	Yes	No	USD	06/16/2015	5,556.33
		62909	158684	Check	10207		SWEETWATER SOUND, INC.	Yes	No	USD	06/16/2015	1,054.84
		62964	158685	Check	8795		TAG UP	Yes	No	USD	06/16/2015	82.37
		62914	158686	Check	12983		TCH INTEGRATED ACCESS SYSTEM	Yes	No	USD	06/16/2015	712.76
		62954	158687	Check	6071		TEACHER CREATED RESOURCES	Yes	No	USD	06/16/2015	81.90
		62920	158688	Check	13767		TEACHERS PAY TEACHERS	Yes	No	USD	06/16/2015	30.00
		62955	158689	Check	6079		TEAM SPORTING GOODS INC	Yes	No	USD	06/16/2015	929.92
		62956	158690	Check	6086		TECH CHECK	Yes	No	USD	06/16/2015	65.00
		62957	158691	Check	6142		TIERNEY BROS.	Yes	No	USD	06/16/2015	3,723.00
		62958	158692	Check	6202		TRANS-MISSISSIPPI BIOLOGICAL	Yes	No	USD	06/16/2015	34.54
		62959	158693	Check	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	USD	06/16/2015	325.08
		62960	158694	Check	6231		TRIO SUPPLY COMPANY	Yes	No	USD	06/16/2015	2,309.13
		62922	158695	Check	14333		UPPER LAKES FOODS, INC.	Yes	No	USD	06/16/2015	63,978.19
		62961	158696	Check	6318		US SCHOOL SUPPLY INC	Yes	No	USD	06/16/2015	191.50
		62962	158697	Check	6455	1	WARD'S NATURAL SCIENCE EST LLC	Yes	No	USD	06/16/2015	123.33
		62969	158698	Check	11973		BRAUN INTERTEC CORPORATION	Yes	No	USD	06/16/2015	4,077.00
		62967	158699	Check	11601		EBERT CONSTRUCTION	Yes	No	USD	06/16/2015	417,216.25
		62968	158700	Check	11707		EL-JAY PLUMBING & HEATING	Yes	No	USD	06/16/2015	73,701.95
		62972	158701	Check	14750		SUBURBAN ELEVATOR	Yes	No	USD	06/16/2015	37,696.47
		62971	158702	Check	14749		W. GOHMAN CONSTRUCTION CO.	Yes	No	USD	06/16/2015	200,365.45
		62970	158703	Check	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	USD	06/16/2015	83,989.60
		62973	158704	Check	5194		PRINCETON PUBLIC UTILITIES	Yes	No	USD	06/16/2015	149.63

Bank Total: 001
Report Total:

\$2,109,645.54
\$2,109,645.54

Princeton Public Schools - ISD #477

Wire Transfer Report

June 16, 2015

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
5/15/2015	\$ 521,946.87	ACH File Transfer
5/15/2015	\$ 185,552.21	Federal Tax Wire Transfer
5/15/2015	\$ 28,452.10	State Tax Wire Transfer
5/15/2015	\$ 9,570.13	Select Account HSA
5/15/2015	\$ 167.68	MN Revenue
5/15/2015	\$ 84,217.92	TRA File Transfer
5/15/2015	\$ 33,658.54	PERA File Transfer
5/15/2015	\$ 846.90	MN Child Support File Transfer
5/15/2015	\$ 28,178.87	TSA File Transfer
5/29/2015	\$ 528,206.56	ACH File Transfer
5/29/2015	\$ 186,538.00	Federal Tax Wire Transfer
5/29/2015	\$ 28,771.74	State Tax Wire Transfer
5/29/2015	\$ 9,570.13	Select Account H S A
5/29/2015	\$ 167.68	MN Revenue
5/29/2015	\$ 85,377.80	TRA File Transfer
5/29/2015	\$ 32,841.17	PERA File Transfer
5/29/2015	\$ 818.45	MN Child Support File Transfer
5/29/2015	\$ 28,064.37	TSA File Transfer
6/3/2015	\$ 15,072.44	BMO Harris Bank - (Pcards)
6/5/2015	\$ 805.00	MN Revenue - (Sales tax)
5/7/2015	\$ 2,959.77	SelectAccount
5/14/2015	\$ 923.98	SelectAccount
5/21/2015	\$ 3,149.49	SelectAccount
5/21/2015	\$ 148.62	SelectAccount
5/28/2015	\$ 2,141.65	SelectAccount
	\$ 0.00	
TOTAL	\$ 1,818,148.07	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR MAY 2015**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,549,256.81	3,314,544.34	2,563,275.28	(3,739.82)	14,300,525.87
02 Food Service	442,781.66	157,276.25	169,944.87	3,956.24	430,113.04
04 Community Service	480,664.34	152,139.88	103,966.14	(1,832.53)	528,838.08
06 Building Fund	28,647,719.78	5,481.92	126,627.91	0.00	28,526,573.79
07 Debt Service	558,057.36	869,365.28	0.00	0.00	1,427,422.64
10 Activities	161,331.26	35,935.24	21,158.67	(1,854.70)	176,107.83
TOTAL	43,839,811.21	4,534,742.91	2,984,972.87		45,389,581.25

Bank Accounts

AP/PR Account (Bremer)	1,126,012.24
MSDLAF+	6,070,226.23
Investments (Fd01)	10,110,513.43
Investments (Fd06)	<u>28,526,573.79</u>
	45,833,325.69
O/S Accts Pay Checks	(360,943.25)
O/S Payroll Checks	(19,276.52)
O/S Wires	(67,392.37)
NSF Checks	<u>3,867.70</u>
TOTAL	45,389,581.25

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

In compliance with school district Policy 706 (Acceptance of Gifts), this form must be completed for approval by the School Board before the district receives the gift or donation.

Please obtain Principal or Director signature prior to sending to board for approval.

Donor name: Anonymous

Description of gift: Twins tickets for
seniors who donated their
day off (April 28) to 9th grade

Pre-Condition, Condition, or Limitation on use: support.

How this gift specifically relates to the program or school: supports
our PBIS recognition program
and LINK program

This gift meets all requirements of Policy 706 Leanne Olmstead & Heather Sorenson

Accepted Not Accepted Paul Muspenkin Staff Name Heather Sorenson
Principal or Director Date: 6-4-15

Accepted Not Accepted Julia Espe Date: 6.9.15
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing: Principal or Director (thank you note attached) no Copy to Building

Business Services

Board Approval

This was an anonymous gift.

Revised: October 29, 2013

FUNDRAISING APPROVAL FORM

12/21/15

Date of fundraiser: 12/21/15	Projected profit: \$5000 ⁰⁰	Amount earned:
Group or organization proposing the fundraiser: Choir	Item(s) being sold: Free will	
Company/organization supplying items to be sold: Free will Donation - Messiah		
The money raised will be used for: NYC 2016 Performance		
<p>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.</p> <p>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:</p>		<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>
		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.	✓
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	N/A
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	✓
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.	✓
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	✓
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	✓
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.	✓
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"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 	N/A
I have reviewed Policy #511 Fundraising and agree to its provisions:		
Date: 6/8/15		Teacher/Sponsor Signature: <i>Wh R</i>
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction.		
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED		
Date: 6-9-15		Administrator Signature: <i>Scott Muck</i>
Date: 6-11-15		Superintendent Signature: <i>Julia Espe</i>
Date:		School Board Chair Signature:

FUNDRAISING APPROVAL FORM

Date of fundraiser: 9/25/16	Projected profit: \$10,000 ⁰⁰	Amount earned:	
Group or organization proposing the fundraiser: Choir	Item(s) being sold: Tickets		
Company/organization supplying items to be sold: Variety Show			
The money raised will be used for: NYC 2016			
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.	✓	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	N/A	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	✓	
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.	✓	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	✓	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	✓	
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.	N/A	
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"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 	N/A	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: 6/8/15	Teacher/Sponsor Signature: <i>W.P.O.</i>		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED			
Date: 6-9-15	Administrator Signature: <i>Bob Mueh</i>		
Date: 6-11-15	Superintendent Signature: <i>Julia Espe</i>		
Date:	School Board Chair Signature:		

FUNDRAISING APPROVAL FORM

Date of fundraiser: 1/22/16	Projected profit: \$10,000 ⁰⁰	Amount earned:	
Group or organization proposing the fundraiser: Choir		Item(s) being sold: Tickets	
Company/organization supplying items to be sold: Variety Show			
The money raised will be used for: NYC 2016			
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.		Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:			
		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	<input checked="" type="checkbox"/>	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	N/A	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	<input checked="" type="checkbox"/>	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	<input checked="" type="checkbox"/>	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	<input checked="" type="checkbox"/>	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	<input checked="" type="checkbox"/>	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	N/A	
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"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 	N/A	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: 6/8/15	Teacher/Sponsor Signature: <i>[Signature]</i>		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction.			
		APPROVED	NOT APPROVED
Date: 6-9-15	Administrator Signature: <i>[Signature]</i>		
Date: 6-11-15	Superintendent Signature: <i>[Signature]</i>		
Date:	School Board Chair Signature:		



DONATIONS FROM APPERT FOODS
ST CLOUD MN 56304
320-251-3200

Senior All Night Pastry
Sysco
Appert's Foodservice
900 SOUTH HIGHWAY 10
ST CLOUD, MN 56304
(320) 251-3200
(800) 225-3883

CUSTOMER'S ORIGINAL INVOICE

CONFIDENTIAL PROPERTY OF SYSCO

DEVI DATE	CUSTOMER	INVOICE NUMBER	PAGE
5/14/14	000030	405140553	0 1
ORDER #	079028	PRINCETON HS	
3330	TERMS - LAST DUE BALANCE ARE SUBJECT TO SERVICE CHARGE		
CASH OR CHECK ON DELIVERY			
MANIFEST # 1036 NORMAL DELIVERY			
MA: 5098 TIMOTHY (TIM) DEVINS			
DRIVER:			

DONATIONS FROM APPERT FOODS
ST CLOUD MN 56304

079028 PRINCETON H.S.
**** MEATS ****

QTY	PACK SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	TAX AMOUNT	EXTENDED PRICE	INVOICE ADJUSTMENTS
1	CS	25 LB APPERTS BEEF TACO FILING	2104477	27.72		27.72	
GROUP TOTALS SUMMARY: **** MEATS ****						27.72	
ORDER SUMMARY :						11592	

Donation

OPEN: 8:00 AM CLOSE: 5:00 PM

CASES	SPLIT	TOT PCS	CUBE	GROSS WT
1		1	.4	11
1		1	.4	11

DRIVERS	NO. PCS DELVD.	CUST. SIGN	NO. PCS REC.
		<i>[Signature]</i>	

APPERT'S FOODSERVICE
900 SOUTH HIGHWAY 10
ST. CLOUD, MN 56304

SUB TOTAL	27.72
TAX TOTAL	
INVOICE TOTAL	27.72

Good things come from Sysco



DONATIONS for Senior All
FROM APPERT FOODS night party
 ST CLOUD MN 56304
 320-251-3200

Appert's
 APPERT'S FOODSERVICE
 900 SOUTH HIGHWAY 10
 ST CLOUD MN 56304
 (320) 251-3200
 (800) 225-3883

CUSTOMER'S ORIGINAL INVOICE

CONFIDENTIAL PROPERTY OF SYSCO

DEL. DATE	4/30/14	CUSTOMER	079028-PRINCETON SCH	INVOICE NUMBER	404300507	PAGE	5
ROUTE	/003	PURCHASE ORDER	079028-PRINCETON SCH				
TERMS	3330	CASH OR CHECK ON DELIVERY	199 NORMAL DELIVERY				
		MANIFEST#	199				
		MA:	5098				
		DRIVER:	TIMOTHY (TIM) DEVINS				

QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	TAX AMOUNT	EXTENDED PRICE	A	F	INVOICE ADJUSTMENTS
*** - THANK YOU FOR YOUR ORDER										
PRINCETON SCHOOL 079028										
*** MEATS ***										
F	OUT CS	45 LB	APPERTS BEEF TACO MEAT		36000	2104442	27.72			
F	OUT CS	25 LB	APPERTS BEEF TACO FILING		36100	2104477	27.72			
SUBSTITUTE										
GROUP TOTAL****										
GROUP TOTALS SUMMARY: **** MEATS ****										
ORDER SUMMARY : 1195										
TAX 27.72										
SUB TOTAL 27.72										
TAX TOTAL 27.72										
INVOICE TOTAL 27.72										
LAST PAGE										

Donna Johnson
Senior party

OPEN: 8:00 AM CLOSE: 5:00 PM

Donna Johnson

APPERT'S FOODSERVICE
 900 SOUTH HIGHWAY 10
 ST. CLOUD, MN 56304

DRIVERS SIGN: *Donna Johnson*

NO. PCS DELIV. SIGN:

NO. PCS REC.

PAYABLE ON OR BEFORE 5/01/14

INVOICE TOTAL 27.72

PRINCETON HIGH SCHOOL OFFICE HOURS

MISSION

An Innovative leader in instruction, developing in EVERY learner the ability to succeed in an ever-changing world.

VISION

Equip every student to be career and college ready through personalized instruction, community partnerships, and collaboration.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

Princeton Schools will Provide equal educational opportunity to all students served by the school district regardless of race, color, creed, sex, national origin, religion, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age.

Action will be taken by the district to achieve compliance with this policy.

Should any person(s) claim that there has been a violation of this policy, they should discuss the matter with the assistant principal that services them. If the matter is not solved at this level, the complainant may discuss grievance procedure with the principal. If the issue is not then resolved at this level, the complaint is filed with the superintendent. (For complete policy, see District Policy 102.)

DIRECTORY INFORMATION REGARDING STUDENTS

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. A form is available at the end of the handbook section of this planner. (From Policy 515, available in its entirety on the District Website.)

Dear Students & Parents/Guardians:

This handbook serves as a reference guide for students and parents. Although it does not address all questions that arise, it clarifies many of the school's expectations, procedures and guidelines. When you have a question or concern, please do not hesitate to contact someone in the school who can provide assistance.

The high school reserves the right to modify building policies and/or procedures when the administration determines the changes are in the best interests of the school community. Such changes will be communicated to students, parents and staff in a timely and appropriate fashion.

The high school years are exciting times for students. At the same time, they are extremely important years in terms of social, academic and personal development. We encourage students to explore new programs and activities at the high school. Princeton High School is committed to providing stimulating and challenging experiences for all students.

We hope you have an exciting, enjoyable and productive school year.

Sincerely,

Barb Muckenhirn
Principal

CRIMINAL HISTORY BACKGROUND CHECKS

The school district has adopted a background check policy, the purpose of which is to maintain a safe and healthy environment for 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 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.

EMERGENCY SCHOOL CLOSING

In the event of fire, severe weather, etc., school will be closed by an announcement from the Superintendent of Schools. The decision to close schools will be made by 6:00 a.m. Please check the following radio and television stations and web sites for information related to school closings and late starts:

- WCCO 830 AM
 - WQPM 1300 AM/KLCI 106.1 FM
 - KBEK 95.5 FM
 - KCLD 104.7 FM/KNSI 1450 AM/KZPK 98.9FM/KCML 99.9 FM
 - WWJO 98.1 FM/WJON 1240 AM
- WCCO-4
 - KSTP-5/KSTC-45
 - KMSP/FOX-9
 - KARE-11
-
-
-

BOARD OF EDUCATION

Deb Ulm, Chair	763-856-4017
Craig Johnson	763-634-2550
Jeremy Miller	612-940-6838
Eric Minks	763-238-1571
Chuck Nagle	651-483-3982
Howard Vaillancourt	763-389-3627

Chad Young

763-856-5314

SUPERINTENDENT OF SCHOOLS

Julia Espe

763-389-6184

District Office
706 First Street
Princeton, MN 55371

HIGH SCHOOL ADMINISTRATION

Barb Muckenhirn	-	Principal	389-6011
Emorie Colby	-	Assistant Principal	389-6001
Tricia Ford	-	Counselor/Dean	389-6016
Tami Duke, A-K	-	Counselor	389-6017
Sarah Moffat, L-Z	-	Counselor	389-6021

ACTIVITIES DIRECTOR

Darin Laabs	389-6002
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SCHOOL BELL SCHEDULE

2-HOUR LATE START SCHEDULE

HIGH SCHOOL CALENDAR 2015-2016

This calendar follows the district calendar available on the website

September 2	PHS Open House/Orientation - 4:00-6:30 p.m.
September 8	School Begins for Freshmen
September 9	School Begins for Grades 10-12
September 9	PHS Student Pictures/Senior Class Photo
September 22	2-Hour Late Start/Staff Development
September 28	Homecoming Coronation
October 2	Homecoming w/Big Lake - 7:00 p.m.
October 12	Picture Retakes
October 8	Mid-Term Grading
October 12	H.S. Parent Conferences 3:30-6:00 p.m.
October 15-16	No School - MEA Prof. Convention
November 12	2-Hour Late Start/Staff Development
November 26-27	No School - Thanksgiving Break
December 3	End of 1st Trimester/Incentive Day
December 4	No School - Staff Development
Dec. 24-Jan. 1	No School - Winter Break
January 4, 2016	School Resumes
January 18	No School - Staff Development
January 22	Mid-Term Grading
January 27	H.S. Parent Conferences 3:30-6:00 p.m.

February 2	2-Hour Late Start/Staff Development
February 15	Presidents' Holiday - No School
March 9	End of 2nd Trimester/Incentive Day
March 10-11	No School - Staff Development
March 25	No School - Spring Break
April 1	2-Hour Late Start/Staff Development
April 8	Mid-Term Grading
April 13	H.S. Parent Conferences 3:30-6:00 p.m.
May 7	Prom
May 11	School Board Scholar Banquet - 6:30 p.m.
May 18	Senior Awards Night - 7:30 p.m.
May 27	End of 3rd Trimester/Last Day of School/Incentive Day
May 27	Commencement - 7:00 p.m.
May 30	Memorial Day
May 31	Staff Work Day

PRINCETON HIGH SCHOOL

ATTENDANCE PLAN

(ISD 477 Policy 503: Additional information about this policy can be found in the policy section of this handbook.)

The Princeton High School staff believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this plan is to encourage regular school attendance.

Class attendance is a joint responsibility to be shared by the student, parent/guardian, teacher and administrators. These procedures promote student attendance.

It is the student's right and responsibility to be in school. It is also the student's responsibility to attend all assigned classes, study halls, and directed study periods every day that school is in session and to be aware of and follow the correct procedures when absent from school. Finally, it is the student's responsibility to request any missed assignments or tests due to an absence.

It is the responsibility of the student's parent/guardian to ensure regular school attendance and to inform the school in the event of a student absence within 2 school days. Student absences can be reported by calling 763-389-6014 and leaving a message stating your student's name, date of absence, and reason for the absence. Messages can be left at this number 24 hours a day.

It is the responsibility of the teacher to accurately record daily attendance. It is also the teacher's responsibility to provide each student with information regarding his/her attendance during directed study on Friday of each week.

It is the school's responsibility to encourage students to attend all classes, study halls, and directed study periods. It is also the school's responsibility to inform the student's parent/guardian of the student's attendance and to work cooperatively with the parent/guardian and the student to encourage regular school attendance.(Policy 503 can be found in it's entirety on the district website)

LEGAL STATUTES REGARDING ATTENDANCE

Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance. Minnesota Law (MN 120A.22 Subd. 5) provides that every child between seven and seventeen years of age shall attend a public school or private school for not less than nine months during any school year. Students between the age of seventeen and eighteen must be eligible under MN 120A.22 Subd. 8 to withdraw from instruction.

Minn. Stat. 260A.02 provides that a continuing truant is a student who is subject to compulsory instruction requirements and is absent from instruction without valid excuse within a single school year for 3 or more class periods on 3 days.

Minn. Stat. 260C.007 Subd. 19 provides that a habitual truant is a student who is subject to compulsory instruction requirements and is absent from instruction without valid excuse within a single school year for seven or more class periods on seven days. In cases of recurring absences the administration may request the County Attorney file a petition with the Juvenile Court pursuant to the above statute.

1. After 3 unexcused absences a letter will be sent to parent/guardian to inform of continuing truancy, and a referral to the Family TIES social worker may occur.
2. After 7 unexcused absences a second letter of habitual truancy will be sent to parent/guardian and a Truancy Petition may be sent to the county attorney and/or a referral to a county program intended to improve attendance will be made if not done previously.
3. In addition to the above consequences, students who are truant may be assigned after school detention or may receive in school or out of school suspension.

Parents who wish to withdraw their seventeen year old student from instruction are required by law to meet with school personnel. The process for withdrawal from instruction is as follows:

1. Parent/guardian and student arrange a meeting with counselor or assistant principal to discuss the educational opportunities available to the student.
2. All school-owned books and materials must be returned. Fines and fees must be paid.
3. An internal withdrawal form must be signed by the parent, a school administrator, the student and the student's teachers indicating that materials have been returned and fees paid, and noting grades-to-date.

To achieve independent student status at PHS a student must first recognize that this status is not attained by reaching the age of 18. A student may achieve independent status by having parents sign an affidavit indicating that the student in question does not live at home and that parents are no longer executing their parental rights over this student. Independent student status forms are available in the main office. All school correspondence, grade reports, attendance record, and behavioral record shall be directed to a student's parents/legal guardians unless the school has on file a written statement by the parents/legal guardians stating the specific student is no longer under their care or supervision. The document or letter must be cleared with the principal. An independent student may only write his/her own notes regarding absences, requests for medical appointments, etc., if one of the aforementioned documents has been approved by the principal.

The aim of this district is for the academic and personal success of every student, and to that end we offer a variety of options for the many types of learners, and attempt to meet the needs of every student. At times it becomes clear that a particular student is not making adequate progress in the high school setting while creating a negative impact on others. For this reason district officials reserve the right to refer a student to our Alternative Learning Center per MN 120A.36, which states, "Attendance at a particular public school is a privilege not a right for a pupil".

Students who have three, and no more, absences in any given class, including study halls and TAs, will earn an exemption from final tests. For the purposes of incentive day, . Thus, a student who has three absences and a tardy (or additional absences) in any single class period is not eligible for the incentive. All absences except school activities will count against the incentive. The attendance incentive is about of absences, not about the for a student's absence. An appeal form

is available in the office for those students who miss meeting the limited number of absences (ie their additional absences total less than one full day). Students may elect to take exams if they earn the incentive; in this case their exam scores can only their grade. Students who earn the incentive and do not wish to take exams should have a note from a parent excusing them for the day and should not attend that day.

ABSENCES

A student will be considered absent when the student is missing from school for any day or part of a day. ALL absences, excused and unexcused, count against the Incentive.

Excused Absence - Verified by both the parent/guardian and the school.

The following are examples of excused absences:

1. Illness
2. Doctor/Dentist appointment
3. Funeral of family member or close friend
4. Pre-arranged absences: Absences for family trips requested by parent or guardian and approved by the principal will be excused. Arrangements of this type should be made in advance and work should be made up before the absence occurs, if possible.

Note: After 10 cumulative excused absences a doctor's note or other verification may be required.

Unexcused absence - Those absences which cannot be classified in the above categories and/or are not approved by the school.

The following are examples of unexcused absences regardless of parent/guardian approval:

1. Failure to verify an absence within time allotted
2. Leaving school at any time without proper prior notification
3. **Caring for a younger family member**

Attendance Procedures

each day their son or daughter is absent. Parents/Guardians may call the Attendance line 24 hours a day and leave a message. . If no prior contact has been made, a signed note is required stating his/her name (including middle initial), grade, date(s) of absence, and reason for absence. A note verifying an absence will be allowed up to following the return of the absent student to school. State regulations require that a student who is absent without excuse for fifteen (15) consecutive days of school must be dropped and formally readmitted to return.

If a student becomes ill during the day, or if a student must leave school for any reason, he/she must receive permission from the office. Students wishing to see the health assistant must have a pass from their teacher, except in cases of emergency, or to follow a medication schedule. Teachers are not required to grade work if the absence is not coded "excused". Excused absences will not result in reduction in grades, but failure to complete work usually will affect grades. Assignments and homework can be collected in the office after a student is absent three or more days. Teachers are responsible for providing assignments after the student or parent/guardian request assignments from the office or directly. Student and/or parent/guardian are responsible for requesting make-up work for each day's absence. The responsibility for completing this work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be replicated and is lost whether the absence is excused or not. Students will be allowed two school days' make-up work time after returning from an excused absence. Long-term assignments or tests may still be due the day of the student's return to school. Testing and due dates may be extended at the discretion of the teacher.

Parents/guardians may be notified daily by automated telephone if their student is absent from any class. In addition, student attendance is enclosed when grades are sent home, and parents can monitor attendance and grades online through the Parent Access portal on the website.

Tardies will be handled by the individual classroom teacher. Students may be considered tardy if they are not through the threshold of the classroom door by the time the bell has stopped sounding. Students will be considered if 15 minutes tardy, if they are out of class for 15 minutes or more without explicit permission to be gone that long, or if they miss Directed Study. Two tardies equal one absence in counting for the incentive day.

The following are intended to help maintain attendance of all PHS students during tournament play. Tournament attendance procedures are as follows:

1. When a PHS team or an individual(s) is in the Sectional/State Tournament, Varsity/Junior Varsity team participants are marked as a "Student Activity" to attend a tournament. Participants need to have a prior authorization with the Attendance Secretary to have it not count against their incentive and ride school-provided transportation
2. When participants of an activity wish to spectate at a State Tournament (with no PHS team competing), the participants can attend with their attendance being marked "Excused" and will count against their incentive. Participants need to return to the Attendance Secretary their ticket stub.

ACADEMIC INFORMATION

ADMISSION PROCEDURES

Students currently enrolled in another school district can transfer to Princeton High School at any time. Students who transfer to or from Princeton are strongly encouraged to transfer at a date which coincides with the beginning of the next trimester. Credits earned through non-accredited schools will be transferred as Pass/Fail grades only. Students may be required to demonstrate competency of credit transferred from non-accredited schools.

Students not currently enrolled in any school and who wish to be admitted or readmitted to Princeton High School are strongly urged to enroll 2-3 weeks prior to the beginning of a trimester. . The student will be required to wait until the beginning of the next trimester. Students transferring from an Area Learning Center may be referred to our affiliated ALC, Oakland ALC.

POLICY FOR ACADEMIC HONESTY

Princeton High School students are expected to achieve success with integrity. Academic dishonesty is a serious violation of scholarship standards, and any act that misrepresents a student's schoolwork or that diminishes the rights of other students to fair competition is forbidden. Academic dishonesty includes, but is not limited to, cheating on assignments or exams, assisting another student in cheating on assignments or exams, plagiarizing (misrepresenting another's work as one's own original creation, ie using, without attribution, another person's ideas, concepts or words), submitting the same (or substantially the same) paper in more than one course without prior consent of all instructors concerned.

Any staff member may make written reports of academic dishonesty. A substantiated report of academic dishonesty will result in one of the following consequences:

No credit given for the assignment/ test/activity/project on which academic dishonesty occurred. A retake (of tests), a rewrite (of papers), and another chance on projects will be allowed, and must be scheduled within seven calendar days with the teacher.

No credit given for the assignment/test/activity/project on which academic dishonesty occurred. Further education about what constitutes academic dishonesty will occur. ISS will be assigned.

No credit given for the assignment/test/activity on which the academic dishonesty occurred. ISS will be assigned. After three offenses, consideration will be given to withdrawing the

student from the course in which the academic dishonesty occurred and assigning a final grade of "F" in the course.

Note: National Honor Society students who engage in academic dishonesty jeopardize their status as a member of NHS.

All written, substantiated reports of academic dishonesty shall become a part of the student's disciplinary file and will be reported to the Activities Director if appropriate. Incidents of academic dishonesty shall be cumulative across and including all classes, all trimesters, and all years of enrollment at Princeton High School. Parents will be informed of each incident by the teacher, and consequences will be assigned by an administrator.

FINES

State law requires schools to notify students that "the school will charge appropriate replacement fees for textbooks, workbooks, or library books lost or destroyed by students."

If, in the instructor's opinion, no undue wear has occurred, there is no assessment for the use of the textbooks. If there has been undue wear or vandalism, or the text is not returned, students will be assessed for the damage to or the replacement of the item. Book covers are strongly recommended.

Use of lockers, school property, etc., is also without expense to the student if the student uses this equipment properly. Students will be charged for damage incurred to lockers and other damaged or lost school property, such as phy. ed locks and equipment, art equipment, books, science or art equipment, etc. Defective equipment should be brought to the attention of the teacher or office immediately.

MEDIA CENTER PROCEDURES

The media center aspires to be a collaborative learning space, and welcomes classrooms, and students who have a pass from their teacher. Expectations for behavior include respect for other students and for the space. Students are asked to not be excessively loud, and to not eat in the media center.

Books are checked out for four weeks at a time. They may be renewed for an additional four weeks as long as no one else has requested them. Students may stop into the Media Center any time to renew books, even if the book(s) are at home. When a book is lost, the student will need to pay the cost of the replacement for that book.

SCHEDULE ADJUSTMENTS

All students are required to carry a minimum of four credits, and are encouraged to carry five, each trimester while they are registered at Princeton High School. Students should make an appointment in the guidance office to meet with their counselor to change their schedule. Logistics prevent us from being able to fulfill specific teacher, hour or lunch requests.

No classes may be added after the first five days of each trimester. Students carrying five credits a trimester may drop one class without penalty through the first six weeks of each trimester. After this time, classes dropped will earn a grade of "F" and will affect the student's G.P.A. Should the student fall below four classes, the class(es) being dropped will reflect an "F" for the final grade.

GRADING

Teachers will establish the guidelines for determining letter grades. Students will be informed of these guidelines at the beginning of each course. Reporting periods are at six- and twelve-weeks; grades are available on Skyward throughout the trimester. The final grade at the end of each trimester will be recorded on the student's permanent record. Interpretation of grades are listed below:

- | | |
|-------------------------|--|
| A - excellent | I - incomplete |
| B - very good | P/F - pass/fail |
| C - satisfactory | W - withdrawal from course with no penalty |
| D - lowest passing mark | |
| F - failure | |

A mark of incomplete will be given to those students who, due to absence, will need additional time. An incomplete grade for the six weeks means that the student has not completed the work for that grading period. Since the six week grade is a part of the final grade for the course, this incomplete will block the granting of a final grade until the required work is completed. A deadline for handing in the required work will be established by the teacher. If the incomplete work is not completed within two (2) weeks of the duration of the course, the incomplete final grade for the trimester course will automatically be changed to an "F". The two-week deadline may be extended in mitigating circumstances.

This option is available to juniors and seniors only. One (1) elective credit can be taken on a pass/fail basis. Students must earn the equivalent of a "C" grade to pass the class. Students wishing to take a class on a pass/fail grading basis or to obtain a credit for the class may do so any time during the first four weeks. A request to register for a class on a pass/fail basis must be submitted to a counselor. This grading option is intended for use by juniors and seniors willing to take difficult academic work.

Students wishing to audit a class (take a class for no credit) may do so any time during the first four weeks. A request to audit a class must be submitted to a counselor.

Audits, special credit, and grading situations will be reviewed and decided upon by the principal.

If a student enrolls full-time with an approved online learning provider, that student is no longer enrolled in Princeton High School. A student may enroll with an online learning provider for up to 50% of a trimester's courses (2 courses per trimester). See your Guidance Counselor for additional information on timelines and other requirements for enrolling in online learning.

MARKING AND GRADING PERIODS

Mid-Term	October 8
End of Trimester	December 3
Mid-Term	January 22
End of Trimester	March 9
Mid--Term	April 8
End of Trimester	May 27

WITHDRAWAL PROCESS

Parents who wish to withdraw their 17 year old student from the public school system are required by law to meet with school personnel.

1. Parent/guardian and student arrange a meeting with counselor or assistant principal to discuss the educational opportunities available to the student.
2. All books and materials must be returned.
3. A withdrawal form must be signed by parent/guardian, teachers and counselor or assistant principal.
4. A copy of withdrawal form is given to student to present at his/her new school.

A similar process exists for those students who are dropping from Princeton High School in order to enroll in another school. Please see the guidance secretary to start this process.

EARLY GRADUATION

The early graduate must understand that he or she:

1. may not participate in sports or activities sponsored by the school after leaving school.
2. may attend school sponsored functions such as dances.
3. may attend prom, class party night.
4. must attend graduation rehearsal.
5. are not allowed in the school building or on school property without permission (during the school day) in that they are no longer registered for classes.
6. cannot participate in P.S.E.O.

GRADUATION REQUIREMENTS

All students must take/pass tests as required by the State of Minnesota for purposes of graduation. In addition to successful completion of these requirements, students must earn 54 credits, including those listed below. Information about required courses and further clarification of requirements are identified in the Princeton High School Registration Guide.

English	8 credits
Social Studies	7 credits
Mathematics	6 credits
Science	6 credits
Physical Education	2 credits
Health	1 credit
College and Careers	1 credit
Arts*	2 credit
Electives	21 credits

COMMENCEMENT

Any senior wishing to participate in graduation ceremonies must complete all graduation requirements prior to commencement, according to a timeline established by the principal, and must be a student in good standing. All school property (books, equipment, misc.) must be returned and all fines/fees must be paid prior to Commencement. The Commencement ceremony is a formal event and students are expected to dress appropriately.

HONOR ROLL

The Honor Roll will be posted at the end of each trimester. This will be published three times a year. If you have an incomplete that is made up later in the trimester, this will not be published. In order for you to be on the "A" Honor Roll, you must have a 3.500 to 4.000 grade point average (G.P.A.) for the trimester with no failures in any subject. In order for you to be on the "B" Honor Roll, you must have a 3.000 to 3.499 grade point average for that trimester with no failures in any subject. To be included in honor roll, students must be enrolled in a minimum of four (4) credits. The points for each marking grade are as follows:

A	4.000	C+	2.333
A-	3.667	C	2.000
B+	3.333	C-	1.667
B	3.000	D+	1.333
B-	2.667	D	1.000

NATIONAL HONOR SOCIETY

Selection into the Honor Society is an honor. Eligible students are invited to make an application for membership. A screening committee must endorse the request for membership. Selection is based on outstanding scholarship, character, leadership and service to school and community.

:

1. Must have a minimum 3.5 cumulative GPA.
2. Must be in 11th or 12th grade.
3. Must be actively committed to school and/or community activities.

ACADEMIC RECOGNITION PROGRAMS

It is the policy and practice of the school board to promote academic excellence. Furthermore, the board wishes to recognize those students who have demonstrated outstanding academic achievement. A recognition program of "School Board Scholars" has been created to award students who meet the following standards:

1. Students, after completion of eleven (11) trimesters of high school, whose Grade Point Average ranks them in the top 5% of their 12th grade class and have earned a minimum of twenty-four (24) credits while fully enrolled at Princeton High School, will be designated as School Board Scholars. The recipient and their parents will be recognized at a reception sponsored by the school board.
2. A senior, after completion of eleven (11) trimesters of high school or the equivalent and whose cumulative Grade Point Average is 3.000 or greater, has earned a minimum of eight (8) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the school year for which the award will be acknowledged, will earn the recognition of "Honors".
3. A senior, after completion of eleven (11) trimesters or the equivalent of high school whose cumulative Grade Point Average is 3.500 or greater, has earned a minimum of eight (8) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the school year for which the award will be acknowledged, will earn the recognition of "Special Honors".
4. Seniors, after completion of eleven (11) trimesters of high school or the equivalent, whose Grade Point Average ranks number one (1) or number two (2), has earned a minimum of twenty (20) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the junior year, will be declared the Valedictorian and Salutatorian, respectively.

For the purpose of this policy, "fully enrolled" shall mean attendance during the approved school calendar and for all assigned classes and study halls in the Princeton Public Schools. This does include those enrolled in Post-Secondary Enrollment Options (PSEO), after the minimum amount of credits, as stated, have been earned in the Princeton High School building.

SIGNS, POSTERS, LITERATURE

Any sign or poster that is to be displayed in the school building requires the prior approval of the principal or assistant principal. An approval signature must be visible on lower right hand corner of the poster. Posters cannot be displayed on sheetrock walls or in bathrooms and stairways; bulletin boards are provided to display posters. Limited bulletin board space requires poster size to be no larger than 11" x 17".

SERVICES

HEALTH SERVICES

The District School Nurse and Health Services Assistant welcome any communication or question related to student health. Parents/guardians who have a student with health concerns should make the District Nurse and Health Service Assistant aware of the concern, provide the school with doctor recommendations/medications that must be taken at school, work with the District School Nurse to develop an *Individual Health Plan* for their child, and sign a *Data Release Form* that allows communication between care providers and the District School Nurse, and keep emergency numbers current. Health information should also be shared with the bus company by the parent to ensure the safety of students while riding the bus.

Health Services Assistant 763-389-6019

District School Nurse 763-389-6195

Health Services website: www.princeton@isd477.org (click on Departments, Health Services) for information about immunizations, illness, medication, diseases, and downloadable forms.

USE OF HEALTH SERVICES

A student may utilize the Health Office for a medical concern, injury, or for information/referral for a specific health care. Except in emergency situations, students requesting permission to use the Health Office are required to receive a pass from the teacher. In emergency situations (sudden illness or injury in school/on school grounds) the student should report immediately to the Health Office or the supervisor on duty. Students that are ill or injured should report to the Health Office so the Health Office Assistant can assist them to contact their parent/guardian or leave the building for medical care.

EMERGENCY SHEET

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

MEDICATIONS

Princeton schools recognize that some students may require prescribed or over-the-counter medication during the school day. Medications must only be given by a Licensed School Nurse or designated school staff (who have been trained/approved by the Licensed School Nurse). **Students are not allowed to carry their own medication during school hours** except in special medical circumstances. In such cases, parent/guardian and Health Care Provider signatures are required. Parents/guardians of students requesting medications to be administered by Health Service Assistant during school hours are required to provide:

1. A written order for the medication from the Health Care Provider for all prescription medications given and for any over-the-counter medication given longer than two

weeks.

2. A signed *Data Release Form*. (Forms can be obtained from the Health Office or on the School Health Website).
3. The medication must be 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 brought 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 at the end of the school year will be disposed of.

To assure safety, parent should bring medication to the school health office. If you are unable to bring the medication in person (and your child is in Middle School or High School), please **call** the Health Service Office with the following information: Parent/guardian name, parent/guardian phone number, student name, name of medication and amount of medication being sent to school.

ILLNESS

Students who become ill during the school day **must report to the Health Office**. The Health Service Assistant will determine whether or not the student is able to continue with the school day. **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 be allowed to walk/drive home). If the parent cannot be reached, those persons designated by the parent/guardian as Emergency Contacts will be notified.

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

1. Fever of 100 degrees or more.
2. Vomiting.
3. Diarrhea.
4. Red eyes/eyelids with pus type drainage.
5. Rash that is (or may be) contagious.

Before returning to school:

- Student must be fever free **for 24 hours** without using fever reducing medication;
- Vomiting or diarrhea free **for 24 hours**;
- If the student has a rash of unknown origin (it may be contagious), they must have a note from the Health Care Provider stating when they may return to school;
- For any activity restrictions (in school or Physical Education Class) or other special accommodations (water bottle, snacks, etc.) a note from the Health Care Provider is required.

INJURIES

The Health Service Assistant will determine whether or not the student is able to continue with the school day and call parent/guardian (first) and emergency contacts (second) as appropriate. If we are unable to reach 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. **Please update all changes** in home, work, and cell phone numbers as they may occur so contacts can be made as necessary.

CHILD WITH A HEALTH CONCERN

Make your child's health concerns known to the District School Nurse or Health Service Assistant. Bring current signed Health Care Provider's orders and medication that will be needed each school year and with any changes that occur during the school year. Work with the District School Nurse to develop an *Individual Health Plan* for your child at school each school year and with any changes that occur during the school year. Provide permission for the school district nurse to communicate with your child's healthcare provider by signing a *Data Release Form*, *Individual Health Plan*, and/or *Action Plan* for your child at school each school year and with any changes that occur during the school year. These forms can be found on the Health Services website: www.princeton@isd477.org click on Departments, Health Services, Parent Medical Forms. Provide parent/guardian and emergency contact phone numbers each school year and with any changes that occur during the school year. If the school health staff are aware that your child has a medical concern, each year two attempts will be made to obtain current health information and/or medication. Health information about your child will be shared with school staff (and transportation staff) on a "need to know" basis only. If your child rides the bus or other school transportation, it is the parent/guardian responsibility to share with transportation staff any health concerns, health information, and emergency medication to ensure the safety of your child while being transported.

ALLERGY AWARE SCHOOLS

Parent/guardian of students who have allergies are responsible to submit an *Allergy Action Plan* with the Health Care Provider and parent/guardian signature, *Medication Administration Form* with the health care 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/plans with appropriate school personnel as needed. Parent/guardian is responsible to submit health information and emergency medications to the bus company if needed.

Peanuts/Nuts - be aware that many people have allergies to foods (especially to peanuts and other nuts). Some of the school buildings allow peanuts and nut products in classrooms. Some of the school lunchrooms have areas where students are allowed or not allowed to eat peanuts and nuts. Some school lunchrooms serve peanuts/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 will be used during the school day and for school events in all buildings. These items are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are safe alternatives. Latex-free gloves and bandages are used in the school Health Offices.

Scents - many people have allergies to scents. Avoid using any products with strong

scents: this includes perfumes, colognes, heavily scented deodorants and Essential Oils. No perfumes or scented spray type products are allowed in the school buildings.

IMMUNIZATIONS

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

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 with your child's vision, hearing or possible scoliosis, please notify the District School Nurse.

THEFT REPORTS

Theft reports should be filled out in the assistant principal's office. The school resource officer should also be made aware of the theft. Every effort will be made to recover the stolen item(s).

INTERVIEWS WITH STUDENTS BY OUTSIDE AGENCIES

The school district has legal custody of students during the school day. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interviews by non-school officials.

The interviewing of students by anyone other than school district personnel may be conducted only after permission to conduct such interviews has been granted by the building principal or designee. For the purpose of this policy, transportation supervisors shall be considered school district personnel.

A principal will not, without parental or guardian consent, grant permission to conduct an interview with a minor student when, in the judgment of the principal, the results of such an interview could lead to criminal prosecution of the student. Exceptions to this restriction include:

1. When a court order is presented by a recognized official which grants permission for an interview to take place.
2. When the principal believes that unless an interview takes place immediately, clear and imminent danger could exist for the student or others.
3. When investigating school related incidents; the school resource officer would be considered a "school official".

An attempt will be made to contact parents to inform them of the request. Parental notification or consent is not required when a recognized official, in carrying out his or her responsibilities to investigate a possible case of child abuse, requests permission to interview a suspected child abuse victim or when a court order precludes or eliminates the need for parental notification.

CONTACTING A STUDENT DURING THE SCHOOL DAY

If you need to leave a message for a student during the school day please call 389-6001. Students are called to the office to receive messages between classes throughout the day. Urgent messages will be given priority, although the school cannot guarantee that messages will reach the student by any particular time. **LUNCH INFORMATION AND EXPECTATIONS**

Princeton High School is a closed campus. Students are not allowed to leave campus at any time without permission from the office. The only circumstances under which a student may leave for lunch is if the parent/guardian picks up their student at school, takes them to lunch, and returns them to school. Students leaving campus or failing to follow proper procedure for leaving for lunch are subject to the consequences of the attendance/discipline policies. **Students are not allowed to have lunch delivered to the school by restaurants or other food establishments.**

Lunch Account Payments: 'Lunch Account' refers to the account that is used for breakfast, lunch, milk and Snack Shop purchases. It is a prepaid, computerized program. Cash or checks deposited into a student's account must include the student's full name and account number, and should be placed in a sealed envelope addressed to Food Service. Deposits are accepted in the cafeteria every morning before 9:00 and may be for any amount. Deposits may also be made online through the Parent Access portal on the school website. The minimum deposit online is \$25.00.

Lunch Account Policy: Students who have a negative balance of \$5.00 or more in their account will not be allowed to charge on that account. All account balances must be positive by May 15th in order to continue charging meals to that account, and negative balances should be righted. Any balances left in accounts at the end of the year will rollover to the next school year. Students should memorize their account number and keep it confidential.

Free or Reduced Lunches: Breakfasts and lunches are available for students whose family meets the federal criteria. We encourage all families to complete and submit the forms available in the office, on line and at Orientation Night to see if you qualify for assistance. , and can be filled out at any time during the school year.

Please access the Food Services department on the district website for current meal prices.

Menus are published on the Princeton Public School website. Students are encouraged to sample new menu items and to enjoy the wide variety of whole grain and fresh food offerings. Students who bring their own lunches are encouraged to bring well-balanced lunches, and to include a cold-pack if needed. Students and parents may not have lunches delivered to the school from restaurants.

Additional Programs:

Breakfast is offered every school day from 7:45-8:05 in the cafeteria. Students who are eligible for free or reduced lunch are also eligible for free breakfast. The after school Snack Shop is available from 2:50-3:15 in the cafeteria. Payment for breakfast and Snack Shop is deducted from your lunch account; a positive balance in your account is required!

Students are to observe the following expectations when in the cafeteria:

1. Stand in line. Be patient and courteous.
2. Pay for what you take.
3. Clean up after yourself.

KEEP FOOD IN THE CAFETERIA: No food or drink should be consumed in carpeted areas. This includes classrooms, music rooms, the media center and the carpeted area of the cafeteria. Hot beverages and ice cream need to be , and not taken to lockers, class or the media center.

VISITORS

Any person other than Princeton High School students, staff or school board personnel are regarded as visitors and must report to the office for clearance before going anywhere in the building. PHS accepts only those visitors who have legitimate business at the school. Former students are expected to wait until 2:50 to visit with staff members in order to reduce disruption and increase the safety and security of the students enrolled at Princeton High School. Visitors wishing to see PHS students are asked to do so off school property.

Students who have a legitimate educational reason to visit our school must have their parent/guardian contact the high school office to explain the situation. Visitors may be allowed if they are seriously considering transferring to Princeton at some time in the near future.

DANCES

Dances are held throughout the school year for a variety of occasions, and are open to PHS students grades 9-12. Middle school students are not allowed at high school dances. All school rules apply during these events. Guests of PHS students must be approved by administration by the Wednesday prior to the dance, must be under the age of 21 at the time of the dance, and must be in possession of a photo ID to gain admittance. Guest forms are available in the main office. Students may host one guest each. Administration reserves the right to deny admittance to any student or guest, and to remove students and/or guests at our discretion. Attendees will not be readmitted once they have left the dance.

Prom is a formal event designated for Juniors and Seniors enrolled in PHS (and our ALC students) and their guest. Freshmen and Sophomores may attend only as guests of a Junior or Senior. "Morp" is a semi-formal event designated exclusively for 9th and 10th grade PHS students; no guests are admitted for Morp. Morp is not held every year.

SPRING FLING

Spring Fling is a Princeton High School event that is not open to visitors or alumni. Princeton students who are in good standing at the ALC may attend with prior approval from a Princeton administrator.

FIRE DRILLS

According to the Minnesota State Law, schools must hold at least five fire drills per year. It is therefore important that students follow the fire drill guidelines each time the alarm goes off. The guidelines are:

1. Leave your area immediately according to the directions posted in the area.
2. Once out of the building, remain from the building until the "all clear" signal is given.
3. If the alarm rings during lunch time, leave the cafeteria immediately, leave the trays on the table. When you return to the cafeteria, finish your lunch and bus your tray.

LOCK DOWN DRILLS

Minnesota state law requires schools to periodically practice their lock down procedures in order to prepare for emergency situations that may arise. Student safety is of primary concern during lock downs, therefore, students are expected to respond immediately to staff direction during drills. Drills are typically conducted with little disruption to the school day.

TORNADO WARNING AND DRILLS

To ensure that students and staff are prepared for possible tornado events, Princeton High School conducts at least one Tornado Drill a year as if there is a Tornado Warning in effect. A tornado

warning is when a tornado has been sighted and may be approaching the school or the immediate area. These procedures will be followed:

1. An announcement will be made over the intercom.
2. Teacher and students should remain calm and take prescribed route to the assigned shelter area. Walk in an orderly manner. Students and teachers are to sit on the floor in proper tuck position.
3. Teachers will account for students who were in their classroom at the time the alarm sounded by taking roll. Maintain order and discipline in the shelter areas.
4. The "all clear" will sound by a steady ringing of the school bell. If electrical power has been lost, a messenger will bring the all clear message.

MANDATED REPORTING

Recognizing the relationship that exists between successful school experiences and good physical, mental and emotional health of students, it is the policy of the School District to comply with state mandates by requiring teachers and staff to report suspected neglect and physical or sexual abuse of children. (MN. Statute Section 262. 556, Sub. 3. Policy 414.)

LOCKERS

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without prior notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Students are allowed use of the lockers at no cost. Students are expected to maintain their lockers in a neat and clean manner. If the student experiences difficulties with a locker, this should be reported to the office and a custodian will see to it as soon as possible. Do not kick, punch or pry lockers; do not write on the lockers. If damage occurs to a locker, the student who is assigned the locker or who is known to have damaged the locker will be responsible for repair costs. .

Lockers are intended to keep school materials and personal articles safe. Lockers should be kept LOCKED at all times, and combinations should be kept confidential by the student. Lockers should not be shared with other students as this often results in lost or stolen articles for which the school assumes no responsibility. Combinations may be changed by the office if necessary.

PARKING REGULATIONS

Students are permitted to park in a school district location as a matter of privilege, not a right, per ISD 477 Policy 547. The school district does not carry insurance to cover damage to auto vehicles parked on school property. . Any damage sustained while parked on school property is the responsibility of the auto owner and/or their insurance agency. We encourage students to utilize the bus system for transportation to and from school. Students who drive to school shall follow the following expectations: (Reference specific rules listed on the parking registration form for further information.)

1. All students are required to park in the student lots unless specifically directed otherwise.
2. Parking permits will be required to park in the student lot. Fees for parking permits are as follows:

All year	\$85	\$70
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2 trimesters	\$73	\$58
3rd trimester only	\$58	\$43

- Students may buy daily parking passes for \$3.00 in the high school office.
- A replacement fee of \$3.00 will be charged if students lose their permit.
- All transfers of parking permits (i.e., car to car, person to person) must be approved by the parking lot supervisor. Failure to do so prior to the transfer will result in a parking ticket.
- Parking lots are “off limits” during the school day. Permission to go to a car or leave the student lot (during school hours) must be obtained from an assistant principal and shown to the attendant upon leaving.
- The speed limit at all times in the high school parking lots should not exceed 10 m.p.h. Any student exceeding the limit, driving in a reckless manner, refusing to yield to pedestrians and/or buses may have their permit revoked for a specified time.
- Students who use their vehicle to endanger the safety of others will lose their parking privileges and face other possible school and legal system consequences.
- Permit holders who take other students or themselves off campus without a pass from the office will lose their parking privileges and will be unable to park on school property during the school day.

1st violation: 10 school days

2nd violation: Remainder of school year

- Parking in the wrong lot or without the proper permit will result in a ticket (\$10.00). Parking tags must be displayed at all times.
- There are a limited number of spaces available for student parking. When those spaces designated for students have been allotted, no further parking permits will be issued. Students who anticipate needing a permit later in the school year are encouraged to buy a permit early in order to ensure getting a space.
- Vehicles may be towed, at owner’s expense, for failure to pay fine(s) or repeated violations.

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student’s control or its compartments upon the request of a school official. (For more information, see Policy 524 at)

STUDENT RECORDS

Student records are maintained for each student for the purpose of aiding the student in the educational process and to fulfill the requirements of state law. Students and parents may request copies of their permanent records (transcripts) from the high school. The office staff may need advanced notice. Health records are kept in the health office. Special education personnel sometimes have additional records on students with whom they are working. Rights of parents/guardians extend to this information as well as those maintained in the student’s cumulative file. (For more information see Policy 515 at)

DISCIPLINE PHILOSOPHY

Princeton High School encourages students to choose behaviors that promote respect and responsibility for themselves, others, and private and public property. The Code of Conduct states

the expectation that students will use appropriate and positive language, be considerate, follow rules and directions, and take care of the school and community.

Each teacher has the authority to establish a classroom management plan that defines classroom rules, expectations and procedures that promote a safe and orderly classroom environment, and that is consistent with building and district policies. Students are expected to comply with these rules, expectations and procedures. The teacher also has the authority to define and deliver consequences appropriate to violations of the classroom management plan. (ISD 477 Policy 506, Student Discipline)

Princeton High School students are responsible for their own actions and behavior. Students are expected to demonstrate respect and responsibility and to follow school rules. Disruptive and destructive behaviors are not acceptable at PHS or PHS events. The administration of Princeton High School recognizes that it is impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behaviors or dress that, in our best judgment, are distracting, destructive, inappropriate or in conflict with our mission as an educational institution. Students who violate this code of conduct are subject to school disciplinary action, including suspension and/or expulsion, as well as referral to local authorities for possible criminal prosecution. Students who repeatedly violate the code of conduct may be referred to an alternative setting.

It is expected that Princeton High School students will act respectfully toward others, and treat the property of the school and others in a responsible manner. Students are expected to resolve individual differences in a non-violent manner, and refrain from verbal and physical confrontations. Bullying and harassment will not be tolerated, and may lead to suspension, expulsion or referral to an alternative setting. (See District Policy 413,)

“Insubordination” is refusing to comply with a reasonable request or directive of a staff member. Consequences may include a conference with the staff member and assistant principal, parent notification, suspension, or other disciplinary action.

Students are expected to follow the same conduct and dress guidelines while engaged in school-sponsored events as those practiced in school. Students who are asked to leave a school-sponsored event will be suspended until a plan for returning to school is worked out with his/her parent/guardian. An administrator (or staff member in charge) will try to reach a parent/guardian the same afternoon or evening should a student be asked to leave an event. In addition to the suspension, students may be prohibited from attending activities for a time as part of the school consequence. Athletes who are removed while attending as fans will also be subject to the Code of Conduct portion of the Minnesota State High School League rules.

The possession or use of articles that are nuisance, illegal, or that may cause harm to persons or property is prohibited at school and school sponsored activities. When the administration or staff has reasonable cause to suspect that a dangerous or illegal article is present in the school building, on school grounds, at a school activity, or in the possession of a student, he/she shall investigate and take necessary action to safeguard persons and property or restore focus to the classroom. Electronic devices, personal music players, rollerblades and skateboards are among the many items that are considered nuisance articles.

Students are advised to not bring valuable items or large amounts of money to school in order to avoid loss or theft of said items.

Personal electronic devices, particularly i-pods/mp3 players and cell phones have become an extreme distraction from learning at school, and are targets for theft. We encourage students to refrain from bringing iPods/mp3 players to school and, if brought, to lock them securely in a locker during the school day. Electronic devices that disrupt or distract from the learning environment will be confiscated.

Students may not use music players during class without permission from the teacher.

The only exception to this rule is that teachers may direct students in utilizing their electronic devices for legitimate classroom purposes. Cell phones and iPods employed to text will be

confiscated from students who use them during class. After turning off the device, the student must relinquish the device with sim card and battery intact. Parents of a student who has his/her cell phone confiscated repeatedly will be contacted and may be required to pick up the phone at school. There is a significant risk that electronic devices will be lost or stolen at school. If a phone or music player is confiscated during the day and the item is stolen or lost, the student bears the burden of loss. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 389-6001 and their child will be called to the office to retrieve the message.

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. Students are expected to wear clothing that adequately covers their body; strapless tops are prohibited, as is excessively tight clothing. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. Students whose dress and/or grooming is considered to be inappropriate will be asked to change and may be sent home from school. Students must remove hats and caps at the beginning of the school day and until the end of the school day. Hoods must be worn down.

In addition, any clothing with language or pictures conveying explicit or implied obscenities or sexual vulgarities, promoting the use of drugs, alcohol, tobacco/tobacco products, inciting violence, gang activity, or other illegal acts, or of a nature that is offensive to a group or class of people will not be allowed.

When a student wishes to move from one area to another during class periods, the student must carry a pass permitting them to do so. Students must be prepared to present their passes to staff upon request. **Students who wish to go to another teacher's room must have permission from both teachers (their current teacher and the other teacher). Students must have a pass from their teacher to go to/work in the media center.**

Students leaving campus or in an off limits area without permission from the student services office are subject to the consequences of the attendance/discipline policies. Students must receive permission from an assistant principal to go to the parking lot during school hours. Students outside of the building in non-designated areas may be considered off limits and are subject to discipline policies.

Princeton High School defines terroristic threats as actions, spoken or written words, or symbols that communicate the potential for action that could endanger the safety and well-being of individuals or groups of individuals. Such acts create a hostile, disruptive and unproductive work and learning environment for students and staff. Bomb threats fall into the category of terroristic threats, as do statements intended to incite fear in an individual or group.

Princeton Public Schools holds the safety and welfare of students and staff as its highest priority. All threats to the safety of Princeton School students and staff will be taken seriously and result in immediate action to maximize student and staff safety, and at the same time minimize disruption of the educational program. (Reference policy 501 for more specific information.)

Students marking or damaging school equipment, lockers or property in any way will be required to clean the article and/or to pay for damage done. The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students. Students who damage lockers as a result of hitting or kicking them will be assessed a fee.

Minnesota State Statutes 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.

Excessive display of affection between students in a public setting such as schools is inappropriate behavior, and persons displaying such behavior will be asked to stop. Students who persist in this type of behavior may earn disciplinary action.

STUDENT GRIEVANCE PROCEDURE

Attendance issues will not be covered by the grievance procedure. Students have the opportunity to grieve decisions by members of the administration and faculty that affect them as individuals or groups. Grievance procedure follows:

- 1) Direct Involvement: Student will attempt reconciliation with the individual staff member involved.
- 2) Assistant Principal Involvement: Student will attempt reconciliation by involving his or her Assistant Principal.
- 3) Administrative Appeal: The student has the opportunity to have his or her concern reviewed by the building principal.

SUSPENSION, EXPULSION

A. SUSPENSION

1. : "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 readmission plan. The readmission plan shall include where appropriate, a provision for alternative programs to be implemented upon readmission. 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. Suspension from school may be for a period up to and including ten days. Students who are suspended out of school must remain off the school grounds during the entire time of suspension, including evening activities. 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

- : "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.
- : A student may be expelled from school for behavior or actions that would place themselves or other students in an unsafe condition.
- : 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 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 weapons violation are started, the school may disclose this to another school district in connection with the possible admission of the student to school.

BUS RULES

Transportation to and from school is a privilege, not a right. Students are expected to follow the rules set out by the transportation company. Violations typically result in suspension from riding the bus; consequences escalate for students who have multiple incidents. Due to their age and experience on the bus, high school students are expected to follow the rules to a higher standard than younger students, and will receive suspensions for 5-days, 10-days, then are removed from

the bus for the remainder of the school year. The high school/bus company will review bus expectations yearly.

Class I Offenses

- Spitting
- Excessive noise
- Horseplay/mischief, distracting behavior
- Eating/drinking/littering on bus
- Leaving seat/standing while in motion
- Profanity, verbal abuse, obscene gestures
- Possession/use of nuisance items
- Refusing to honestly identify self to bus authority
- Riding unassigned bus/using wrong bus stop
- Non-compliant to driver/monitor/bus patrol
- explosives Opening window past safety line
- Riding or attempting to ride any bus during bus suspension

school

Class II Offenses

- Arms, legs, head out of window
- Throwing, shooting of any object
- Bullying/physical aggression
- Profanity/threats toward driver or monitor
- Possession/use tobacco, drugs, alcohol
- 'Danger Zone' infringements
- Lighting matches, lighters, flammable items
- Tampering with or using emergency exits without authorization
- Possession or threat of weapons/ or flammables
- Possession/use of laser pointer
- Any offense committed on any bus outside of regular transportation to and from (field trips, activities, etc.)

Other offenses as reported by driver or principal may fall into either of these categories.

DISTRICT POLICIES

HARASSMENT AND VIOLENCE

(ISD 477 Policy 413)

It is the policy of the school district 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.

“Assault” is an act done with intent to cause fear in another of immediate bodily harm or death, and/or the intentional infliction of or attempt to inflict bodily harm upon another, and/or the threat to do bodily harm to another person with present ability to carry out the threat.

“Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

- 1) has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- 2) has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance, or
- 3) otherwise adversely affects an individual’s employment or academic opportunities.

Students who believe they have been subjected to conduct that is harassing or violent should report this conduct to a school official (ie school counselor, assistant principal, etc.)

Princeton 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. (Policy 413 can be found in its entirety on the district website at .)

STUDENT ATTENDANCE

(ISD 477 Policy 503)

The school board believes that regular attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose to this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators.

To be considered a valid excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

The following reasons shall be sufficient to constitute excused absences:

- 1) Illness.
- 2) Serious illness in the student's immediate family.
- 3) A death or funeral in the student's immediate family or of a close friend or relative.
- 4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- 5) Court appearances occasioned by family or personal action.
- 6) Religious instruction not to exceed three hours in any week.
- 7) Physical emergency conditions such as fire, flood, storm, etc.
- 8) Official school field trip or other school-sponsored outing.
- 9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to make up work.
- 10) Family emergencies.
- 11) Active duty in any military branch of the United States.
- 12) A student's condition that requires ongoing treatment for a mental health diagnosis.
- 13) Other reasons approved by the building administrators.

The following are examples of absences which will not be excused:

- 1) Truancy.
- 2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- 3) Work at home.
- 4) Work at a business, except under a school-sponsored work release program.
- 5) Any other absence not included under the attendance procedures set out in this policy other than those approved by building administrator.

Tardiness: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Valid excuses for tardiness include those reasons above numbered 1-7 under excused absences.

Participation in extracurricular activities and school -sponsored on-the-job-training programs hinges on adherence to the attendance policy and procedures.

"Continuing Truant" is a legal term for a high school aged student under the age of 17 who is absent from attendance without valid excuse for three or more class periods on three or more days in a school year.

“Habitual Truant” is a legal term for a high school aged student under the age of 17 who is absent from attendance without lawful excuse for seven or more class periods on any seven days in a school year.

Schools are required by law to notify the parent or legal guardian of the student’s unexcused absence from school, and inform them that alternative educational programs and services may be available in the district, that the parent or guardian has the right to meet with school personnel to discuss solutions to the child’s truancy, and that if the child continues to be truant the parent and child may be subject to juvenile court proceedings under Minn Statute Ch. 260. (Policy 503 can be found in it’s entirety on the district website)

BULLYING PROHIBITION

(ISD 477 Policy 514)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment. The school recognizes that it cannot monitor the activities of students at all times, nor prevent all incidents of bullying between students, particularly when student are not under direct supervision of school personnel. However, the school district will act to investigate all complaints of bullying and will discipline or take appropriate action against anyone who is found to have violated this policy. Consequences for students who commit acts of bullying may include, but are not limited to, education about the effects of bullying, suspension, expulsion, or referral to an alternative educational setting. (Policy 514 can be found in its entirety on the district website at .)

CHEMICAL USE AND ABUSE POLICY

(ISD 477 Policy 417)

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. They believe that the public school has a role in the education, intervention, and prevention of chemical use and abuse.

Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School. In the event that a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals the employee will notify an administrator. The administrator will address the suspicion as is warranted, including conducting an investigation that may include a search of the student’s person, effects, locker, vehicle, or areas within the student’s control. Searches by school officials shall be in accordance with school board policy regarding search and seizure. Any minor may give effective consent for medical, mental and other health services to determine the presence of alcohol or other drugs.

Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended and proposed for expulsion.

(Policy 417 can be found in its entirety on the district website at .)

DRUG-FREE WORKPLACE, DRUG-FREE SCHOOL POLICY

(ISD 477 Policy 418)

Use or possession of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use or possess alcohol, toxic substances, or controlled substances in any school location. The school district will act to enforce this policy and to discipline or take appropriate action against

any student, teacher, administrator, school personnel, or member of the public who violates this policy.

“Alcohol” includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.

“Controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.

“Toxic substances” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

“Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

“Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.

“School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district’s student medication policy, which requires that students keep all medications in the nurse’s office. Inhalers are the exception to this rule and may be in the possession of the student for whom they are prescribed.

A student who violates the terms of this policy shall be subject to discipline in accordance with the school district’s discipline policy. Such discipline may include suspension or expulsion from school. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort. (Policy 418 can be found in it’s entirety on the district website at .)

TOBACCO-FREE ENVIRONMENT POLICY

(ISD 477 Policy 419)

It is a violation of the Tobacco-Free Workplace for any student, teacher, administrator, other school personnel or person to smoke or use tobacco or tobacco-related devices, including electronic cigarettes, in a public school. It is also a violation of this policy for any student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district. (Policy 419 can be found in it’s entirety on the district website at .)

PROHIBITION OF WEAPONS

(ISD 477 Policy 501)

The safety and well being of students and staff members is of paramount concern to the Princeton School District. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in the weapons policy. The school district will act to enforce this policy and to discipline or take appropriate action against any

student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

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

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

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

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

While the school district takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline. (Policy 501 can be found in its entirety on the district's website at.)

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

(ISD 477 Policy 502)

: Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide

notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

School officials may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

: School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

: The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex.

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition. (Policy 502 can be found in it's entirety on the district's website at.)

PROTECTION AND PRIVACY OF PUPIL RECORDS

(ISD 477 Policy 515)

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. Individual educational data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order and certain state or federal statutes authorizing access. .

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

- a) The right to inspect and review the student's education records;
- b) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- c) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
- d) The right to refuse release of secondary students' names, addresses, and home telephone numbers to military recruiting officers;
- e) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
- f) The right to be informed about rights under the federal law; and
- g) The right to obtain a copy of this policy. Policy 515 can be found in it's entirety at the Princeton District Office or on the District's website .

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the

student's parent(s). Directory information does not include personally identifiable data which references religion, race, color, social position or nationality.

A form to restrict public access to your child's directory information is included in this section of the handbook.

HAZING PROHIBITION

(ISD 477 Policy 526)

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. This also includes but is not limited to, any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. Persons who engage in hazing in any way will be subject to disciplinary action, including but not limited to sanctions outlined by the Minnesota State High School League. (The policy in its entirety can be found on the district website at .)

INTERNET ACCEPTABLE USE POLICY

(ISD 477 Policy 524)

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

Users should expect only limited privacy in the contents of personal files on the school district system. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time, or to refuse access for their child to the Internet. A form to refuse access to the Internet for a student is included in this section of the handbook.

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, or exclusion, and/or civil or criminal liability under other applicable laws.

It is considered unacceptable to use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:

- a) pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
- b) obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

- c) materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- d) information or materials that could cause damage or danger of disruption to the educational process;
- e) materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users. All provisions of the acceptable use policy are subordinate to local, state and federal laws.

Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person. Users will not use the school district system to post private information about another person or to post, transmit or distribute personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.

With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized are designed to block or filter Internet access to any visual depictions that are obscene, pornographic, or otherwise deemed harmful to minors. These filters are not guaranteed to deny access to all unacceptable material available on the Internet.

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school

programs but may not release information to military recruiters or 'Who's Who in American High Schools'."):

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

PRINCETON PUBLIC SCHOOLS ACTIVITIES PROGRAM

- 1. Online Meeting & Registration completed
- 2. Current physical (within the last 3 years) on file in the Activities Office.
- 3. Fee paid prior to the first contest (coaches/advisors may choose to have fees paid earlier).

CO-CURRICULAR ACTIVITY PHILOSOPHY

The activities program at Princeton High School is considered an integral part of the total educational process. The purpose of the program is to provide educational experiences which complement that process and help students attain the goals of the Princeton Public Schools. The activities program is an effective means of providing young people with the opportunity to develop socially, emotionally, intellectually, and physically which contributes to their becoming effective members of society. The emphasis shall be on teaching these attributes at a level necessary to be competitive inter-scholastically.

The goal of the program is to benefit students (grades 7-12) who participate directly, and to benefit students and community members not directly involved. Striving to win is important. The aim is to provide a positive experience for all participants. Individual improvement and the achievement of personal and team goals are determinants of success.

Implementation of the following components is necessary in order to be competitive:

- 1. Quality coaching/advising, equipment, and necessary facilities.
- 2. In Freshman programs, all participants shall have an opportunity to practice and compete. While preparation for successful competition is an emphasis, participation for the greatest number of students possible shall be the focus. All athletes will have the opportunity to compete, but playing time may not be equal.
- 3. In Sophomore programs all participants shall have an opportunity to practice and compete. The emphasis will be on preparation for successful competition with a greater emphasis on

winning than at lower levels. All athletes will have the opportunity to compete, but playing time may not be equal.

4. In Junior Varsity programs participants shall be chosen from the most highly-skilled of those who do not make the Varsity team. The ability to compete on an equal basis with opponents shall be the focus.
5. Varsity programs are for the most highly-skilled participants. Careful attention should be paid to the quality of the experience and to ensure the greatest possible opportunity for success against all opponents. "Playing time" shall go to the athlete most able to make a positive contribution.
6. Coaches/advisors must maintain communication with athletes, parents, and the community.
7. The athletic program should promote, teach, and exemplify proper conduct for participants, parents, coaches/advisors, and spectators. All of those directly or indirectly involved in the program should represent our school and community with pride, class, and a commitment to excellence.

The following policies and procedures will guide activities eligibility, participation, and conduct at Princeton High School (complete policies can be found on the websites listed below):

Minnesota State High School League (www.mshsl.org)

District 477 Policies #510 & 597 (www.isd477.org)

NCAA (www.ncaa.org)

Princeton High School Activities Department policies (www.isd477.org)

Rehearsals and practices will be scheduled to run no later than 10:00 p.m. on school nights for high school students and no later than 9:00 p.m. for middle school students. When rehearsals are scheduled for extended periods of time, coaches/advisors/staff will find ways to allow students to study during periods of time when they are not directly involved.

Every effort will be made to leave Wednesday evenings open so that students may participate in non-school activities. There will be no practices, rehearsals, or activities after 6:00 p.m. on Wednesdays.

ACTIVITIES COMMUNICATION

1. The following is recommended to resolve communication issues and to insure the concerns are resolved at the appropriate level. This communication protocol specifies the person who should be contacted first when there is a concern about a coach/advisor's action or decisions. When a concern is expressed, the following communication protocol should be followed as listed. If resolution of the issue is not achieved at the first level of communication, the next person in the communication protocol can be contacted. The discussion and decision will be documented and filed at each level. All parties involved in addressing the situation will receive a copy of the final resolution:

Coach/Advisor directly involved with the student

Head Coach/Advisor

Activities Director

Principal

Superintendent

School Board

2. If the concern arises at an event, contact with the coach/advisor should be made the following school day. The person with the concern should make a telephone contact or schedule an appointment.

3. All staff members in the communication protocol following coach/advisor are obligated to follow the policy and determine that the line(s) of communication have been followed.
1. Activities Director and Coach/Advisor communications should address concerns in a one-on-one conference. If resolution is not reached, the issue should be referred to the next level in the protocol (i.e. Principal, Superintendent, School Board).
2. All affected staff may be asked to participate in the discussion.
1. When conflicting activity schedules occur, the event with the highest level of performance/competition takes precedence. The following performance/competition levels are listed in order from lowest to highest:
 - Rehearsal or practice
 - Scrimmage
 - Non-conference, non-sectional or invitational meet/game
 - Extended student field trip
 - Conference or sectional game and a regularly scheduled performance (i.e., seasonal concert or play production)
 - Sectional or conference play-offs
 - State competition
2. All extended student field trips may not conflict with conference championship, MSHSL sub-section, section, or state tournaments.
3. When schedule conflicts occur at the same level of performance, the coaches/advisors will work out the conflict with the Activities Director. Student athlete/participant will not be punished for missing a lower level activity (i.e., being forced to sit out a game/meet/concert for missing a practice due to participation in another activity).
4. School calendar events with annual corresponding dates will dictate that competing major events cannot be scheduled on those dates (i.e., seasonal concerts, play performances, prom).
5. Events properly scheduled on the district events calendar will take precedence over events not scheduled or added to the calendar.
6. Events which need to be rescheduled due to school closings or weather will be handled on a case-by-case basis with sensitivity to dates already scheduled.

GENERAL PARTICIPATION RULES

1. School Day
 - a. Members of activity groups will be allowed to practice or participate on any given day only if they are present in school attendance for the **entire** school day. Exceptions to this rule include school-sponsored activities, family emergencies, or doctor/dental appointments during the school day. Exceptions must be cleared with the activities office 389-6002 or 389-6047 (or principal if the activities office is not available) before the school day begins. If a student is not in school the last scheduled day before break, including weekends, the student may participate if it is an excused absence. Excused absences include, illness; serious illness in the student's immediate family; death in the student's family, or close friend; medical or dental appointments; court appearances; physical emergency such as fire, flood, severe weather, etc.; official school field trip or other school related outing as determined by the Principal or Activities Director; or family emergency. A parent/legal guardian note is required for these absences.
 - b. Members of activity groups will be withheld from practice or participation on any given day if they are without a principal's excusal from any class period (including periods where

credit is not granted). This attendance rule applies to students who are absent from class for in-school or out-of-school suspension.

- c. Students who are withheld from practice or participation because of school attendance cannot participate or be in attendance at practice, school-sponsored games, or performances.
2. In Activities
 - a. Each advisor/coach shall establish attendance requirements for the activity he/she directs. Attendance rules need not necessarily differentiate between “excused” or “unexcused” absences for practices or games/events. Students who don’t meet activity attendance requirements may be released from any further participation in that activity.
 - b. If a student is involved in two or more activities which create attendance conflicts, the student is responsible to notify all advisors/coaches involved as soon as the student is aware of the conflict. The student shall attend the activities as agreed upon by the advisors/coaches involved when a conflict exists. If the student chooses to attend in a manner not agreed upon by the advisors/coaches, this will be considered a violation of attendance requirements and the student may be released from further participation in one or more of the activities.
 3. Sectional/State Tournament Attendance
 - a. When a PHS team or an individual(s) are in the Sectional/State Tournament, Varsity/Junior Varsity team participants are marked as a “Student Activity” to attend a tournament. Participants need to have a prior authorization with the Attendance Secretary to have it not count against their incentive and ride school-provided transportation.
 - b. When participants of an activity wish to attend a State Tournament (with no PHS team competing), the participants can attend with their attendance being marked “Excused” and will count against their incentive. Participants need to return to the Attendance Secretary their ticket stub.

EQUIPMENT, UNIFORMS, AND COSTUMES

1. All items must be checked out to them by their advisor/coach. Students are responsible for all equipment, uniforms and costumes that have been issued to them by school officials. This responsibility includes proper care, cleaning, and simple repairs.
 - a. If an item is not returned to the advisor on the date and time scheduled by the advisors, the student will be put on a fines list and required to pay an amount to Princeton Schools equal to the cost of replacement (including administrative fees, shipping, etc.) and activities participation/privileges will be suspended.
 - b. Students may not return equipment to the principal's or activities director's offices. Arrangements must be made with their particular advisor

LOCKER ROOMS

1. All lockers are property of Princeton Schools. Lockers are subject to search by school officials at the school's discretion.
2. Lockers are issued by an advisor. Students may only use the locker issued to them. Padlocks will also be issued by the school. Only school padlocks may be attached to lockers. Any other padlock will be cut off without reimbursement.
3. At the conclusion of each season, participants in activities must immediately vacate lockers so that they can be available for the next season. Students who do not comply will have their locks removed, contents disposed and a fine will be applied.

4. It is strongly encouraged that cell phones, cameras, PDA's with camera capability and similar devices not be permitted in locker rooms for any MSHSL-sponsored competition. Because of the technology advance and the availability of "picture phones" that allow individuals to take photos and transmit them via the internet, the MSHSL is taking this proactive step to ensure the privacy of all individuals during the time they occupy locker room facilities at MSHSL-sponsored events.

TRANSPORTATION AND ACTIVITIES AWAY FROM PHS

1. Advisors/coaches will establish and enforce rules for conduct on trips which they supervise. All students on trips will be required to abide by the wishes of the advisor. In addition, this set of rules always applies:
 - a. All activity participants must ride to, and return from all away contests or events with their fellow students on school-provided transportation. Students may never drive their own vehicles - NO EXCEPTIONS (work included)! When non-participant team members, in school related activities, provide their own transportation, they also assume liability. Proper sign-out procedures with a parent/legal guardian signing out the student with the coach/advisor following the conclusion of the event must be done.
 - b. Students may be released from school transportation to ride with parents/guardians only.
 - c. Violation of transportation rules are considered serious. Other consequences may be applied. Students who violate transportation rules will be immediately suspended and may be removed from participation in that activity. Other consequences may be applied.
 - d. Practice Transportation Release forms must be signed by parent/guardian(s) of activities participants who will be driving/riding to off-site locations for practices. Forms must be turned into the activities office before students are allowed to drive/ride to the off-site locations before practices and/or games begin.
2. Any damage to vehicles used for transportation by students will be repaired at the cost to the student(s) involved. This includes students who caused the damage and those who made the destruction possible in any way.
3. ALL PRINCETON SCHOOL RULES APPLY TO STUDENTS WHILE THEY ARE ON TRIPS!
This includes transportation both ways and the entire time at the location of the visit.

COLLEGE ATHLETIC PARTICIPATION

Students considering participating in college athletics must be aware of increasing eligibility requirements developed by the National Collegiate Athletic Association (NCAA). We strongly urge students who score less than the minimum requirements to retake the ACT and/or the SAT tests! For specific requirements for the college of your choice, please check with your counselor or contact the NCAA at 1-913-339-1906 or www.ncaa.org. It is strongly recommended that you college-plan your junior year so to understand the requirements and regulations surrounding collegiate participation.

FEES AND COSTS

1. A fee has been established by the Princeton school board for participation in all athletic sports and for some Fine Arts activities. That fee will be fully refunded if a student quits participation on or before the last day of the second week of the official season. Beginning with the first day of the third week of any season, no refund will be given unless the student is released from the program for reason of skill level.
2. No student shall receive a refund after she/he is released from a program for reason of attendance, misbehavior, or violation of MSHSL or Princeton policies.

3. Each participant may be expected to pay the costs of personal clothing or equipment (i.e. suits, practice apparel, orthopedic devices, mouthguards, etc.). If you are unsure of costs, contact the advisor before the season begins.

1st Sport	\$150	1st Activity	\$125
2nd Sport	\$125	2nd Activity	\$100
Additional Sports	\$100	3rd & Additional Activities	\$75

****HS SPECIAL FEES (flat fee regardless of what number activity):**

\$175: Football, B/G Hockey, Fall Musical

\$275: Clay Target League

NOTE: No assessment is to be made for students who provide documentation of qualification for free lunch under Federal guidelines; students qualifying for reduced lunch will be assessed at a rate of 50%.

SEASON PASSES: HS & MS activity participants will receive a free season pass once their current school year ID's have been received and their activity fee is paid in full. If a student ends up not going out for the paid activity, the activity fee will be refunded minus the \$25 for a student season pass.

Family Passes: \$175.00

Individual Pass: \$100.00

Student Pass: \$25.00

INSURANCE

The MSHSL has historically provided catastrophic insurance for all student athletes and fine arts participants in grades 7-12 during the time they practice for and compete in League-sponsored activities at the Varsity, JV, B-squad/Sophomore level. Cheerleading is the exception. For more information, go to www.mshsl.org

Additional coverage for student athletes can be purchased from Student Assurance Services, Inc. Contact the Activities Office for an application and more information.

INJURIES

1. All injuries must be reported by the participant to the advisor/coach immediately when they happen.
2. Advisors/coaches are expected to administer first-aid to the level which they are competent. Advisors/coaches will fill out an accident report.
3. Parents of all PHS students are expected to provide the school with both home and emergency phone numbers. When a student is injured, the advisor/coach can then contact the parent/guardian.
4. For any medical treatment from a healthcare facility, the injured person's family insurance carrier should receive the claim.
5. After major surgery or serious illness/injury, the attending physician must certify in writing the student's readiness for participation and be filed with the Activities Office.
6. Princeton Schools DO NOT provide supports like knee or ankle braces. Such items must be purchased by the student. Family insurance can often be used.

SUSPENSIONS AND REMOVALS FROM PARTICIPATION

Participation in activities is a privilege. Therefore, students will be expected to display the highest amount of respect for the position of advisor or coach.

1. A student may, at any time, be suspended/removed from participation in an activity if the advisor/coach feels the student's actions, behaviors, or comments are disruptive to the successful functioning of the activity, and the advisor interprets no improvement by the student after previous discussions. A student may also be suspended/removed if his/her actions,

behaviors, or comments are considered extremely offensive or disruptive by the advisor. If a student is suspended, but shows disregard for the instructions given by the advisor for improvement, the suspension may be increased to a removal.

- a. The advisor/coach need not discuss rationale for the suspension/removal of a student until after the completion of that day's activity.
- b. The advisor/coach should later explain the rationale for a decision to suspend/remove. Instructions should be given to the student on how to modify actions, behaviors, and comments to make them acceptable to the advisor. However, if the student involved is unwilling to listen to the advisor, or the student is offensive to the advisor while the advisor tries to explain rationale, the advisor need not explain.
- c. If a student feels that the suspension/removal is contrary to the previously stated policies of the advisor or activities department, he/she may appeal the suspension to the activities director.
- d. Suspension/Removal from an activity is season-long or school-year long.
- e. Suspension / removal from any activity may be considered by an advisor when a student applies for participation in any other school activity.

ATHLETIC SQUADS

1. **PROMOTION:** The following guidelines will apply to the promotion of athletes to squads not generally designed for students at their grade level.
 - a. In activities which have no middle school squads of any kind, any student in grades 7-8 a promotion form will be required for those students competing at the varsity level. The coach, along with school administration, parents and the activities director will determine if the student is appropriate for promotion. However, because of the physical nature of hockey, very little consideration will be given to allow students from grades 7-8 on the V/JV boys hockey teams.
 - b. Grades 7 & 8 Promotion: The activities director will seek input from the coach/advisory, the parents/guardians, middle school administrator and counselor before making a decision. It is the tendency of the activities director to disapprove requests for grade 7 & 8 promotion for possible reasons to include social development, academic development, and/or physical development.
 - c. Discretion of the advisor/coach will be used to assign players in grades 9-12 to either varsity or junior varsity squads.
2. **PROCEDURE FOR LIMITING SQUAD OR CAST SIZE:** In grades 9-12, it is our activity guideline that casts or squads may be limited. Obviously, time, space, facilities, equipment, tournament squad or cast limitations, as well as other factors, will place limitations on the most effective team size for any particular activity.

Limiting Guidelines:

1. **Responsibility**
 - a. Choosing the member of the squad or cast is the sole responsibility of the coaches or advisors of those activities.
 - b. Lower level coaches/advisors shall take into consideration the procedures as established by the head coach/advisor in a particular program when selecting the final squad or cast.
 - c. Prior to trying out, the advisor/coach shall provide the following information to all candidates:
 - 1) extent of the tryout period
 - 2) criteria used to select squad or cast members

- 3) practice / time commitment needed if the student is selected
 - 4) competition commitments
 - 5) there will be no appeal of the advisor/coaches decision
2. Procedure
- a. When squad or cast limitation becomes a necessity, the process will include these important elements:
 - 1) completion of a minimum of three practice sessions or a set audition period;
 - 2) each candidate will be personally informed of the cut by the coach/advisor and the reasons for the action;
 - 3) teams are encouraged to have at least one intra-squad scrimmage or game prior to the limitation (spring sports may need to adapt to this recommendation).
 - b. Squad lists will not be posted.
 - c. Advisors/coaches will discuss alternative possibilities for participation in a sport or in other activities programs.
 - d. If an advisor/coach foresees difficulties arising as a result to squad or cast limitation they should discuss the situation with the activities director.

FOREIGN EXCHANGE PARTICIPANTS

Foreign Exchange students and their host family must meet with the activities director prior to practice beginning. The Minnesota State High School League requires prior clearance before competition begins. Items that must be brought with to the meeting include: Official school transcripts (translated to English), Visa, student health insurance card, and current physical. A questionnaire needs to be filled out at the meeting. Also students must have completed high school registration papers with the guidance office. Please call either the activities director (389-6047) or the guidance office (389-6018) with questions.

ACTIVITY ELIGIBILITY

The following eligibility requirements are provided by the Minnesota State High School League (MSHSL) and the Mississippi 8 Conference, of which Princeton Schools are a part of, and by Princeton School Board action.

1

STUDENT CODE OF RESPONSIBILITIES (MSHSL Bylaw 206)

The member schools of the MSHSL believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights & beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- Assault on any person will not be condoned by the MSHSL and will be dealt with by the school administration and the local authorities.

NOTE: Any allegation of sexual, racial or religious harassment or violence may also constitute a violation of the Student Code of Responsibilities.

PENALTY: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on authority of the local board of education. The MSHSL specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

2

HAZING (MSHSL Bylaw 209.00, see complete policy at www.mshsl.org)

A student shall not engage in the sexual, racial, or religious harassment or sexual, racial, religious violence or hazing during the school year or any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

No student, teacher, administrator, coach, volunteer, official or employee of a school shall plan, direct, encourage, aid or engage in hazing.

No teacher, administrator, coach, volunteer, official, or employee of a school shall permit, condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property and during and after school hours.

A person who engages in an act that violates League policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

The school district will act to investigate all complaints of hazing and will discipline to take appropriate action against any student, teacher, administrator, volunteer, official, or employee of the school district who is found to have violated this policy.

3

INTERSCHOLASTIC ELIGIBILITY

Extracurricular is defined as those events and organizations that are in no way tied to the grade a student would receive for any class. Following is a summary of the basic regulations governing a student’s eligibility to participate in all high school extracurricular activities. These regulations are in compliance with official Minnesota State High School League regulations (www.mshsl.org)

- A. All participants are required to complete the online activities registration and eligibility meeting, regarding rules and policies for students involved in activities.
- B. The scholastic average for Varsity/Junior Varsity participants will be 2.0 GPA (current). Participants not on V/JV squads must be making satisfactory progress toward school district requirements for graduation. Any participant, beginning with the 4th week trimester grade check receiving an “F” will be ineligible to compete one school day after notification to the student. Participants can become instantly eligible to compete upon receiving verification from all teachers that no “F”s exist. Participants will be able to practice. Participants with an “F” will not be permitted to leave school early for events or contests. Students not meeting this requirement at the 4/6/9 grade check periods will have two weeks to remain eligible (this period will be called “probation”). If a 2.0 is not attained during the 2 week probation, a 2 week suspension results (this period will be called “suspension”). If a 2.0 is not attained after 2 weeks of academic suspension, the student is removed from the team roster. Fall participants will be placed on academic probation if a 2.0 current GPA is not attained during the 3rd trimester of the previous school year.

NOTE: Coaches/Advisors have the ability to raise the 2.0 academic standard for their participants as long as the expectation is made clear at the beginning of the season.

The administration may review individual cases and has discretion regarding waiving eligibility requirements.

4

AGE: A student representing Princeton High School in league activities shall be under 20 years of age on the date of the contest. If however, a student has started a season, the student will be permitted to complete that season after reaching the student's 20th birthday. Adaptive athletes may compete until they have attained their 22nd birthday provided they meet all other eligibility requirements.

5

AMATEUR: A student must be an amateur in that sport. Awards and prizes for non-school participation may not exceed a \$100 value. A student does not lose their amateur status for officiating, instructing/teaching, or coaching a sport.

6

ATHLETIC CAMPS & CLINICS: Students may not attend athletic camps or clinics during the school year unless they have been sanctioned by the MSHSL Board of Directors and approved by the activities director 30-calendar days prior to participation.

Camps/Clinics held during the summer are to be non-school sponsored summer specialized camps or clinics and do not require approval. Student athletes must adhere to the following guidelines established by the Board of Directors:

1. Camp or clinic participation fees must be provided by the student or the student's parents/guardians, unless other arrangements are approved by the Board of Directors.
2. The non-school camp or clinic program shall not include any type of competition with teams from another camp or clinic.
3. Schools may not issue uniforms or equipment to students for their personal use in non-school sponsored camps and clinics.
4. Schools may not rent or lease their facilities to non-school sponsors of camps and clinics.

7

AWARDS/RULES: Acceptable awards to students in recognition or participation in high school activities include: medals, ribbons, letters, trophies, plaques, and other items of little or no intrinsic value (\$100 or less). Violation will render a student ineligible for all further high school competition.

8

LETTERING: Lettering criteria is at the discretion of each head coach/advisor. Please check with the coach/advisor regarding their criteria. Criteria should be included in the sport/activity-specific handbook at the beginning of each season.

9

COLLEGE/UNIVERSITY TEAMS: Individuals who have participated with a college or university team are ineligible in any high school competition.

10

DUE PROCESS: The MSHSL Constitution provides a Due Process Procedure contesting a school's failure to certify the eligibility of a student. The process includes an appeal before a hearing panel at the school and the right, if desired, to appeal that decision to the MSHSL's Board of Directors. A complete listing for the Due Process Procedure can be obtained from the activities director.

11

GRADUATE: A student shall not be a graduate of a four (4) year high school or secondary school.

12

NON-SCHOOL COMPETITION AND TRAINING

1. **During the High School Season:** While a student is a member of a high school athletic squad, the student may not participate as a member of a non-school team or compete as an individual competitor in the same sport. Baseball, softball, and skiing are exceptions to this rule.
2. **During the School Year, Prior To/Following the High School Sports Season:** A student may participate in contests, meets, or tournaments as an individual competitor or as a member of a non-school team provided that these activities are voluntary and not influenced/directed by a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity, or varsity coaching staff and approved by the activities director 30-calendar days prior to participation.

13

TRANSFER RULE: MSHSL Bylaw 111 (Transfers & Residence)

A transfer student is one who discontinues enrollment and attendance in any high school, public or non-public, located in a public school district attendance area and enrolls and attends classes in any other high school in Minnesota. For purposes of eligibility determinations, the residence of a student shall be the bona fide location of the residence and must include occupancy by the students' parents or guardians in the public school attendance area. Both parents, except as otherwise provide herein, must physically reside at the residence on a regular basis for the duration of the student's enrollment.

1. A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section 2 (below) is met.
2. A transfer student is eligible for varsity competition if:
 - A. 9th Grade Option: the student is enrolling in 9th grade for the first time;
 - B. Family Residence Change: the student transfers from one public school district attendance area to another public
 - C. Court Ordered Residence Change for Child Protection: the student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.
 - D. Custody of Student:
 - E. Move From Out of State.
 - F. Enrollment Options Program
3. If none of the provisions above are met, the student is ineligible for varsity competition for a period of one calendar year beginning with the first day of attendance in the new school.
 - A. Students are immediately eligible for competition at the non-varsity level.
 - B. A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.
 - C. Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Bylaw 111.2.A., the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student, while serving a one-year transfer suspension, transfers to another school and none of the provisions of Bylaw 111.2.A. are met, an additional one-year suspension will be applied. The student will begin serving the additional

one-year suspension immediately following the completion of the previous one-year suspension.

14

MOOD-ALTERING CHEMICALS (MSHSL Bylaw 205)

A student shall not at any time, regardless of the quantity:

1. use or consume, have in possession a beverage containing alcohol;
2. use or consume, have in possession tobacco; or,
3. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
4. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
5. use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

Penalties for Category I Activities Definition - Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

● Athletic Activities

● Fine Arts Activities

1) Debate

2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.

A. First Violation Penalty The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.

B. Second Violation Penalty The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

C. Third or Subsequent Violation Penalty

1. The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
2. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
 - a) The student is assessed as chemically dependent,
 - b) enters treatment voluntarily, and
 - c) the director of the treatment center certifies that the student has successfully completed the treatment program.
 - d) The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most

recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

D. Applying the Penalty

1. Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
2. Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
3. Counting Weeks:
 - a. The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
 - b. For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified.
 - c. At the beginning of the season, practice and conditioning weeks are counted.
 - d. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
4. A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
5. Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
6. A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
7. Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

Penalties for Category II Activities Definition - Category II Activities: Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments. Fine Arts Activities

1. Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
2. Music Activities.
3. Visual Arts Activities.

Each member school shall develop penalties which it will apply to the participants in these activities. A copy of the member school's policy shall be filed in the principal's office.

15

SOCIAL WEBSITES / PUBLIC DOMAIN

Any public behaviors, pictures or otherwise, observed on social websites (ie, MySpace, Facebook, InstaGram, SnapChat, Twitter, Tumblr, etc.) will be screened for conduct becoming that of a Princeton Activities participant. Substantial evidence will be the level of proof needed to issue eligibility consequences.

North Elementary

PRINCETON



TIGER PRIDE

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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.

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~~ **framework**, we continue to create a safe and positive environment for our parents, students, and staff. **We have been using Tiger Pride for 10 years!**

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	763-634-2550	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
Stacie Vos	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
2015-2016 SCHOOL CALENDAR

September 8	First day of school
September 22	Late start
September 28	Fundraiser kick off
September 30-Oct. 8	Book fair
October 1-31	Fall Conferences
October 1	Tiger Pride Family Night 5:30-7:30
October 6	Fall pictures
October 8	All School Conference Night 3-7 pm
October 12	Fundraiser ends
October 15 & 16	NO SCHOOL – MEA
November 3	Picture Retakes
November 5	Targeted Services begins
November 12	Late start, Fundraiser delivery 3-6:30 pm
November 26 & 27	Thanksgiving
December 3	End of trimester 1, Tiger Bingo and all day reading
December 8	4 th & 5 th Grade Choir Concert 7pm @ PAC
December 24-January 4	NO SCHOOL – Winter Break
January 18	NO SCHOOL MLK– Staff Development
February 2	Late start
February 15	NO SCHOOL – President’s Day
Feb. 16-March 31	Spring conferences
February 24	Spring & class pictures
March 9	End of trimester 2, Tiger Bingo & all day reading
March 10-11	NO SCHOOL – Staff Development
March 17	All School Conference Night 3-7, Art Show
March 23	Targeted Services ends
March 25	Spring Break
April 1	Late start
May 3-9	Book fair
May 5	3 rd Grade musical
May 6	Grandparent’s Lunch, Silent auction
May 13	Field Day
May 20	Carnival
May 25	End of year assembly
May 27	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.

We give a reading fluency measure (from FastBridge Learning) in the fall, winter, and spring.

We use aReading (Adaptive Reading), which is a simple, efficient computer adaptive measure of broad reading that is individualized for each student, and is delivered in a group format in about 15-30 minutes.

We also use aMath (Adaptive Math), which is a simple, efficient computer adaptive measure of broad math that is individualized per student, and is group administered in about 20-30 minutes.

Both tests are described in greater detail in the following.

MCAs

What are the Minnesota Comprehensive Assessments (MCAs)?

The MCA (Minnesota Comprehensive Assessments) is given all students in reading, math, and 5th grade science. The MCAs are the statewide tests that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA).

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

Standards-Based Learning

We have worked very hard these last two years to keep our focus on what student's need to know and be able to do. We make sure each child is aware of their learning – where they are and where they are going. We use a variety of materials to meet the needs of our students so that they can be successful applying the standards they have learned.

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 **redirecting controlling** inappropriate behavior, rather than on punishment. **The goal of this process is to re-teach and reinforce the expected behavior and encourage the student to make more positive choice in a similar situation in the future.** 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, and 706 – Transportation if you want to learn more about this our expectations. 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 facing front on the right side
- Have a pass from their teacher if they are not with their class

In the RESTROOMS, students are expected to:

- Use inside voices
- Respect rights of others in the bathroom

- 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 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 or woodchip area
- 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 and actions
- 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. Closed toe shoes are strongly recommended.
- Keep food off the playground (classrooms may have snack breaks on the playground, but should work to keep the playground litter-free)
- No personal electronics
- Be inclusive and fair

- Keep away from construction area

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.

Each situation is different and processed with care. The decisions made are based on all information available to us. 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 PRIDE MATRIX						
	LOCKER AREA	RESTROOMS	HALLWAY	CAFETERIA	BUS	PLAYGROUND
RESPECT SELF	* Keeping my locker neat at all times. * Keeping food out of my locker over night. * Leaving valuables at home.	* Washing my hands after each bathroom visit. * Returning directly to class.	* Walking in the hallways. * Taking the most direct route.	* Taking only needed items. * Eating my own lunch slowly. * Staying seated at assigned table. * Raise hand for help.	* Facing forward. * Keeping my feet out of the aisle. * Keeping my whole self inside the bus. * Stay seated.	* Playing within the boundaries. * Using climbing and all equipment safely. * Lining up when the signal is given.
RESPECT OTHERS	* Only opening my own locker. * Using a quiet voice. * Walking in the locker area.	* Using a quiet voice. * Flushing the toilet. * Remain in my own stall. * Giving other students their privacy.	* Walking in a single-file on the right side. * Turning my voice off. * Keeping my hands and feet to myself.	* Using expected line and table manners. * Using an inside voice. * Holding my tray toward the server and saying thank you.	* Talking quietly. * Using kind words and actions. * Listening and following the driver's directions. * Keeping my hands, feet, and belongings to myself.	* Avoiding running or tag on the equipment or in the woodchip area. * Following playground staff directions. * 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.
RESPECT PROPERTY	* Picking up litter. * Returning lost items to the "lost and found area" * Asking an adult for help in my locker is stuck.	* Keeping the walls and floors clean. * Putting paper towels in trash containers. * Use the cafeteria bathroom during lunch.	* Keeping my hands and feet away from walls. * Picking up litter. * Wiping my feet on the rug when I enter the building.	* Keeping food on my tray. * Cleaning up around my tray and table area. * Throwing garbage away neatly. * Stacking trays properly.	* Leaving other people's belongings alone. * Keeping my feet on the floor during the bus ride.	* All play away from the building. * Picking up litter and putting it in trash containers. * Returning balls and equipment to container.

TIGER PRIDE MATRIX

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

Tiger Pride

Locker Area

I will RESPECT myself by

- * Keeping my locker neat at all times.
- * Keeping food out of my locker overnight.
- * 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"
- * Asking an adult for help in my locker



I will RESPECT myself by

- * Taking only needed items.
- * Eating my own lunch slowly.
- * Staying seated at assigned table.
- * Raise hand for help.
- * Walk at all times.

I will RESPECT others by

- * Using expected line and table manners.
- * Using an inside voice.
- * Holding my tray toward the server and 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.
- * Picking up litter.

Tiger Pride Cafeteria



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.
- * Remain in my own stall.
- * Giving other students their privacy.

I will RESPECT property by

- * Keeping the walls and floors clean.
- * Putting paper towels in trash containers.
- * Use the cafeteria bathroom during lunch.

Tiger Pride Restrooms



I will RESPECT myself by

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

I will RESPECT others by

- * Talking quietly.
- * Using kind words and actions.
- * Listening and following the driver's directions.
- * Keeping my hands, feet, and belongings to myself.

I will RESPECT property by

- * Leaving other people's belongings alone.
- * Keeping my feet on the floor during the bus ride.

Tiger Pride Bus



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 running or tag on the equipment or in the woodchip area.
- * Following playground staff directions.
- * Including others in games and activities.
- * In all recess games use school rules and using rock, paper, scissors to solve disagreements.
- * Using kind words and actions.

I will RESPECT property by

- * All play away from the building.
- * Picking up litter and putting it in trash containers.

Tiger Pride Playground



I will RESPECT myself by

- * Walking in the hallways.
- * Taking the most direct route.

I will RESPECT others by

- * Walking in a 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 walls.
- * Picking up litter.
- * Wiping my feet on the rug when I enter the building.

Tiger Pride Hallways



I will RESPECT myself by

- * By protecting my personal information.
- * By following directions from the teacher.
- * By being safe and appropriate online.

I will RESPECT others by

- * By standing up for cyberbullying.
- * By reporting inappropriate use.
- * By following all copyright laws.
- * By posting only respectful things online.

I will RESPECT property by

- * By treating technology with care.
- * By using devices for educational and school purposes only.

Tiger Pride Technology



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 15th** 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 (subject to change) :

Lunch	\$2.10	Reduced lunch	\$.00
Breakfast	\$1.40	Reduced breakfast	\$.00
Extra lunch milk – everyone	\$.40	Adult lunch	\$3.60

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

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. **Following this procedure saves a great deal of time for those waiting behind you.**

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).

North Elementary Attendance Procedure

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

What absences are considered unexcused?

- Missed bus, oversleeping, bus suspension
- No phone call, verbal or written communication **within two days** explaining the absence
- No doctor note after 15 absences when note is required for illness

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 absences: Due to the excessive number absences, in **school** 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), KBEK, 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. 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, provide the school with doctor recommendations/medications that must be taken at school. Work with the District School Nurse to develop an *Individual Health Plan* for their child, sign a *Data Release Form* that allows communication between care providers and the District School Nurse and keep emergency numbers current. Health information should also be shared with the bus company by the parent to ensure the safety of students while riding the bus.

District School Nurse

Dawn Sievert Rolf (763) 389-6195 fax 763-389-9142

Email for district nurse: dawn.sievertrolf@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: www.princeton@isd477.org, (click on Departments, Health Services) for information about immunizations, illness, medication, diseases, and downloadable forms

Use of Health Services

A student may utilize the health office for a medical concern, injury, or for information/referral for a specific health problem. Except in emergency situations, students requesting permission to use the health office are required to receive a pass from the teacher. In emergency situations (sudden illness or injury in school or on school grounds) the student should report immediately to the health office or the supervisor on duty. Students that are ill or injured should report to the health office so the health office assistant can contact their parent/guardian if necessary.

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 to assist health services in caring for your child. 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 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 designated school staff (who have been trained/approve 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 Data Release Form. (Forms can be obtained from 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.

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 is (or may be) contagious

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 (it may be contagious), 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 other special accommodations (water bottle, snacks, etc.), a note from the health care provider is required.

Injuries

The health services assistant will determine whether or not the student is able to continue with the school day and call parent/guardian (first) and emergency contacts (second) 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. **Please update all changes** in home, work, and cell phone numbers as they may occur so contacts can be made as necessary.

Child With a Health Concern

Make your child's health concerns known to the District School Nurse or Health Service Assistant. Bring current signed Health Care Provider's orders and medication that will be needed each school year and with any changes that occur during the school year. Work with the District School Nurse to develop and *Individual Health Plan* for your child at school each school year and with any changes that occur during the school year. Provide permission for the school district nurse to communicate with your child's healthcare provider by signing a *Data Release Form, Individual Health Plan, and/or Action Plan* for your child at school each school year and with any changes that occur during the school year. These forms can be found on the Health Services website: www.princeton@isd477.org click on District Information, Department, Health Services, Parent Medical Forms. Provide parent/guardian and emergency contact phone numbers each school year and with any changes that occur during the school year. If the school health staff are aware that your child has a medical concern, each year two attempts will be made to obtain current health information and/or medication. Health information about your child will be shared with school staff (and transportation staff) on a "need to know" basis only. If your child rides the bus or other school transportation, it is the parent/guardian responsibility to share with transportation staff any health concerns, health information, and emergency medication to ensure the safety of your child while being transported.

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 care 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/nuts – 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 and for school events in all buildings. These items are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are safe alternatives.

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

Immunizations

The State of Minnesota mandates that all students show evidence of required immunizations in order to attend public school unless they have a legal or medical exemption. Make sure your child's immunizations are current. Call the health office or school district nurse with any questions or concerns.

Immunization information and forms can be found on the Health Services website: www.princeton@isd477.org, click on District Office, Department, Health Services, Immunization information and resources or on the Minnesota Department of Health website: www.health.state.mn.us/immunize.

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 the district school nurse.

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.

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 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 or by contacting the district office.

The complete update policy is accessible at 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 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 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.

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.

Memorandum of Understanding

This Memo of Understanding is entered into between Independent School District No. 477, Princeton, Minnesota (hereinafter referred to as the School District) and Princeton Education Association (hereinafter referred to as the Association), to outline the provisions of the Alternative Teacher Professional Pay System (hereinafter referred to as ATPPS) plan:

A. ATPPS Steering Committee

- a. The ATPPS Steering Committee will select teachers serving on the ATPPS Steering committee except where noted.
- b. The ATPPS Steering Committee will be a committee comprised of the following:
 - One representative from each ATPPS Site Committee
 - One non-classroom instructional support representative
 - One Early Childhood representative
 - One DILT teacher representative annually selected by Director of Teaching and Learning
 - Two PEA representatives appointed annually by the PEA Executive Board
 - One administrative representative from each building
 - One district office representative
 - Director of Teaching and Learning
- c. The ATPPS Steering Committee shall coordinate all aspects of implementing the Princeton ATPPS plan.

B. ATPPS Site Committees

- a. The ATPPS Site Committee shall be comprised of three teachers. (South Elementary will have a total of four teachers (one additional teacher representing ECSE/ECFE.))
- b. Site Committee members will be selected by the ATPPS Steering Committee.

C. Selection Process for Career Ladder Positions

- a. The following positions as deemed necessary by the ATPPS Steering Committee shall be interviewed and selected by the ATPPS Site Committee:
 1. Mentor teacher
 2. Teacher coach
 3. PLC facilitator
 4. Data coach
 5. Technology coach
- b. The following positions as deemed necessary by the ATPPS Steering Committee shall be interviewed and selected by the ATPPS Steering Committee and the Educational Research and Dissemination (ER&D) Coordinator:
 - A. ER&D Course Trainer
 - B. ER&D Coordinator
- c. The following positions as deemed necessary by the ATPPS Steering Committee shall be interviewed and selected by the ATPPS Steering Committee:
 1. Mentor Coordinator
 2. ATPPS Steering Committee member
 3. ATPPS Site Committee member
- d. The ATPPS Steering Committee and Site Committees will review and evaluate all appointments annually and ensure that all responsibilities for each Career Ladders position are fulfilled.

D. Career Ladder Positions, Descriptions and Stipends.

(For specific descriptions of career ladder positions, refer to the ATPPS plan.)

- a. Mentor Teachers will provide guidance and support for new teachers. (Positions are added as needed based on available ATPPS funds.)
 - 1st Year Mentor: \$1000.00
 - 2nd (and as needed 3rd) Year Mentor: \$500.00
- b. PLC Facilitator will guide and facilitate the PLC in the process of achieving the site goal.
 - Facilitator: \$700.00
- c. Teacher Coaches will formatively evaluate and conference with teachers.
 - Teacher Coach: \$2000.00
- d. Educational Research and Dissemination (ER&D) Course Trainers will disseminate educational research to teachers.
 - Trainer: \$3000.00/class
- e. Educational Research and Dissemination (ER&D) Coordinator will coordinate all aspects of ER&D course offerings within the Princeton School District.
 - Coordinator: \$200/class
- f. ATPPS Steering Committee Members will coordinate all aspects of implementing the Princeton ATPPS plan.
 - Member: \$750.00 and release time through substitutes as needed
- g. ATPPS Site Committee Members will coordinate all aspects of implementing the Princeton ATPPS plan at each site.
 - Member: \$2550.00 and release time through substitutes as needed
- h. Mentorship Coordinator will coordinate aspects of the mentorship program.
 - Coordinator: \$750.00
- i. Data Coaches will assist the sites, grade levels, departments, and PLCs in data collection, interpretation, and creating actionable plans.
 - Data Coach: \$700.00
- j. Technology Coach will support teachers and PLCs to implement digital-age learning strategies to maximize student learning and 21st century skills.
 - Technology Coach: \$700.00

E. Performance Pay Compensation-Teachers will be eligible for annual performance pay as outlined in the approved ATPPS plan as follows:

- a. Individuals may receive \$200.00 for school wide achievement gains as a result of site goals being met which were based on standardized assessment results from the MCA II and/or other standardized assessment. Individuals will receive \$100 if only one site goal is met.
- b. Individuals may receive \$700.00 for developing and successfully completing an Individual Growth Plan.
- c. Individuals may receive \$300.00 based on individual teacher evaluations. Each teacher must be observed by at least two different teacher coaches in order to receive this compensation. Each observation shall include pre- and post-conferences. Each teacher will demonstrate implementation of the majority of observed Marzano strategies at the developing level or higher.
- d. Individuals may receive \$800.00 for actively participating in Professional Learning Communities. Individuals must be present at 80% of scheduled PLC meetings and the PLC must show evidence that the majority of students are growing toward and/or meeting the PLC student achievement goal in order to receive the stipend. Active participation is defined as attending meetings, contributing to discussions, sharing ideas and samples of student work, and taking strategies learned back to the classroom and implementing them.

F. Additional Training Provided for Members by Members

Training facilitated by members for members related to the ATPPS Program not addressed in the above career ladder positions will be reimbursed in the following manner:

- Trainers will be allowed up to three hours of prep for every hour of training provided.
- They will be reimbursed at the curriculum-writing rate for the prep time and for the time they are training. Trainers will be paid for the time they are training only if the training occurs outside of the duty day.
- Any training must be pre-approved by the ATPPS Steering Committee.

G. Reformed Salary Schedule

The salary schedule is restructured as follows: Step advancements will be based on performance and renamed Performance Increments. To receive a Performance Increment, a teacher must complete at least one of the following performance pay components.

- 1.) School-wide site goals identified in component two of the Q-Comp plan are met.
- 2.) Meeting 90 - 100% of the student achievement goal set in the teacher's Individual Growth Plan.
- 3.) Will demonstrate implementation of the majority of observed Marzano strategies at the developing level or higher.

Career Increments will continue to be reflected in the salary schedule and are not affected by ATPPS.

Credit Lanes are renamed Education Increments and will be earned in 10 semester credit increments. No one will make less than they would have on the negotiated 2014-2015 salary schedule.

H. Funds and Termination of Plan

a. Funds

- Any Q-Comp funds not expended in any fiscal year will be carried over to the following year for Q-Comp purposes only.
- If adequate Q-Comp funds are not available because of declining enrollment or other factors, all Q-Comp awards will be prorated.
- Compensation provided outside of the salary schedule (i.e. extra-curricular, hourly) is not affected by Q-Comp.

b. Termination of Plan

If future participation in Q-Comp is terminated by the Association, the Board, or the State:

- 1.) The most recent negotiated salary schedule structure will be reinstated.
- 2.) Members will remain at the Career Increment/step they achieved during the last year of Q-Comp. (Career Increments/steps missed as a result of lack of participation will not be reinstated.)
- 3.) Members will remain at the Education Increment/lane they achieved during the last year of Q-Comp.

I. Dispute Process

If an individual participating in the ATPPS programs disputes a decision made involving the terms outlined in this memorandum of understanding or the ATPPS plan, that individual must reduce the dispute to writing. The signed dispute must be received by the chairperson(s) of the ATPPS Steering Committee within 30 calendar days of the incident giving rise to the dispute.

The ATPPS Steering Committee will review all disputes and make a determination in writing to the individual making the dispute.

J. Duration of ATPPS Program

This memorandum of understanding shall remain in effect commencing on July 1, 2015 through June 30, 2017. The Association or School District may withdraw their participation in the ATPPS program if there is a reduction in the level of ATPPS funding provided by the State or there are required changes to the ATPPS plan imposed by the State with which either party does not agree. Additionally, the parties may mutually agree to terminate the ATPPS program at anytime.

PRINCETON EDUCATION ASSOCIATION

INDEPENDENT SCHOOL DISTRICT # 477

Mary Bahe 6-10-15
Mary Bahe, PEA Co-President Date

Chairperson, Deb Ulm Date

Kent Lestrud 6-10-15
Kent Lestrud, PEA Co-President Date

Clerk, Eric Minks Date

ACTIVITY FEE COMPARISON

	BECKER	BIG LAKE	SARTELL	SAUK RAPIDS	PRINCETON	
9-12 SPORTS	\$140.00	\$220.00	# OF WKS * \$7 (11 TO 18 WKS)	\$200.00	\$125-1ST, \$100-2ND, \$75-3RD	FOOTBALL AND HOCKEY IS \$150, TRAPSHOOTING IS \$250
9-12 FINE ARTS	\$85.00	\$110.00		\$150.00	\$100-1ST, \$75-2ND, \$50-3RD	FALL MUSICAL IS \$150
7-8 SPORTS	\$105.00	\$125.00	\$50.00	\$95.00	\$100-1ST, \$75-2ND, \$50-3RD	
7-8 FINE ARTS	\$75.00	\$110.00		\$50.00	\$100-1ST, \$75-2ND, \$50-3RD	
	\$600 FAMILY CAP		\$400 FAMILY CAP ATHLETICS		\$750 FAMILY CAP	
	CAMBRIDGE	ELK RIVER	FOLEY	MILACA		
9-12 SPORTS	\$175-1ST, \$175-2ND, \$100-3RD	\$180-\$200 GR 9, \$200-\$250 GR 10-12	\$100 FOOTBALL, \$90 ALL OTHERS	\$80 single rate fee for the year for all activities.		
9-12 FINE ARTS	\$125-1ST, \$125-2ND, \$50-3RD	\$110.00	\$70.00			
7-8 SPORTS	\$125-1ST, \$125-2ND, \$50-3RD	If a sport is ran 7-12 they are charged the same rate as above.	\$85 FOOTBALL, \$80 ALL OTHERS	\$65 single rate fee for the year for all activities.		
7-8 FINE ARTS	\$125-1ST, \$125-2ND, \$50-3RD	\$110.00	\$70.00			
	\$450 FAMILY CAP	\$775 FAMILY CAP	NO FAMILY CAP	NO FAMILY CAP		

ACTIVITY FEES

Increase all fees by \$25.00 except Middle School Fine Arts

Estimated High School Participation of 1,186

Middle School Fine Arts has no impact, to be conservative we left off Middle School Sports.

Estimated Revenue Gain of \$18,000-\$25,000

PARKING FEES

Current Parking Fees: \$45.00 and \$60.00

Increase by \$25.00

Sell approximately 400 passes per year.

Estimated Revenue Gain of \$8,000-\$10,000

PRINCETON PUBLIC SCHOOLS

EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for five years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References:

Adopted: May 13, 2003
Revised: August 10, 2010
Reviewed: May 19, 2015

PRINCETON PUBLIC SCHOOLS

FAMILY AND MEDICAL LEAVE

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

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school

district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Right Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

- F. "Outpatient status" means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven

calendar days or less) of a covered military member;

2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member's child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member;
8. to address parental care needs: and
9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

I. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 workweeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;

- c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
 5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran, and is:
 - (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to

perform the duties of the service member's office grade, rank, or rating: or

(ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave: or

(iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment: or

(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care

providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave Which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal caregiver incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Service member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 workweeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and

ends 12 months after that date.

4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled

school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)

38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

Adopted: June 8, 2004
Revised: October 27, 2009
Revised: December 21, 2010
Reviewed: November 8, 2011
Revised: May 19, 2015

PRINCETON PUBLIC SCHOOLS

EMPLOYEE TRAVEL and RELATED EXPENSES

Note: No reimbursements will be made for expenses incurred other than mileage without itemized receipts.

- A. **Guidelines:** This regulation provides guidelines for travel by District employees at District expense. It is understood that specific situations may call for more restrictive guidelines.
- B. **Definitions:** Travel and related expenses include the cost of transportation, meals, lodging and necessary incidental expenses incurred by District employees, while in attendance at or traveling to and from conferences, seminars and workshops or while engaged in other travel in accordance with District policy.
- C. **Mileage Reimbursement:** District employees traveling in their personal vehicle on District business shall be reimbursed at the IRS rate per mile.
 - 1. Employees shall keep a record of travel from one District building to another and a record of mileage for other travel. A Request for Mileage/Expense Reimbursement form must be completed and submitted for reimbursement within thirty (30) days of the end month in which the expense was incurred.
- D. **Travel:** Travel may be permitted, with Superintendent/Director of Business Services or administrator/director approval, for District employees under the following conditions:
 - 1. The purpose of the travel fits with District and/or school goals and/or curriculum.
 - 2. There is a sufficient balance in the appropriate budget to cover the expenses to be incurred.
 - 3. Consideration is given to the number of employees, from that particular school and/or department and/or the District, planning to attend the same event.
 - 4. If the travel involves at least one overnight stay outside the District, the travel request is submitted in writing to the Superintendent/Director of Business Services or employee's administrator/director.
 - 5. After the travel the employee reports back to his or her supervisor and colleagues.

The Superintendent / Director of Business Services or administrator approving attendance and travel is responsible for determining the reasonableness and necessity of the expense claimed within District policy and has the authority to disallow unreasonable or unnecessary expenses.

- E. **Airline Travel Credit**

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that the credits or other benefits issued by the airline accrue to the benefit of the school district rather than the employee.
1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

F. Personal Vehicle:

1. In some circumstances, use of a personal vehicle is preferable to travel by commercial air or some other commercial means (i.e., when the meeting is nearby or where travel arrangements are extremely difficult). Such travel will be reimbursed at the prevailing rate as referred to in section C above.
2. Transportation to and from conferences or seminars and workshops shall be selected on the basis of that which is reasonable in cost and on the cost basis consistent with comfort, safety and convenience. If the cost of travel by personal vehicle exceeds the cost of coach airfare, the District will reimburse to the extent of the lesser amount.
3. If more than one person is attending an activity and transportation will be by personal vehicle, the individuals are required to travel together unless there is an extenuating circumstance.

G. Accommodations:

1. Individuals are expected to select accommodations, when they have an option, at the most reasonable rate. Lodging shall be selected on the basis of reasonable cost in conjunction with comfort, safety and convenience.
2. Individuals of the same sex attending the same conference are encouraged to share rooms.

3. When an individual is traveling with a non-employee, the District will reimburse expenses for the employee only.
4. Receipts are required for all accommodation claims.
5. Lodging reimbursements are only permitted when traveling 45 miles or more from the district office.

H. **Meals:** The maximum reimbursement for meals per person (including tax and tip) is as follows:

	<u>In State</u>	<u>Out of State</u>
Breakfast	\$10.00	\$15.00
Lunch	\$15.00	\$20.00
Dinner	\$20.00	\$30.00

1. The District will not reimburse the cost of alcoholic beverages.
2. Reimbursement will be based upon actual expenditures; individuals must provide documentation (itemized receipts) for meal expenditures.

I. **Other Costs:**

1. The District will reimburse registration fees relating to conference, workshop or seminar attendance.
2. The District will not reimburse for entertainment or recreation costs that are either part of or separate from the conference, workshop or seminar.
3. Cassettes, special books, etc., which contain the proceedings or are supplementary to attendance at a given conference, workshop or seminar and which are relevant to the employee's purpose for being there may be purchased with the approval of the Superintendent / Director of Business Services or appropriate supervisor.
4. The District will reimburse a reasonable cost of baggage handling and parking when necessary.
5. Individuals are expected to select transportation at the conference, workshop or seminar, when they have an option, at the reasonable rate. Transportation shall be selected on the basis of that which is reasonable in cost as consistent with comfort, safety and convenience. Individuals are expected to use conference transportation (i.e., shuttle buses) whenever it is available.

6. Reimbursement for the use of rental cars by employees is allowed only with prior approval by the Superintendent / Director of Business Services or designee, or in the case of School Board members, by the School Board majority vote. If two or more employees are attending the same conference only one vehicle may be rented.
7. The District will not reimburse telephone calls for personal or family purposes. When reimbursement is requested for District-related calls, the party called must be noted on the receipt.
8. Exceptions to allowed travel expenses must be approved by the Superintendent for employees and by the School Board majority vote for School Board members.
9. The District will not reimburse employees for personal expenses including the following:
 - . Room Service
 - . Personal Property
 - . Child Care Expenses
 - . Tobacco / Alcohol

Legal References: Minnesota Statute 15.435, Airline Travel Credit
Minnesota Statute 471.665, Mileage allowance

Cross References: Princeton Public Schools Policy #214: Out-of-State Travel by School Board Members
Princeton Public Schools Policy #412: Expense Reimbursement

Implementation Date: May 1, 2008
Adopted: April 28, 2009
Revised: November 12, 2013
Revised: May 19, 2015

Harassment and Violence Prohibition

I. PURPOSE

The purpose of this policy 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.

II. GENERAL STATEMENT OF POLICY

- 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, and familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district 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, a school district 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 student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district 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 student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. “Assault” is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. “Familial status” means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment

or an education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim 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 by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct, which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complaint.

- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Human Resources Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.

- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witness as much as possible, consistent with the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedure.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have

knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow to child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment

with the school district.

- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MABA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil

Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: June 8, 2004

Revised: November 24, 2009

Revised: November 8, 2011

Revised: May 19, 2015

Princeton Public Schools

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child’s health.

- F. “Nonmaltreatment mistake” means: (1) at the time of the incident, the individual was performing duties identified in the center’s child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. “Physical abuse” means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. § 121A.58.

- H. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- I. “Sexual abuse” means the subjection of a child by a person responsible for the

child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

- J. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- K. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- L. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the

nature and extent of the abuse or neglect and the name and address of the reporter.

- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the

notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: May 22, 1984
Revised: August 26, 1997
Revised: May 24, 2005
Revised: August 26, 2008
Revised: November 24, 2009
Revised: December 21, 2010
Revised: June 28, 2011
Revised: October 8, 2013
Revised: October 21, 2014
Reviewed: May 19, 2015

PRINCETON PUBLIC SCHOOLS

MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.
- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of

drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.

- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services at or from a licensed facility which serves adults as set forth in Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or home care provider service; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. “Caregiver” means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. “School Personnel” means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. “Immediately” means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the designated county entity.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: Princeton Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
Princeton Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Princeton Policy 406 (Public and Private Personnel Data)
Princeton Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Adopted: May 24, 2005
Revised: November 24, 2009
Revised: December 21, 2010
Reviewed: January 20, 2015
Reviewed: May 19, 2015

PRINCETON PUBLIC SCHOOLS

DRUG AND ALCOHOL TESTING

[Note: Drug and Alcohol Testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Testing of other employees or testing of school bus drivers beyond that mandated by federal law is optional but can be done under state law only if a policy containing provisions such as the provisions of Part IV. of this policy are adopted. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed is prohibited on school district property (which includes

school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the

EBT.

4. “Commercial Motor Vehicle” (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. “Designated Employer Representative” (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.
6. “Department of Transportation” (DOT) means United States Department of Transportation.
7. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. “Evidential Breath Testing Device” (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
10. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer’s instructions, in an observed collection, to raise the driver’s clothing above the waist, lower clothing and underpants, and to turn around to permit the observer

to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

11. “Safety-sensitive functions” are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
12. “Screening Test Technician” (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. “Stand Down” means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before the MRO completes the verification process.
14. “Substance Abuse Professional” (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

[Note: The federal regulations require that school districts provide materials to bus drivers explaining the school district’s policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 C.F.R. § 382.601. Almost all of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of this Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or drug

problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[Note: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she has received a copy of these materials. 49 C.F.R. § 382.601(d). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[Note: School districts are required by the federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. 49 C.F.R. § 382.601(b)(1).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

[Note: The specific prohibitions for drivers are contained, in large part, in 49 C.F.R. §§ 382.201-382.215.]

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.

3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV.
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

[Note: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 C.F.R. § 382.505.]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV.

H. Testing Requirements

1. Pre-Employment Testing

[Note: 49 C.F.R. § 382.301 details the requirements for pre-employment testing.]

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances before the first time the driver performs safety-sensitive functions for the school district.

[Note: A school district is permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.]

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.

- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

[Note: The federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible. 49 C.F.R. § 382.413 and 49 C.F.R. § 40.25. If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than

thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

[Note: 49 C.F.R. § 382.303 governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

[Note: 49 C.F.R. § 382.305 governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

[Note: The Federal Highway Administration (FHWA) lowered the random alcohol selection and testing rate from 25% of the average number of driver positions to 10% in 1998 and evaluates this minimum percentage each year. School districts can elect to stay at 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA.] The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

[Note: 49 C.F.R. § 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.

- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[Note: 49 C.F.R. §§ 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]

- 5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

[Note: 49 C.F.R. §§ 382.311, 40.307, and 40.309 govern follow-up testing.]

- 6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

- 7. Refusal to Submit and Attendant Consequences

[Note: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 C.F.R. §§ 40.191, 40.261, and 382.211. They are more specifically addressed in 49 C.F.R. §§ 382.501-382.507 and in 49 U.S.C. § 521(b).]

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

[Note: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program. 49 C.F.R. § 40.45.]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period

of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.

- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that there is a legitimate explanation for the donor's failure to contact him/her within seventh-two (72) hours, exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result. The MRO shall confirm and report a positive test result to the DER and the employee when there is no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under

the following circumstances:

- (1) The donor expressly declines the opportunity to discuss the test results;
- (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
- (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor with ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[Note: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 C.F.R. § 40.225]

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a “negative” test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor’s inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver’s or driver applicant’s expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for

employment.

[Note: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See Minn. Stat. § 221.031, Subd. 10. Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]

2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be MEDTOX through Fairview Northland Hospital, which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations 49 C.F.R. §§ 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver’s license as part of its Alcohol & Drugs: DOT Compliance Manual.]

2. The required records shall be retained for the following minimum periods:

Basic records	5 years
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“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Collection records	2 years
Negative and cancelled drug tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

[Note: Subparagraphs b. and c., below, are based on the provisions of 49 C.F.R. § 40.289.]

- b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

[Note: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e. bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if there are no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.]

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.

- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

[Note: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in Minn. Stat. §§ 181.950-181.957. See Minn. Stat. § 221.031, Subd. 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is

conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.

- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-

related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and

regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of “other employees.”

4. “Job applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver’s license, and includes a person who has received a job offer made contingent on the person’s passing drug or alcohol testing. Job applicants for positions requiring a commercial driver’s license are governed by the provisions of the school district’s drug and alcohol testing policy relating to school bus drivers (Section III.).
5. “Positive test result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. “Random selection basis” means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. “Reasonable suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. “Safety-sensitive position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver’s license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of this Section D.

2. Consequences of an Employee’s Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver’s

license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
- b. The school district may request that the employee or job applicant

indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

- c. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

- 6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire.
6. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and

actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Cross-References: Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Princeton Policy 406 (Public and Private Personnel Data)
Princeton Policy 417 (Chemical Use and Abuse)
Princeton Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: March 26, 1991
Revised: October 25, 2005
Revised: December 14, 2010
Revised: May 19, 2015

PRINCETON PUBLIC SCHOOLS

CHEMICAL USE AND ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

- B. “Chemicals” includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

A. Instruction

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

violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.

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

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:

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

policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.

4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Pre-assessment Team

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

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the pre-assessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than 6 months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than 6 months after the student is no longer enrolled in the district.
 - c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

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

F. School and Community Advisory Team

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

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy.
 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days

after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

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

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

Adopted: April 28, 1987
 Revised: May 25, 1993
 Revised: June 13, 1995
 Revised: August 27, 1996
 Revised: September 9, 1997
 Revised: June 25, 2002
 Revised: May 11, 2004
 Revised: June 25, 2013
 Revised: May 19, 2015

PRINCETON PUBLIC SCHOOLS

**DRUG-FREE WORKPLACE/
DRUG-FREE SCHOOL**

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses alcohol, toxic substances, or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

- E. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- F. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district’s student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district’s drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.

- F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students.

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees.

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

C. The Public.

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

Legal References: Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
 Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
 Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
 Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
 41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
 20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
 21 U.S.C. § 812 (Schedules of Controlled Substances)
 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
 21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
 34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
 MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
 MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 516 (Student Medication)

Independent School District #477
 Princeton, Minnesota 55371

Adopted: June 8, 2004
 Revised: January 14, 2014
 Revised: May 15, 2015

PRINCETON PUBLIC SCHOOLS**TOBACCO-FREE ENVIRONMENT**

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

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

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

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

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
 Minn. Stat. § 609.685 (Sale of Tobacco to Children)
 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Princeton Policy 506 (Student Discipline)
 MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

Adopted: June 8, 2004
 Revised: August 26, 2008
 Revised: October 27, 2009
 Revised: December 21, 2010
 Revised: June 28, 2011
 Revised: January 14, 2014
 Revised: May 15, 2015

PRINCETON PUBLIC SCHOOLS

FUND BALANCES

PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

DEFINITIONS

“Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.

“Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.

“Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

“Fund balance” means the arithmetic difference between the assets and liabilities

reported in a school district fund.

“Non-spendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently un-spendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.

“Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.

“Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of non-spendable, restricted, and committed fund balances exceed the total net resources of that fund.

“Unrestricted” fund balance is the amount of fund balance left after determining both non-spendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: non-spendable, restricted, committed, assigned, and unassigned.

MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 10 percent of the annual budget.

ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will follow the approved district plan for each of the area (Capital, Assigned, Deferred, Health and Safety, ETC). If there is no plan, the district will strive to spend

resourced from fund balance classifications in the following order (First to Last):
Restricted, Committed, Assigned, and Unassigned.

COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent or Director of Business Services. Assignments so made shall be reported to the Finance Committee and/or school board on a quarterly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

Adopted: May 24, 2011
Revised: November 12, 2013
Revised: May 19, 2015



PRINCETON PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 477

706 First Street, Princeton, MN 55371

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Michelle Czech, Director of Business Services 763.389.6183
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Julie Williams, Director of Teaching & Learning 763.389.7278
Eric Simmons, Director of Technology 763.389.6163
Erin Dohrmann, Special Education Coordinator 763.389.6191
Gwen Anderson, Director of Community Education & ECFE Coordinator 763.389.6199

To: Princeton School Board

From: Stacie Vos, Director of Human Resources

Date: June 15, 2015

RE: Health Insurance and Life and LTD Insurance

I. On May 29th, the Princeton School District Health Insurance Committee voted to stay with our current Health Insurance Provider, Blue Cross Blue Shield, through the Resource Training and Solutions cooperative. Based upon the following factors:

- ✓ We will keep our current health plans.
- ✓ A first year decrease of 5% to the current health plan.
- ✓ A second year cap of 9%.
- ✓ The Health Insurance Committee is pursuing a focused and intent conversation regarding becoming self-insured. It was felt it was not in the best interest of our members to continually change insurance plans.

II. Life and LTD Insurance – Princeton Public Schools participated in the 2015 National Services Consortium for our Group Life and Long Term Disability Insurance Programs in accordance with MN Statute 471.6161. Specifications were submitted to 8 carriers. Quotes were received from Madison National Life, Reliance Standard and Minnesota life. A transition to Reliance Standard's Life and LTD was recommended per the following:

- ✓ Reliance Standard's Life and LTD proposals were competitively priced with a three-year rate guarantee, matching or improving current benefits.
- ✓ Seamless LTD and Life waiver filing with one carrier.
- ✓ Billing remains with NIS – No changes to our billing practices.
- ✓ 10% reduction in rates. (\$14,000 total savings.)

Gifted and Talented

Revenue Sources

- State Aid

Expenditures

- Coordinator
- Building Coaches
- Instructional Supplies
- Professional Development

Deferred Maintenance

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Approved on May 5, 2015 by Board

Health & Safety:

Revenue Sources

- Property Tax Levy

Expenditures

- Plan is to be approved on June 2, 2015 by Board

Operating Capital

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Approved on May 5, 2015 by Board

Staff Development

Revenue Sources

- State Aid

Expenditures

- Professional Development

- New Staff-Back-to School Workshops
- All Staff-Back-to-School Workshops
- Instructional Rounds
- Summer Instructional Work
- Technology Integrationist
- Assessment Coordinator

Qcomp

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Based on Plan that has to be voted on by teacher bargaining unit.

Technology Assigned

Revenue Sources

- Previous revenue set aside for specific purpose

Expenditures

- Approved on May 5, 2015 by Board

Building Improved Assigned

Revenue Sources

- Grant
- Previous revenue set aside for specific purpose

Expenditures

- Early Childhood Grant: Approved January 6, 2015.

Program Initiatives Assigned

Revenue Sources

- Previous revenue set aside for specific purpose

Expenditures

- Approved on April 21, 2015 by Board

Activity Account Assigned

Revenue Sources

- Student fundraising
- Donations
- Participation Fees

Expenditures

- Field Trips
- Rewards for instructional participation
- Recreational Supplies

Unassigned

Revenue Sources

- State Aid
- Property Tax Levy
- Federal and/or State Grants
- Participation Fees
- Donations

Based Revenue on:

- Enrollment of 3,169
- State Formula Increase of 2%
- Special Education Increase-Estimated

Expenditures

- Staff salaries, benefits and other contractual requirements.
- Sub costs
- Building Instructional Supplies (Based on Per student amount)
- Operational Costs: Building Repairs, Utilities, Insurance, and Transportation
- Technology: Software, Technology Repairs
- Teaching and Learning: Instructional Materials
- Activities
- Estimated Salary Increases
- Approved budget adjustments May 5, 2015

Food Service

Revenue Sources

- State Aid
- Federal Aid
- Participation Fees

Base Revenue on

- Breakfast and Lunch Price increase Board Voted on

Expenditures

- Staff salaries, benefits and other contractual requirements
- Sub costs
- Food Costs
- Supply Costs
- Operational Costs: Utilities and Custodial
- Equipment Costs
- Estimated Salary Increases

Community Education Budget

Revenue Sources

- State Aid
- Property Tax Levy
- Participation or Registration Fees
- Grants
- Donations

Expenditures

- Staff salaries, benefits and other contractual requirements
- General, Instructional Supplies & Field Trips
- Operational Costs: Utilities, Custodial, and Transportation
- Technology Costs which includes software

Overall structure to ensure vitality of Community Education

- **Recreation and Enrichment Category**
 - Pay 70% of total participation to fees collected to on-staff instructors after supply expenses and administrative expenses are subtracted from the total participation fees.
 - Pay 80% of total participation fees collected for outside service providers as there are no employer paid benefits.
- Aquatics and School Age Child Care
 - Instructors are paid an hourly rate and participants are charge a set fee.
- Drivers Education
 - Registration fee only
- Adults with Disabilities
 - Instructors paid an hourly rate and currently is a break even program.

New Programs 2016

- 4 Year old Spanish Immersion Preschool
- Programs are continually added throughout the year

Discontinued Programs 2016

- Programs may be discontinued during the year.

Budget is developed based on previous year's revenue and expenditures. We also look at possible impacts of new programs and discontinued programs.

Building Construction Fund

Revenue Sources

- Building Bond Referendum 2014
- Interest

Expenditures

- New Primary Elementary
- High School Renovations

Debt Service Fund

Revenue Sources

- Property Tax Levy
- State Aid

Expenditures

- Building Bond Payments

*Note: Does not represent all chargebacks that may be taken between funds.

**PRINCETON PUBLIC SCHOOL
ORIGINAL BUDGET 2015-2016
16-Jun-15**

	2016 ESTIMATED REVENUES	2016 ESTIMATED EXPENDITURES
GENERAL FUND (01)	\$ 32,066,206	\$ 33,497,678
FOOD SERVICE (02)	\$ 1,662,950	\$ 1,663,788
COMMUNITY EDUCATION (04)	\$ 1,223,300	\$ 1,277,196
BUILDING FUND (06)	\$ 10,000	\$ 20,000,000
DEBT SERVICE (07)	\$ 3,506,739	\$ 3,444,172
TOTAL ALL FUNDS	\$ 38,469,195	\$ 59,882,834

	2014 FUND BALANCE
GENERAL FUND	\$ 12,508,726
FOOD SERVICE	\$ 348,830
COMMUNITY EDUCATION	\$ 375,450
BUILDING FUND	\$ -
DEBT SERVICE	\$ 512,336

**PRINCETON PUBLIC SCHOOLS
GENERAL FUND BUDGET
16-Jun-15**

	2016 Estimated Revenues	2016 Estimated Expenses	
Gifted & Talented-Restricted	\$ 45,115	\$ 44,290	\$ 825
Deferred Maint-Restricted	\$ 213,826	\$ 212,000	\$ 1,826
Health & Safety-Restricted	\$ 93,576	\$ 86,220	\$ 7,356
Operating Capital-Restricted	\$ 574,109	\$ 630,000	\$ (55,891)
Staff Development-Restricted	\$ 412,843	\$ 400,959	\$ 11,884
Qcomp-Assigned	\$ 856,099	\$ 856,099	\$ -
Technology-Assigned	\$ -	\$ 110,504	\$ (110,504)
Building Improved-Assigned	\$ 509,000	\$ 1,018,000	\$ (509,000)
Program Initiatives-Assigned	\$ 140,000	\$ 246,277	\$ (106,277)
Activity Account-Assigned	\$ 500,000	\$ 500,000	\$ -
Unassigned	\$ 28,721,638	\$ 29,393,329	\$ (671,691)
Total	\$ 32,066,206	\$ 33,497,678	
	\$ 32,066,206.00	\$ 33,497,678.00	

**2014 Fund
Balance**

Gifted & Talented-Restricted	\$ 53,654
Deferred Maint-Restricted	\$ 63,449
Health & Safety-Restricted	\$ (85,013)
Operating Capital-Restricted	\$ 2,612,930
Staff Development-Restricted	\$ 31,944
Severance-Committed	\$ 695,993
Qcomp-Assigned	\$ 53,235
Technology-Assigned	\$ 410,504
Building Improved-Assigned	\$ 3,600,000
Program Initiatives-Assigned	\$ 400,000
Activity Acct-Assigned	\$ 107,044
Non Spendable	\$ 116,829
Unassigned	\$ 4,448,158
	\$ 12,508,726

Audit report for 2014 was presented at the 2nd board meeting in October and the fund balances for the 2013-2014 school year for each category are reflected above. The fund balance in 2014 showed a negative adjustment for the first time in four years.

**PRINCETON PUBLIC SCHOOLS
COMMUNITY EDUCATION FUND BUDGET
16-Jun-15**

		2016 Estimated Revenues	2016 Estimated Expenses
Community Ed-Restricted		\$ 737,771	\$ 846,998
Early Childhood-Restricted		\$ 220,192	\$ 222,827
School Readiness-Restricted		\$ 245,426	\$ 189,436
Other-Restricted		\$ 19,911	\$ 17,935
		\$ 1,223,300	\$ 1,277,196

**2014 Fund
Balance**

Community Ed-Restricted	\$ 202,134
Early Childhood-Restricted	\$ 97,631
School Readiness-Restricted	\$ 51,658
Other-Restricted	\$ 19,868
NON-Spendable	\$ 4,160
	\$ 375,450

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

WELCOME MIDDLE SCHOOL STUDENTS

Dear Students and Parents:

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

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

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

We want all students to be happy at school and learn all they possibly can. Student success is very important. To make sure students are successful we implement our Tiger Pride or Honor Code Expectations:

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

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

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

Respectfully,

Daniel Voce
Dan Voce, Principal

Sarah Marxhausen
Sarah Marxhausen, Assistant Principal



PRINCETON MIDDLE SCHOOL

District Mission Statement

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

District Vision

No boundaries to learning.

Middle School Philosophy

The administration, faculty, and staff expect each student to:

1. Manage yourself by solving your own problems with staff guidance.
2. Always do your best, be on time, and be prepared to learn.
3. Take responsibility for choices made.
4. Treat others with kindness and respect.
5. Take care of district property and equipment.

Middle School Administration

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

School Contacts

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

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

Middle School Office/Attendance: 763-389-6704

Health Office: Amy Oliver: 763-389-6723

Daily Schedule

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

8:00 - 8:05	Students remain in the cafeteria area until released
8:20 - 8:40	T/A

8:45 - 3:10 Core classes and specialists
11:26 - 1:10 Student lunch periods
3:20 Busses depart. **For the safety of students, after 3:25 all students on school grounds need to be under the direct supervision of a teacher, coach, and/or staff member. If not under direct supervision, students need to leave school grounds.**

Criminal Background Check (ISD 477 Policy 404)

The purpose of this policy is to maintain a safe and healthy environment for 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.

Physical Education Dress Code

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

Photos/ Videos in School/ District Publications/ Media Sites

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

Academic Information

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

Homework

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

Late Work

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

Student Planner

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

Grading Guidelines

Grading System and Report Cards

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

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

Purpose/Definition of Grading: The purpose of grading is to show what students know and are able to do in relation to course standards. Grading: a) reflects academic achievement, b) contains meaningful feedback, c) aligns with Princeton Public Schools Curriculum, and d) reflects consistency among classes, grade levels, and/or departments.

Formative (practice) and Summative (achievement) grading percentages

Academic Practice (Formative) Assessments are given while a student is learning the material. This is designed to provide direction for both students and teachers

- Practice (formative) assessments include activities such as teacher observations, quizzes, homework, rough drafts, peer editing, and notebook checks, etc.
- Practice (formative) assessments will make up 25% of a student's overall grade.

Academic Achievement (Summative) Assessments are given after completing a sequence of instruction and practice. Students are ready to be responsible for the material.

- Academic achievement (summative) assessments include: final drafts, tests, exams, projects, essays, and performances, etc.
- Academic Achievement (Summative) Assessments will make up 75% of a student's overall grade.

Friday Folders

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

Overtime Program - Academic intervention and support

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

Incomplete Grades

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

Parent Teacher Conferences

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

Roles and Responsibilities

In order to promote life-long learning, Princeton Middle School has established the following roles and responsibilities. The goal is to ensure that all students are successful in developing skills necessary for academic achievement.

Teacher Responsibilities

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

Student Responsibilities

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

Parent Responsibilities

- Parents will review the contents of the Friday Folder and sign it on a weekly basis.
- Parents will provide a time and place at home for students to complete schoolwork.

- Parents will partner with teachers and school to ensure academic success for the student.
- Parents will assist their students in fulfilling academic requirements in a timely manner.

Action Plan:

- Teachers will identify students who are in need of academic support.
- Students may lose extra-curricular activities until satisfactory progress is made as determined by administration.
- Students are expected to attend “Overtime” (extended school day) until satisfactory progress has been made.
- Failure to meet academic outcomes by the end of the year will result in attendance in summer school programs.
- Failure to meet academic outcomes by the end of summer may result in temporary retention until all outcomes are met.

Attendance

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

Excused and Unexcused Absences

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

School Response to excused absence concerns:

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

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

School Response to unexcused absence concerns:

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

Truancy

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

Tardiness

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

Pre-Arranged Absences

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

Make-Up Work

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

Leaving School During The Day

Students should provide a parent note or phone call at the start of the day to leave during school hours. Students can be picked up from the following: parent(s), legal guardian(s), emergency contact(s), or a written permission from parent/guardian stating whom will pick up their son/daughter. Students are not allowed to leave school by themselves during the school day. The failure to properly check out of school will be recorded as an unexcused absence.

Care of Property

Vandalism/Property Damage

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

Theft

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

Food

Students should only consume food/drink in the cafeteria or in a classroom when approved by a staff member. Open beverage containers in the hallway areas are prohibited and may be confiscated by staff. Due to the high caffeine content in energy drinks and soda pop, as well as the effects they have on adolescents, they are prohibited at school. Only water in clear containers is allowed. Colored liquids and colored and/or opaque containers are not allowed. Teacher and/or staff member discretion will be given in regards to the clear water bottles being allowed in the individual classrooms. Please note that there are drinking fountains in each wing and throughout the school available for students.

Lockers

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

Student Management

Vision

Our vision is to extend the learning from the classroom into an innovative and clearly defined student management system. This is essential to stop ongoing behavior problems and educate students on how the choices they make, affect themselves and others. Staff will encourage positive "Tiger Pride" student behaviors and will use Positive Behavioral Interventions and Supports (PBIS).

Mission

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

Student Conduct and Expectations

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

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

Planning Room

Students can come to the Planning Room for support, either academic or behavior. Students can report offensive behaviors to the Planning Room where a staff member will assist students in addressing the behavior and will help find solutions. Students can learn self-advocacy skills, replacement behaviors, and academic support.

Restitution Room

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

Student Responsibilities during Detention

1. Students are to be in detention on days assigned unless they are excused in advance by staff member.
2. Students are expected to be on time, sign in, and sit in assigned seat.
3. Students are expected to follow staff instructions.
4. Refusal to make up a detention may result in further consequences determined by an administrator.

Teacher Detention

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

Lunch Detention (through the office)

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

In-School Suspension (ISS)

In-school suspension is held during the school day in the office.

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

Out-of-School Suspension (OSS)

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

Profanity/Offensive Language

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

Safe School Zone

Minnesota Statute 152.021 - 152.023 and 609.66 has declared the area surrounding schools as a drug free and weapon free zone. This zone begins at the boundaries of the school property and extends 300 feet from that point, or one city block, whichever is greater. The

court toward adults may administer tougher penalties and juveniles caught possessing or selling illegal drugs, or possessing a dangerous weapon within a school zone.

School Disruption

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

Public Displays of Affection

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

Insubordination

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

Student Dress Code

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

1. Shoes must be worn at all times.
2. Clothing of a revealing and/or distracting nature such as short pants, tops, and dresses, exposed underwear, bra straps, wallet chains, or low riding pants (**pants need to be worn on hips and/or at waist level, no underwear being shown**) may not be worn to school. **Students may monitor the length of their shorts or skirt. When standing, if they place their arms straight down at their side, they should touch the material of their shorts or skirt. If they touch skin they're too short and they cannot be worn. When monitoring length, the garment should rest freely. Straps need to be the width of at least two fingers.**
3. Clothing or items of dress showing drawings of or reference to any illegal drug, tobacco, alcoholic beverage, or other substance is prohibited. Obscene writing, drawings, t-shirt transfers indicating inappropriate and/or inferred messages may not be on clothing worn to school. Articles of clothing representing or suggesting gang membership or displaying gang insignia will not be accepted (i.e. displayed bandanas, etc.).
4. No items such as hats, scarves on heads, bandanas, backpacks, sunglasses, chains hanging from pockets or outerwear including jackets, coats, etc. should be worn during the school day without specific permission from an administrator or teacher.
5. The school has the right to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific areas.
6. When an infraction of the dress code occurs, a staff member may ask the student to change into clothing that he or she may have, go to the office for a change of clothing (including belts and/or ties for low riding pants), and/or parent contact. If the violation cannot be remedied at school, the student may be sent home to change into appropriate clothing. Continuous inappropriate dress may result in further consequences.

Cell Phones, Other Personal Communication Devices, and Music Devices

The use of cellphones and other electronic devices at school can create a disruption to the learning environment and may jeopardize student safety during potential emergency situations. The use of cell phones and/or other electronic devices may be used during class time for educational purposes only, pending staff approval. Students may only use these devices under the supervision of a staff member or they remain in your locker. Cell phones and/or other electronic devices are to be used only for the intended purpose, as approved by supervising staff, not as distractions to the school day. The use of cell phones and/or other electronic devices in locker room facilities, bathrooms, and/or activity nights is strictly prohibited at all times (including before, during, and after school).

Students sending or possessing inappropriate messages and/or pictures during the school day is prohibited. Students videotaping, audiotaping, or taking pictures, without others' permission is prohibited. School authorities reserve the right to review the picture, audio, and video content of any cell phone brought on school property. Students are expected to demonstrate positive digital citizenship toward self and others, use technology for intended purposes, maintain the privacy of others, and model positive online etiquette. The district is not responsible for electronic devices brought to school if lost, stolen, and/or damaged.

If a violation occurs, staff will confiscate the electronic device. It may be turned into the office. Disciplinary action may include: confiscation, conference with administration, parent contact, loss of privilege, and/or suspension. 1st offense: student may pick up the device in the office at the end of the day, 2nd offense: parent/guardian picks up the device, 3rd offense: student may lose the privilege

to have electronic devices at Princeton Middle School. *Note: Consequences may be more severe depending upon the infraction with the electronic device. Any exception to this policy for emergency purposes must have prior approval by building administration.

Inappropriate Postings

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

Harmful or Nuisance Items

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

Bikes, Skateboards, Rollerblades, and Other Wheeled Items

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

Harassment (ISD 477 Policy 413)

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

Bullying Prohibition (ISD 477 Policy 514)

A safe and civil environment is needed for students to learn, attain high academic standards, and to promote healthy human relationships. Bullying is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. Princeton middle school takes several steps to educate students on bullying, one of which is the Olweus Bullying Prevention Program. This is an evidence-based, highly accredited, nation-wide program supported by the Hazelden Foundation.

Student bullying is defined in MN statute as: a) intimidating, threatening, abusive or harming conduct that is objectively offensive and b) there is an actual or perceived imbalance of power between the students and c) the conduct is repeated or forms a pattern; or d) materially and substantially interferes with a student's educational opportunities, performance, or ability to participate in school functions or activities, or receive school benefits, services or privileges. Cyberbullying is defined as bullying using technology and/ or other electronic communication.

The purpose of the bullying policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior, either by physical, verbal, or electronic means. We will take action to investigate, respond, remediate, and discipline those acts of bullying, which have not been successfully prevented. Report any offensive behavior to your teacher, guidance counselor, the planning room, a trusting adult, or an administrator. For more information, please see District Policy #514 on the District Website.

Hazing Prohibition (ISD 477 Policy 526)

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

been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. The building principal is the person responsible for receiving reports of hazing at the building level. For more information, please see District Policy #526 on the District Website.

Fighting/Physical Assault

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

Internet Acceptable Use and Safety (ISD 477 Policy 524)

The use of the school district system and access to the Internet is a privilege, not a right. Depending on the nature and degree of the incident and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. Use of the Internet is recognized as a useful educational tool in support of education and research when consistent with the educational goals of the Princeton School District. For more information see District Policy #524 on the District Website.

Activities

Middle School Activities Philosophy

Middle school students need a variety of activities through which they can experience success in academic, athletic, and fine art arenas. At this level of competition the emphasis is put on participation both during contests and practices. Each participant will be given the opportunity to develop his/her skills. Contests will be scheduled to develop the students' abilities as well as to prepare them for competitive situations. Our first goal is to allow students a chance to participate to enhance their fundamental skills; our second goal is to win the contest.

Middle School Activities Mission

Our mission is to support and enhance the learning process for all our students by providing quality programming not typically found in regular course curriculum.

Middle School Activities Goal

Our goal is to provide all students with a variety of quality activities in which to participate. Because we offer a wide variety of activities, it is our intention to have as many students participate in co-curricular activities as possible.

Code Of Conduct

Princeton Schools encourage participation in activities. However, **participation in activities is a privilege, rather than a right.** Students who elect to participate in activities will be expected to exemplify high standards of behavior. Behaviors considered by the coach, advisor, activities director or principal, to be inappropriate for a representative of Princeton Schools will not be tolerated. Such behaviors, both on and off school property, may result in suspension or removal from any or all activities.

MSHSL (Minnesota State High School League) Rules

Good Standing & General Eligibility (MSHSL Bylaw 206)

The member schools of the Minnesota State High School League (MSHSL) believe that participation in interscholastic activities is a privilege, which is accompanied by responsibility.

As a student participating in Princeton Middle School's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state, and country and will respect those who are responsible for enforcing these rules.
- Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities.

NOTE: Any allegation of sexual, racial or religious harassment or violence may also constitute a violation of this bylaw.

PENALTY: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local board of education. The MSHSL specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

Chemical Eligibility (MSHSL Bylaw 205)

Philosophy and Purpose

The Minnesota State High School league recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse of family, team members, or other significant persons in their lives.

Rule: During the school year and all non-school year, regardless of quantity, a student shall not:

- 1) use, buy, sell, have in possession, or give away a beverage containing alcohol;
- 2) use, buy, sell, have in possession, or give away tobacco;
- 3) use or consume, have in possession (on your person, in a locker, or in a vehicle, etc.) buy, sell, or give away any other controlled substance or drug paraphernalia.
- 4) use or consume, have in possession, buy, sell, or give away products containing or products used to deliver nicotine, tobacco products, and/or other chemicals.

Penalty for Athletic Activities:

1) First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of the season in which the student is a participant, whichever is greater. No exception for a student who participates in a treatment program.

2) Second Violation: After confirmation of a second violation, the student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, of the season in which the student is a participant, whichever is greater. No exception for a student who participates in a treatment program.

3) Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve consecutive interscholastic contests or four weeks, 28 calendar days, of the season in which the student is a participant, whichever is greater. If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum of six weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

- Penalties shall be accumulative beginning with and throughout the student's 7th and 8th grade years.
- A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

Social Websites/Public Domain and Participation in Activities

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

Interscholastic Eligibility (ISD 477 Policy 597)

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

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

Conduct at Extra-Curricular Events

The purposes for extracurricular events are for entertainment, social interaction, and the development of school pride. Students that attend extra-curricular activities are expected to be respectful and follow school rules of conduct for extra-curricular activities.

Violators will be subject to removal from the activity and the school, and will face disciplinary action in accordance with established school system policies and procedures.

Activity Night Expectations

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

School Field Trips

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

Health Services

The District School Nurse and Health Services Assistant welcome any communication or question related to student health. Parents/guardians who have a student with health concerns should make the District Nurse and Health Service Assistant aware of the concern, provide the school with doctor recommendations/medications that must be taken at school, work with the District School Nurse to develop an *Individual Health Plan* for their child, and sign a *Data Release Form* that allows communication between care providers and the District School Nurse, and keep emergency numbers current. Health information should also be shared with the bus company by the parent to ensure the safety of students while riding the bus.

High School: 763-389-6019, **Middle School:** 763-389-6723, **North Elem:** 763-389-6803, **South Elem:** 763-389-6904

District School Nurse: 763-389-6195

Health Services website: www.princeton@isd477.org (click on Departments, Health Services) for information about immunizations, illness, medication, diseases, and downloadable forms.

Use of Health Services

A student may utilize the Health Office for a medical concern, injury, or for information/referral for a specific health care. Except in emergency situations, students requesting permission to use the Health Office are required to receive a pass from the teacher. In emergency situations (sudden illness or injury in school/on school grounds) the student should report immediately to the Health Office or the supervisor on duty. Students that are ill or injured should report to the Health Office so the Health Office Assistant can assist them to contact their parent/guardian or leave the building for medical care.

Emergency Sheet

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

Medications

Princeton schools recognize that some students may require prescribed or over-the-counter medication during the school day. Medications must only be given by a Licensed School Nurse or designated school staff (who have been trained/approved by the Licensed School Nurse). ***Students are not allowed to carry their own medication during school hours*** except in special medical circumstances. In such cases, parent/guardian and Health Care Provider signatures are required. Parents/guardians of students requesting medications to be administered by Health Service Assistant during school hours are required to provide:

1. A written order for the medication from the Health Care Provider for all prescription medications given and for any over-the-counter medication given longer than two weeks.
2. A signed Data Release Form. (Forms can be obtained from the Health Office or on the School Health Website).

3. The medication must be 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 brought 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 at the end of the school year will be disposed of.

To assure safety, parent should bring medication to the school health office. If you are unable to bring the medication in person (and your child is in Middle School or High School), please **call** the Health Service Office with the following information: Parent/guardian name, parent/guardian phone number, student name, name of medication and amount of medication being sent to school.

Illness

Students who become ill during the school day **must report to the Health Office.** The Health Service Assistant will determine whether or not the student is able to continue with the school day. **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 be allowed to walk/drive home). If the parent cannot be reached, those persons designated by the parent/guardian as Emergency Contacts will be notified.

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

1. Fever of 100 degrees or more.
2. Vomiting.
3. Diarrhea.
4. Red eyes/eyelids with pus type drainage.
5. Rash that is (or may be) contagious.

Before returning to school:

- Student must be fever free **for 24 hours** without using fever reducing medication;
- Vomiting or diarrhea free **for 24 hours**;
- If the student has a rash of unknown origin (it may be contagious), they must have a note from the Health Care Provider stating when they may return to school;
- For any activity restrictions (in school or Physical Education Class) or other special accommodations (water bottle, snacks, etc.) a note from the Health Care Provider is required.

Injuries

The Health Service Assistant will determine whether or not the student is able to continue with the school day and call parent/guardian (first) and emergency contacts (second) as appropriate. If we are unable to reach 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. **Please update all changes** in home, work, and cell phone numbers as they may occur so contacts can be made as necessary.

Child with a Health Concern

Make your child's health concerns known to the District School Nurse or Health Service Assistant. Bring current signed Health Care Provider's orders and medication that will be needed each school year and with any changes that occur during the school year. Work with the District School Nurse to develop an *Individual Health Plan* for your child at school each school year and with any changes that occur during the school year. Provide permission for the school district nurse to communicate with your child's healthcare provider by signing a *Data Release Form*, *Individual Health Plan*, and/or *Action Plan* for your child at school each school year and with any changes that occur during the school year. These forms can be found on the Health Services website: www.princeton@isd477.org click on Departments, Health Services, Parent Medical Forms. Provide parent/guardian and emergency contact phone numbers each school year and with any changes that occur during the school year. If the school health staff are aware that your child has a medical concern, each year two attempts will be made to obtain current health information and/or medication. Health information about your child will be shared with school staff (and transportation staff) on a "need to know" basis only. If your child rides the bus or other school transportation, it is the parent/guardian responsibility to share with transportation staff any health concerns, health information, and emergency medication to ensure the safety of your child while being transported.

Allergy Aware Schools

Parent/guardian of students who have allergies are responsible to submit an *Allergy Action Plan* with the Health Care Provider and parent/guardian signature, *Medication Administration Form* with the health care 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/plans with appropriate school personnel as needed. Parent/guardian is responsible to submit health information and emergency medications to the bus company if needed.

Peanuts/Nuts - be aware that many people have allergies to foods (especially to peanuts and other nuts). Some of the school buildings allow peanuts and nut products in classrooms. Some of the school lunchrooms have areas where students are allowed or not allowed to eat peanuts and nuts. Some school lunchrooms serve peanuts/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 will be used during the school day and for school events in all buildings. These items are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are safe alternatives. Latex-free gloves and bandages are used in the school Health Offices.

Scents - many people have allergies to scents. Avoid using any products with strong scents: this includes perfumes, colognes, heavily scented deodorants and Essential Oils. No perfumes or scented spray type products are allowed in the school buildings.

Immunizations

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

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 with your child's vision, hearing or possible scoliosis, please notify the District School Nurse.

Physical Education Participation

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

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

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

Lunch Service

Lunch Account Payments

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. Deposits must include the student's full name, account number, and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 7:55-8:15 AM.

Lunch Account Policy

Accounts that have a negative balance of -\$5.00 or more will not be allowed to charge on that account. Students should memorize their account number and keep it confidential.

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

Lunch Account Balances

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

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

Free or Reduced Lunches

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

Prices (subject to change):

Lunch	\$2.20	Reduced Lunch	\$.00
Breakfast	\$1.40	Reduced Breakfast	\$.00
Extra Lunch Milk – Everyone	\$.40	Adult Lunch	\$3.60

Student Lunch Menus

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

Student Cold Lunches

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

Breakfast Program

School breakfast is offered every school day from 8:00-8:15. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

After School Snack Shop Program

Students can purchase snacks or meals needed to get them through their after school activities. All they need to do is come to the lunch room before going to practices or events. Students must have a positive lunch account balance to purchase items on their lunch number. This program is **NOT** a part of the free/reduced meal plan. Choices offered daily may vary, but all snack items meet the whole grain, reduced sugar, healthy and peanut safe requirements! Remember to plan accordingly and deposit additional money in your child's lunch account if needed.

Expected Behavior

Our Goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. They are expected to stand in line, be patient and courteous, pay for what they take and clean up after themselves. Nothing should be thrown when in the cafeteria. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from.

Guidance Department

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

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

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

Bus Transportation

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

Bus Behavior - Guidelines and Consequences

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

Class II Offenses: Hanging out of windows, throwing/shooting of any object, bullying or physical aggression, profanity/threats directed at driver or bus monitor, possession of tobacco or any controlled substance, vandalism to bus (restitution will be made), holding onto or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement, lighting of matches or lighters or any flammable object or substance, unauthorized entering or leaving bus through emergency exit or tampering with bus equipment, possession or threat of weapons/explosives/flammables, possession or use of laser pens or pointers, other offenses as reported by the driver to principal. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II, 1st offense. If a student receives a bus suspension and/or loss of service, the student has lost all bus privileges, including but not limited to activity, shuttle, and field trip bus privileges. Students are required to attend school if there is a bus suspension or loss of service.

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

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

Frequently Asked Questions

How does a student get a message from a parent?

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

How do I use a telephone?

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

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

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

What if I get injured or sick during school?

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

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

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

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

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

Can I carry my backpack during the school day?

No. Your locker is conveniently located by your math, science, language arts, and social studies classes.

District Policies

Prohibition of Weapon (ISD 477 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. **No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school**

location except as provided in this policy. “Possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon.

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

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

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

Student Discipline (ISD 477 Policy 506)

SUSPENSION

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

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

EXPULSION

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

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

3. **Length of Expulsion:** When an expulsion is appropriate, the School District may expel the student for an amount of time no greater than one school year from the date the pupil is expelled. The length of expulsion is within the School District’s discretion.

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

Note: Policy 506 can be found in it’s entirety on the district website.

Chemical Use and Abuse (ISD 477 Policy 417)

Student Use and Distribution of Controlled Substances

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

Chemical Use and Abuse

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental wellbeing of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for the society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical

use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention. The use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to Free Workplace/Drug-Free School.

Definitions

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

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

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

Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location.
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the students until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
 - a. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, they will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening; assessment; and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Act, Minn. Stat. 121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

Consequences

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

Violation: Use/Possession of smoking materials, tobacco products, alcohol and other mood-altering substances, and/or any look alike substances.

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

Violation: Distribution, sale or purchase of tobacco products, smoking materials, alcohol, other mood-altering substances, and/or drug paraphernalia, and/or any look alike substance.

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

Note: Policy 417 can be found in it's entirety on the district website.