

Princeton Public Schools - ISD 477
Tuesday, June 21, 2016 at 7:00 PM
Regular School Board Meeting
District Office Board Room located at City Hall

OUR VISION
NO BOUNDARIES TO LEARNING

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

1. PROCEDURAL ITEMS

- a. Call to Order and Pledge of Allegiance
- b. Roll Call
- c. Citizen Comments
- d. Winter and Spring Commendations

2. REPORTS

- a. Board Members Committee Reports
- b. Student Council Report
- c. Superintendent Report

3. APPROVE AGENDA

4. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

5. 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 8
- b. Bills 9
- c. Wire Transfers 19
- d. Treasurer's Report 20
- e. Open Enrollments 21
- f. Gifts 22
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- h. Fundraisers 27
- i. Field Trips 30

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6. INFORMATION	
a. Princeton Primary Handbook	33
b. High School Handbook	66
c. Construction Update	
d. Q-comp	113
7. ACTION	
8. Princeton Middle School Handbook	119
<i>I move to accept the Princeton Middle School handbook as proposed.</i>	
9. Princeton Intermediate Handbook	143
<i>I move to accept the Princeton Intermediate School handbook as proposed.</i>	
10. Rum River Special Ed Coop Joint Powers Agreement	181
<i>I move to accept the Joint Powers Agreement as presented.</i>	
11. MNDOT Safe Routes to School	253
<i>I move to accept the resolution as stated.</i>	
12. 2017 Budget	254
<i>I move to approve the 2017 budget as presented.</i>	
13. Policies - 2nd Reading of Policies #801, 802, 805, 806, 807, 901, 902, 903, 904, 905, 907, 908, 909	264
<i>I move to approve the policies as presented.</i>	
14. Resolution establishing dates for filing affidavits of candidacy.	324
<i>I propose the resolution establishing dates for filing affidavits of candidacy.</i>	
15. FUTURE MEETINGS	
16. ADDITIONS TO AGENDA	
17. ADJOURN -	

Call to order

The closed meeting of the School Board of District #477 was called to order by Chair Jeremy Miller on the **7th day of June, at 8:59 p.m.** in the District Office Board Room.

Closed meeting minutes: Parameters were discussed for possible City property. ALC locations were discussed for possibilities of leases or purchases.

Chair Jeremy Miller

Clerk Eric Minks

Recorder-Kari Plafcan

Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Jeremy Miller on the **7th day of June, at 7:00 p.m.** in the District Office Board Room.

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

Members Absent: Deb Ulm, Craig Johnson

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

Student Council Representative: Absent

Citizen Comments: Makenzie Palvellka-Pierce spoke about the PASS Program.

Rita Riley came to speak about the PASS program.

REPORTS

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

Howard Vaillancourt:	High School Graduation; PEA retirement Party
Chuck Nagle:	ALC Graduation
Eric Minks:	Finance Committee Meeting
Jeremy Miller:	Finance Committee Meeting, Agenda Planning Meeting, High School Graduation
Chad Young:	High School Graduation

Superintendent Report: We had staff tours for the Princeton Primary school. We are on schedule to take charge of the building on July 15. Graduation was a beautiful ceremony and very well done. Thank you to the parents for the all night party that was well attended. The South garage sale took place on Friday. It was a success. Thank you to the staff at South. High school calculus teacher, Alex Murkve, gave his students a book that he had made from the calculus vignettes his students wrote.

APPROVE AGENDA

*Jeremy Miller made a recommendation to move two items from the consent agenda to additions to the agenda for further clarification on the termination and hiring of two employees and approve the agenda with those changes. Eric Minks made a motion **to move two items off of the consent agenda to additions to the agenda and approve the agenda with those changes**, seconded by Chad Young. Chuck Nagle*

moved to add the PASS program to additions to the agenda for discussion. Before the voting was complete, Eric Minks withdrew his motion. Chuck Nagle made a motion to approve the agenda with the additions of the three items discussed earlier. Eric Minks seconded the motion. Opposed: Howard Vaillancourt. Motion passed 4:1. Howard Vaillancourt made a motion to approve the consent agenda with the changes that Jeremy Miller requested earlier in the meeting. Eric Minks seconded. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Howard Vaillancourt and seconded by Chad Young, to approve the May 17th 2016 Regular Board meeting minutes as presented. Motion passed unanimously.

CONSENT AGENDA

See consent agenda motion made earlier under the approval of the agenda.

INFORMATION

Princeton Middle School Handbook- Presentation was made for the Middle School Handbook. A few changes were recommended for the 2016-2017 school year.

Princeton Intermediate Handbook- Presentation was made for t changes in the new Intermediate handbook for the 2016-2017 school year.

Joint Powers Agreement - Joint Powers Agreement related to Rum River Special Education Cooperation was presented.

Scoreboard Presentation- A scoreboard presentation to propose for the high school gym was given.

MNDOT Safe Route to School- A resolution was proposed to submit a grant to the MNDOT Safe Route to School to obtain a bicycle fleet to use in the school curriculum at the Intermediate School.

2017 Budget- The 2016-2017 budget was presented.

Policies- 1st Reading of Policies #801, 802, 805, 806, 807, 901, 902, 903, 904, 905, 907, 908, 909.

Four policies were changed with MSBA recommendation. Five policies were reviewed and not changed. Four policies were revised.

ACTION ITEMS

Policies-2nd Reading of Policies- # 605, 625, 626, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 720.

Motion made by Howard Vaillancourt and seconded by Eric Mink to accept the second reading of the listed policies as presented. Motion passed unanimously.

Long Term Facility Maintenance - Motion made by Chad Young and seconded by Howard Vaillancourt to accept the Long Term Facility Maintenance Plan and estimated budget as presented. Upon roll call, the following voted for; Chad Young, Jeremy Miller, Eric Minks, Chuck Nagle, Howard Vaillancourt. Motion passed unanimously.

2016-2017 Capital Budget - Motion made by Chad Young and seconded by Howard Vaillancourt to accept the 2016-2017 Capital Budget spend down as presented. Upon roll call, the following voted for: Howard Vaillancourt, Chad Young, Jeremy Miller, Eric Mink. Opposed: Chuck Nagle. Motion passed 4:1.

Teaching & Learning Budgets - Motion made by Chad Young and seconded by Howard Vaillancourt to accept the 2016-2017 Teaching and Learning budgets as presented. Upon roll call the following voted for: Chad Young, Jeremy Miller, Eric Minks, Chuck Nagle, Howard Vaillancourt. Motion passed unanimously.

Food Service Program Prices - Motion made by Eric Minks and seconded by Howard Vaillancourt to accept the food service program price changes as presented. Upon Roll call, the following voted for: Eric Minks, Chuck Nagle, Howard Vaillancourt, Chad Young, Jeremy Miller. Motion passed unanimously.

Chairs for Princeton Primary School, District Office and Transition Program- Motion made by Chad Young and seconded by Eric Minks to accept the office chair quote provided by General office Products for \$24,353.22. Upon roll call, the following voted for: Howard Vaillancourt, Chad Young, Jeremy Miller, Eric Minks. Opposed: Chuck Nagle. Motion passed 4:1.

MN State High School League Resolution-Motion made by Howard Vaillancourt and seconded by Chad Young to authorize membership of Princeton School District 477 in the Minnesota State High School League. Motion passed unanimously.

FUTURE MEETINGS- Certified contracts meeting need to be set up within the next two weeks.

ADDITIONS TO AGENDA-

CONSENT AGENDA

Howard Vaillancourt made a motion to approve the personnel items in the consent agenda as presented in the individual consent agenda. Seconded by Chad Young. Howard Vaillancourt withdrew his motion Howard Vaillancourt made a new motion to approve the consent agenda as presented. Seconded by Chad Young. Opposed: Jeremy Miller. Motion passed 4:1.

PASS Program- There was a discussion about the PASS program.

Move to Closed Meeting - Pursuant to Minnesota Statutes section 13D.05 subdivision 2(b), a motion to close the meeting for real estate discussion was made by Howard Vaillancourt seconded by Chad Young. Motion passed unanimously.

A motion to resume the meeting was made by Howard Vaillancourt and seconded by Chad Young. Meeting resumed at 9:32 p.m.

Old Fire Station - Motion was made by Jeremy Miller and seconded by Eric Minks **to make an offer within the parameters that were discussed in the closed meeting.** Upon roll call, the following voted in favor: Eric Minks, Howard Vaillancourt, Chad Young, Jeremy Miller, Chuck Nagle. Motion passed unanimously.

ALC Location - Motion was made by Chad Young, seconded by Howard Vaillancourt **to authorize administration to pursue lease options or purchase options for the ALC within the parameters set.** Upon roll call vote, the following voted in favor: Eric Minks, Howard Vaillancourt, Chad Young, Jeremy Miller. Opposed: Chuck Nagle. Motion passed 4:1

ADJOURN - Howard Vaillancourt made a motion to adjourn the meeting, Eric Minks seconded the motion. Meeting was adjourned at 9:32 p.m.

Chair Jeremy Miller

Clerk Eric Minks

Recorder-Kari Plafcan

6/21/2016

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Antony, Casie	New Hire	MS Math Teacher	PEA	Alyssa Solberg	7.1.16	\$38,405.00
Brannick, Tim	Extra Duty	ESY Teacher	PEA		5.1.16-9.1.16	18 sessions @ 3.5 hrs per session
Clark, Jodi	New Hire	HS Math Teacher	PEA		7.1.16	\$37,576.00
Clemons, Sara	Extra Duty	ESY Teacher	PEA		5.1.16-9.1.16	18 sessions @ 3.5 hrs per session
Clemons, Sara	Assignment Change	HS PE Teacher-going from .75 to 1.0	PEA		7.1.16	
Croteau, Ashley	Resignation	MS Soccer Coach			5.31.16	
Devalk, Dean	Resignation	MS Football Coach				
Furman, Julie	Extra Duty	ESY Para	Para		5.1.16-9.1.16	18 sessions @ 3.5 hrs per session
Gray, Janet	Resignation	Food Server-NE	Food Service		5.31.16	
Hancer, Laurie	Extra Duty	ESY Para	Para		5.1.16-9.1.16	18 sessions @ 3.5 hrs per session
Hasser, Tim	Extra Duty	ESY Teacher	PEA		5.1.16-9.1.16	18 sessions @ 3.5 hrs per session
Henke, Tom	Assignment Change	Physical Education-.58 MS; .42 HS	PEA		8.1.16	
Johnson, Emilee	Extra Duty	ESY Para	Para		5.1.16-9.1.16	18 sessions @ 3.5 hrs per session
Kitzman, Kim	Extra Duty	ESY Para	Para		5.1.16-9.1.16	18 sessions @ 3.5 hrs per session
Lehmann, Nicole	New hire	MS Language Arts Teacher	PEA	Nicole Lehmann	8.1.16	38,405.00
Magnuson, Ashley	New Hire	HS FACS	PEA	Sarah Durch	7.1.16	\$37,576.00
McGathy, Olivia	Extra Duty	ESY Teacher	PEA		5.1.16-9.1.16	18 sessions @ 3.5 hrs per session
Moehlmann, Scott	New Hire	HS Social Studies	PEA	Rob Essig	7.1.16	\$37,576.00
Moffat, Sarah	Assignment Change	Alternative Service/OL Teacher	PEA		8.1.16	
Nelson, Mitch	Assignment Change	SpEd LD-MS	PEA	Brenda Smith	8.1.16	
Paulson, Kari	Extra Duty	ESY Para	Para		5.1.16-9.1.16	18 sessions @ 3.5 hrs per session
Richards, Laurie	Extra Duty	ESY Para	Para		5.1.16-9.1.16	18 sessions @ 3.5 hrs per session
Roettger, Samantha	New Hire	HS Social Studies .83	PEA		7.1.16	\$31,188.08
Slipy, Jason	Resignation	MS Football Coach				
Warren, Jennie Ruth	Extra Duty	ESY Para	Para		5.1.16-9.1.16	18 sessions @ 3.5 hrs per session
Zook, Matt	Assignment Change	HS English/EL Teacher-going from 1.0 EL to .75 English/.25 EL	PEA		7.1.16	

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

Fund Description	Total
01 General Fund	\$952,152.22
02 Food Service	\$87,436.64
04 Community Service	\$27,902.51
10 Student Activities	\$60,682.76
Report Total	\$1,128,174.13

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	67010	161958	Check	1	6942		ORPHEUM THEATRE	Yes	Yes	No	USD	05/12/2016	137.50
			67009	161959	Check	1	15155		SOLE SHINE HENNAART	Yes	No	No	USD	05/12/2016	510.00
			67017	161960	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	Yes	No	USD	05/13/2016	5,734.12
			67012	161961	Check	1	11427	1	AT&T MOBILITY	Yes	Yes	No	USD	05/13/2016	141.65
			67024	161962	Check	1	1511		BRAND MANUFACTURING	Yes	Yes	No	USD	05/13/2016	1,203.15
			67011	161963	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	05/13/2016	1,038.17
			67030	161965	Check	1	1799		CITY OF PRINCETON	Yes	Yes	No	USD	05/13/2016	760.00
			67016	161966	Check	1	13412		CRAWFORD'S EQUIPMENT	Yes	Yes	No	USD	05/13/2016	774.35
			67019	161967	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	05/13/2016	50.07
			67031	161968	Check	1	2128		D.ERVASTI SALES CO.	Yes	Yes	No	USD	05/13/2016	3,294.23
			67032	161969	Check	1	2189		DOMINO'S PIZZA	Yes	Yes	No	USD	05/13/2016	73.59
			67033	161970	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	05/13/2016	21.00
			67018	161971	Check	1	13869		GRANT ASSIST CONSULTING	Yes	Yes	No	USD	05/13/2016	1,426.25
			67034	161972	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	Yes	No	USD	05/13/2016	143.00
			67035	161973	Check	1	4007		KEMPS	Yes	Yes	No	USD	05/13/2016	1,193.72
			67036	161974	Check	1	4030		MASA	Yes	Yes	No	USD	05/13/2016	369.00
			67025	161975	Check	1	15156		MATTHIESEN BREE	Yes	No	No	USD	05/13/2016	8.00
			67037	161976	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	Yes	No	USD	05/13/2016	450.00
			67027	161977	Check	1	15158		NORTHFIELD ARTS GUILD	Yes	Yes	No	USD	05/13/2016	100.00
			67038	161978	Check	1	4761		OAK GALLERY	Yes	Yes	No	USD	05/13/2016	901.95
			67026	161979	Check	1	15157		PATTEN KIM	Yes	Yes	No	USD	05/13/2016	30.00
			67028	161980	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	05/13/2016	64.92
			67039	161981	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	05/13/2016	176.74
			67013	161982	Check	1	12648		REBYL SPORTS, INC.	Yes	Yes	No	USD	05/13/2016	270.00
			67014	161983	Check	1	12808		RPM ATHLETICS LLC	Yes	Yes	No	USD	05/13/2016	263.00
			67040	161984	Check	1	5472	4	SAM'S CLUB	Yes	Yes	No	USD	05/13/2016	1,109.40
			67020	161985	Check	1	14366		SHRED RIGHT	Yes	Yes	No	USD	05/13/2016	70.25
			67041	161986	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	Yes	No	USD	05/13/2016	1,080.00
			67023	161987	Check	1	14950		SPRUNK ENTERTAINMENT SERVICE	Yes	Yes	No	USD	05/13/2016	626.00
			67021	161988	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	05/13/2016	19,221.54
			67043	161989	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	05/13/2016	365.00
			67022	161990	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	05/13/2016	341.54
			67015	161991	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	05/13/2016	1,929.56
			67042	161992	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	Yes	No	USD	05/13/2016	75.00
			67045	161993	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	Yes	No	USD	05/19/2016	7,525.86
			67044	161994	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	05/19/2016	222,521.50
			67048	161995	Check	1	4388		MN STATE HIGH SCHOOL LEAGUE	Yes	Yes	No	USD	05/17/2016	88.00
			67049	161996	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	05/17/2016	50.98
			67050	161997	Check	1	5041		PIZZA HUT OF PRINCETON	Yes	Yes	No	USD	05/17/2016	57.95
			67046	161998	Check	1	10939		ZIMMERMAN BOWL	Yes	No	No	USD	05/17/2016	360.00
			67047	161999	Check	1	10939		ZIMMERMAN BOWL	Yes	No	No	USD	05/17/2016	135.73

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	67051	162000	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	05/19/2016	12,005.15
			67059	162001	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	Yes	No	USD	05/20/2016	2,988.52
			67060	162002	Check	1	10929		ADAMS DENNIS	Yes	Yes	No	USD	05/20/2016	260.00
			67086	162003	Check	1	14988		AMERICAN EXPRESS	Yes	Yes	No	USD	05/20/2016	1,134.46
			67062	162004	Check	1	1140	3	AMERICAN RED CROSS	Yes	Yes	No	USD	05/20/2016	297.00
			67064	162005	Check	1	1206		AP EXAMS	Yes	No	No	USD	05/20/2016	4,711.00
			67067	162006	Check	1	12539		BACKCOURT CLUB	Yes	No	No	USD	05/20/2016	361.40
			67088	162007	Check	1	15160		BORICH KELLY	Yes	Yes	No	USD	05/20/2016	11.80
			67105	162008	Check	1	9606		BUTLER DON	Yes	Yes	No	USD	05/20/2016	130.00
			67076	162009	Check	1	13274		CENTRAL FLEET SERVICE	Yes	Yes	No	USD	05/20/2016	1,055.79
			67089	162010	Check	1	1799		CITY OF PRINCETON	Yes	Yes	No	USD	05/20/2016	50.00
			67090	162011	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	Yes	No	USD	05/20/2016	107.30
			67073	162012	Check	1	12868		FUN AND FUNCTION	Yes	Yes	No	USD	05/20/2016	186.05
			67074	162013	Check	1	13173		GAGSTETTER MARK	Yes	No	No	USD	05/20/2016	150.00
			67071	162014	Check	1	12674		GOTFREDSON JON	Yes	Yes	No	USD	05/20/2016	195.00
			67103	162015	Check	1	8305		GRAND SLAM SPORTS & ENT.	Yes	Yes	No	USD	05/20/2016	2,712.50
			67081	162016	Check	1	14273		HAATAJA RODNEY	Yes	Yes	No	USD	05/20/2016	9.00
			67091	162017	Check	1	2955		HANDYMAN'S INC.	Yes	Yes	No	USD	05/20/2016	464.34
			67083	162018	Check	1	14738		JAMIESON ROBERT	Yes	Yes	No	USD	05/20/2016	80.00
			67085	162019	Check	1	14755		JARVIS JAMES JR	Yes	Yes	No	USD	05/20/2016	80.00
			67092	162020	Check	1	4007		KEMPS	Yes	Yes	No	USD	05/20/2016	3,193.55
			67069	162021	Check	1	12642		KRICK STEVE	Yes	Yes	No	USD	05/20/2016	80.00
			67061	162022	Check	1	10948		MADD MINNESOTA - STATE OFFICE	Yes	Yes	No	USD	05/20/2016	137.52
			67087	162023	Check	1	15159		MAMA GRACIE'S PREGNANCY SHOF	Yes	Yes	No	USD	05/20/2016	36.00
			67058	162024	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	Yes	No	USD	05/20/2016	244.39
			67063	162025	Check	1	11477	1	MINUTEMAN PRESS	Yes	Yes	No	USD	05/20/2016	33.75
			67093	162026	Check	1	4349	2	MN DEPARTMENT OF HEALTH	Yes	Yes	No	USD	05/20/2016	45.00
			67102	162027	Check	1	7479		OSTROOT RICHARD	Yes	Yes	No	USD	05/20/2016	150.00
			67094	162028	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	05/20/2016	1,418.80
			67065	162029	Check	1	12174		PETERSON STAN	Yes	Yes	No	USD	05/20/2016	130.00
			67079	162030	Check	1	13870		R&D SALES, INC.	Yes	Yes	No	USD	05/20/2016	240.00
			67095	162031	Check	1	5254		REALLY GOOD STUFF	Yes	Yes	No	USD	05/20/2016	43.92
			67070	162032	Check	1	12648		REBYL SPORTS, INC.	Yes	Yes	No	USD	05/20/2016	1,962.24
			67100	162033	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	05/20/2016	2,000.00
			67096	162034	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	05/20/2016	552.00
			67077	162035	Check	1	13491		RIVERSIDE FAMILY CHIROPRACTIC	Yes	Yes	No	USD	05/20/2016	80.00
			67072	162036	Check	1	12808		RPM ATHLETICS LLC	Yes	Yes	No	USD	05/20/2016	211.95
			67097	162037	Check	1	5472	4	SAM'S CLUB	Yes	Yes	No	USD	05/20/2016	187.04
			67068	162038	Check	1	12637		SEGAL MIKE	Yes	No	No	USD	05/20/2016	80.00
			67099	162039	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	Yes	No	USD	05/20/2016	172.00
			67084	162040	Check	1	14747		SIMPSON JOHN	Yes	Yes	No	USD	05/20/2016	130.00

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Princeton Public Schools #477

Check Register by Bank and Check Number

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	67104	162041	Check	1	9494	1	SNA	Yes	Yes	No	USD	05/20/2016	96.00
		67057	162042	Check	1	10330		SOLLE SKIP	Yes	No	No	USD	05/20/2016	65.00
		67098	162043	Check	1	5617	7	ST CLOUD STATE UNIVERSITY	Yes	No	No	USD	05/20/2016	19,656.00
		67082	162044	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	05/20/2016	36,145.56
		67078	162045	Check	1	13685		VELOCITY STREETWEAR	Yes	Yes	No	USD	05/20/2016	1,684.00
		67080	162046	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	05/20/2016	320.18
		67101	162047	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	Yes	No	USD	05/20/2016	250.00
		67075	162048	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	05/20/2016	53.93
		67066	162049	Check	1	12451		YOUTH ENRICHMENT LEAGUE	Yes	Yes	No	USD	05/20/2016	2,147.00
		67158	162050	Check	1	8979		GTI CAMBRIDGE THEATRE	Yes	No	No	USD	05/24/2016	428.00
		67157	162051	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	05/24/2016	150.00
		67154	162052	Check	1	10660		WILD MOUNTAIN	Yes	No	No	USD	05/24/2016	5,005.00
		67155	162053	Check	1	10660		WILD MOUNTAIN	Yes	No	No	USD	05/24/2016	2,118.96
		67156	162054	Check	1	10939		ZIMMERMAN BOWL	Yes	No	No	USD	05/24/2016	340.00
		67171	162055	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	05/31/2016	802.08
		67168	162056	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	05/31/2016	67.14
		67166	162057	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	05/31/2016	205.43
		67169	162058	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	05/31/2016	119.43
		67170	162059	Check	1	4584	2	NCPEERS MINNESOTA	Yes	No	No	USD	05/31/2016	64.00
		67172	162060	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	05/31/2016	19,176.65
		67173	162061	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	05/31/2016	1,351.44
		67174	162062	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	05/31/2016	2,539.79
		67175	162063	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	05/31/2016	938.00
		67167	162064	Check	1	14550		SHERBURNE COUNTY AREA UNITEC	Yes	No	No	USD	05/31/2016	343.01
		67195	162065	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	05/25/2016	38.97
		67184	162066	Check	1	15162		BREVIG TRACY	Yes	No	No	USD	05/25/2016	43.00
		67199	162067	Check	1	9606		BUTLER DON	Yes	Yes	No	USD	05/25/2016	65.00
		67188	162068	Check	1	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	No	No	USD	05/25/2016	140.00
		67194	162069	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	05/25/2016	9,716.73
		67190	162070	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	05/25/2016	228.00
		67198	162071	Check	1	8912	1	FRANCONIA SCULPTURE PARK	Yes	No	No	USD	05/25/2016	330.00
		67178	162072	Check	1	14197		GRASTO JEFF	Yes	No	No	USD	05/25/2016	80.00
		67183	162073	Check	1	15133		HARMONING DENNIS	Yes	No	No	USD	05/25/2016	150.00
		67186	162074	Check	1	15164		HOFFMAN CARLE	Yes	No	No	USD	05/25/2016	12.60
		67191	162075	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	05/25/2016	459.78
		67180	162076	Check	1	14738		JAMIESON ROBERT	Yes	Yes	No	USD	05/25/2016	80.00
		67192	162077	Check	1	4007		KEMPS	Yes	Yes	No	USD	05/25/2016	4,760.62
		67182	162078	Check	1	15103		LAUER MICHAEL	Yes	Yes	No	USD	05/25/2016	171.80
		67187	162079	Check	1	15165		MCCALL STEVE	Yes	No	No	USD	05/25/2016	71.15
		67193	162080	Check	1	4136		MENARDS	Yes	No	No	USD	05/25/2016	20.73
		67176	162081	Check	1	11477	1	MINUTEMAN PRESS	Yes	Yes	No	USD	05/25/2016	224.70

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Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Vold	Currency	Pmt/Void Date	Amount
0477		001	67185	162082	Check	1	15163		PETRON ROXANNE	Yes	No	No	USD	05/25/2016	21.60
			67189	162083	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	05/25/2016	900.00
			67196	162084	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	Yes	No	USD	05/25/2016	50.00
			67181	162085	Check	1	14886		QP PHOTOGRAPHY	Yes	No	No	USD	05/25/2016	555.00
			67197	162086	Check	1	5375	4	ROGERS ATHLETIC CO	Yes	Yes	No	USD	05/25/2016	1,611.00
			67177	162087	Check	1	12747	1	SHOPKO STORES OPERATING CO.,	Yes	No	No	USD	05/25/2016	47.99
			67179	162088	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	05/25/2016	55.83
			67200	162089	Check	1	9647		WENDORF GARY	Yes	No	No	USD	05/25/2016	65.00
			67203	162090	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	05/31/2016	1,037.40
			67202	162091	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	05/31/2016	84,205.68
			67211	162092	Check	1	15131		ARTMANN DANIELLE	Yes	No	No	USD	06/03/2016	7.00
			67221	162093	Check	1	7402		BREEZY POINT RESORT	Yes	No	No	USD	06/03/2016	400.00
			67215	162095	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	06/03/2016	204.66
			67216	162096	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	06/03/2016	66.88
			67210	162097	Check	1	14751		JACKS LIFT INSPECTIONS	Yes	No	No	USD	06/03/2016	435.00
			67217	162098	Check	1	4007		KEMPS	Yes	No	No	USD	06/03/2016	819.90
			67206	162099	Check	1	11081		KIVISTO HEATHER	Yes	No	No	USD	06/03/2016	28.00
			67212	162100	Check	1	15170		LARSON NEIL	Yes	No	No	USD	06/03/2016	24.50
			67218	162101	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	06/03/2016	260.00
			67208	162102	Check	1	13421		MILLER YVETTE	Yes	No	No	USD	06/03/2016	24.50
			67207	162103	Check	1	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	06/03/2016	140.47
			67219	162104	Check	1	4349	3	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	06/03/2016	35.00
			67222	162105	Check	1	7479		OSTROOT RICHARD	Yes	No	No	USD	06/03/2016	150.00
			67213	162106	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	06/03/2016	31.83
			67220	162107	Check	1	5040		PIZZA BARN	Yes	No	No	USD	06/03/2016	68.80
			67223	162108	Check	1	9494	1	SNA	Yes	No	No	USD	06/03/2016	47.00
			67209	162109	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	06/03/2016	17,808.11
			67224	162110	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	06/03/2016	75.00
			67228	162111	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	06/10/2016	193.63
			67264	162112	Check	1	9356		BAKKER KELLY	Yes	No	No	USD	06/10/2016	12.50
			67227	162113	Check	1	11053		BIRDIE MARKETING INC	Yes	No	No	USD	06/10/2016	1,120.00
			67243	162114	Check	1	15172		BORICH MEGAN	Yes	No	No	USD	06/10/2016	50.00
			67241	162115	Check	1	15169		BRATLAND MICHELLE	Yes	No	No	USD	06/10/2016	25.00
			67225	162116	Check	1	10584		CARD SERVICES	Yes	No	No	USD	06/10/2016	2,109.88
			67249	162117	Check	1	1761		CHIP'S A.C. REFRIG & APPLI	Yes	No	No	USD	06/10/2016	1,044.61
			67252	162118	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	06/10/2016	500.00
			67250	162119	Check	1	2529		FINISH LINE CAFE	Yes	No	No	USD	06/10/2016	140.25
			67247	162120	Check	1	15177		FOUR ACE PRODUCTIONS	Yes	No	No	USD	06/10/2016	590.00
			67226	162121	Check	1	10908	1	G & K SERVICES	Yes	No	No	USD	06/10/2016	825.03
			67242	162122	Check	1	15171		GALLEBERG DAVID	Yes	No	No	USD	06/10/2016	80.00
			67231	162123	Check	1	12134		GEVING MARK	Yes	No	No	USD	06/10/2016	80.00

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	67248	162124	Check	1	15178		GRANITE CITY GYMNASTICS	Yes	No	No	USD	06/10/2016	75.00
			67245	162125	Check	1	15175		GRAY MARY	Yes	No	No	USD	06/10/2016	54.00
			67230	162126	Check	1	11489		HAMANN DAN	Yes	No	No	USD	06/10/2016	80.00
			67251	162127	Check	1	2948	3	HAMLIN UNIVERSITY	Yes	No	No	USD	06/10/2016	250.00
			67239	162128	Check	1	14738		JAMIESON ROBERT	Yes	No	No	USD	06/10/2016	80.00
			67234	162129	Check	1	13082		KOCH'S HARDWARE	Yes	No	No	USD	06/10/2016	19.80
			67232	162130	Check	1	12642		KRICK STEVE	Yes	No	No	USD	06/10/2016	80.00
			67244	162131	Check	1	15173		LUNDBERG NICOLE	Yes	No	No	USD	06/10/2016	45.00
			67246	162132	Check	1	15176		MEAD MICHAELA	Yes	No	No	USD	06/10/2016	79.00
			67233	162133	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	06/10/2016	1,281.72
			67229	162134	Check	1	11477	1	MINUTEMAN PRESS	Yes	No	No	USD	06/10/2016	676.13
			67265	162135	Check	1	9418	2	MSNA - AC REGISTRATION	Yes	No	No	USD	06/10/2016	1,880.00
			67253	162136	Check	1	4628		NELSON NURSERY	Yes	No	No	USD	06/10/2016	202.50
			67254	162137	Check	1	4628		NELSON NURSERY	Yes	No	No	USD	06/10/2016	6,081.00
			67236	162138	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	06/10/2016	27,759.67
			67255	162139	Check	1	5133		PRINCETON GOLF ASSOCIATION	Yes	No	No	USD	06/10/2016	5,100.00
			67256	162140	Check	1	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	06/10/2016	199.95
			67263	162141	Check	1	8562	1	REGION 7AA	Yes	No	No	USD	06/10/2016	1,886.00
			67261	162142	Check	1	7632		REIMER SCOTT	Yes	No	No	USD	06/10/2016	200.00
			67260	162143	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	06/10/2016	2,000.00
			67257	162144	Check	1	5310		REYNOLDS BALLOON & PARTY	Yes	No	No	USD	06/10/2016	298.60
			67240	162145	Check	1	14794		RYGWALL JILL	Yes	No	No	USD	06/10/2016	17.00
			67258	162146	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	06/10/2016	714.79
			67259	162147	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	06/10/2016	58.00
			67262	162148	Check	1	8395		STOB DONALD A.	Yes	No	No	USD	06/10/2016	80.00
			67238	162149	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	06/10/2016	10,534.09
			67237	162150	Check	1	13685		VELOCITY STREETWEAR	Yes	No	No	USD	06/10/2016	696.00
			67235	162151	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	06/10/2016	2,373.04
			67274	162152	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	06/15/2016	189.00
			67276	162153	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	06/15/2016	13,169.45
			67275	162154	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	06/15/2016	217,908.50
			67286	162155	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	No	USD	06/21/2016	5,807.26
			67328	162156	Check	1	8295		ANOKA-RAMSEY COMMUNITY COLLI	Yes	No	No	USD	06/21/2016	18,000.00
			67284	162157	Check	1	13116		AUDIO ENHANCEMENT	Yes	No	No	USD	06/21/2016	120.00
			67290	162158	Check	1	1372		BELLEVILLE WHOLESALE HOBBY	Yes	No	No	USD	06/21/2016	3,799.58
			67331	162159	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	06/21/2016	26.97
			67280	162160	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	06/21/2016	2,194.29
			67302	162161	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	06/21/2016	583.13
			67310	162162	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	06/21/2016	1,788.38
			67301	162163	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	06/21/2016	1,756.01
			67294	162164	Check	1	14336	1	COLE PAPERS, INC.	Yes	No	No	USD	06/21/2016	999.60

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	67292	162165	Check	1	14163		CRISIS GO	Yes	No	No	USD	06/21/2016	1,400.00
			67277	162166	Check	1	10069		DALCO	Yes	No	No	USD	06/21/2016	10,383.15
			67303	162167	Check	1	2115	1	DEMCO INC	Yes	No	No	USD	06/21/2016	977.23
			67305	162168	Check	1	2685	5	ECOLAB EQUIPMENT CARE - GCS SI	Yes	No	No	USD	06/21/2016	701.99
			67304	162169	Check	1	2460		EVERBIND/MARCO BOOK COMPAN	Yes	No	No	USD	06/21/2016	3,887.36
			67327	162170	Check	1	6753		FLORISTS' REVIEW	Yes	No	No	USD	06/21/2016	219.90
			67287	162171	Check	1	13649		GOLF TEAM PRODUCTS	Yes	No	No	USD	06/21/2016	184.00
			67326	162172	Check	1	6645		GRAINGER	Yes	No	No	USD	06/21/2016	614.50
			67306	162173	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	No	No	USD	06/21/2016	783.49
			67282	162174	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	06/21/2016	57,776.00
			67281	162175	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	06/21/2016	241.69
			67279	162176	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	06/21/2016	416.67
			67300	162177	Check	1	15152		INTERNATIONAL DISTRIBUTION NET	Yes	No	No	USD	06/21/2016	80.77
			67296	162178	Check	1	14797		JOHNSTONE SUPPLY	Yes	No	No	USD	06/21/2016	1,066.44
			67307	162179	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	06/21/2016	2,284.09
			67308	162180	Check	1	3825	2	LIFETOUCH NSS	Yes	No	No	USD	06/21/2016	1,074.76
			67309	162181	Check	1	3945		MACKIN COMPANY	Yes	No	No	USD	06/21/2016	1,681.26
			67297	162182	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	06/21/2016	3,150.00
			67299	162183	Check	1	15147		METRO LTD BOWLERS ED	Yes	No	No	USD	06/21/2016	173.77
			67288	162184	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	06/21/2016	2,072.65
			67311	162185	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	06/21/2016	128.64
			67329	162186	Check	1	8688		MN FFA FOUNDATION	Yes	No	No	USD	06/21/2016	44.00
			67312	162187	Check	1	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	06/21/2016	1,956.00
			67313	162188	Check	1	4537		NASCO	Yes	No	No	USD	06/21/2016	820.70
			67291	162189	Check	1	13774		NORTH CENTRAL TRANSPORTATION	Yes	No	No	USD	06/21/2016	769.00
			67314	162190	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	06/21/2016	751.55
			67315	162191	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	06/21/2016	63,555.10
			67316	162192	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	06/21/2016	948.15
			67317	162193	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	06/21/2016	31.89
			67278	162194	Check	1	10224	2	REGENTS OF THE UNIVERSITY OF M	Yes	No	No	USD	06/21/2016	731.00
			67318	162195	Check	1	5525	3	SCHOLASTIC BOOK FAIRS	Yes	No	No	USD	06/21/2016	8,448.70
			67319	162196	Check	1	5553	6	SCHOLASTIC INC	Yes	No	No	USD	06/21/2016	21.95
			67320	162197	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	06/21/2016	714.90
			67330	162198	Check	1	8795		TAG UP	Yes	No	No	USD	06/21/2016	75.47
			67295	162199	Check	1	14439	1	TAYLOR PUBLISHING CO	Yes	No	No	USD	06/21/2016	16,124.55
			67332	162200	Check	1	8880		TEACHER DIRECT	Yes	No	No	USD	06/21/2016	48.66
			67321	162201	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	06/21/2016	1,602.45
			67285	162202	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	06/21/2016	1,601.00
			67298	162203	Check	1	15129		TREUER ANTON	Yes	No	No	USD	06/21/2016	6,819.57
			67322	162204	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	06/21/2016	404.47
			67283	162205	Check	1	11229	1	ULINE	Yes	No	No	USD	06/21/2016	1,842.21

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Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	67293	162206	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	06/21/2016	50,988.36
		67323	162207	Check	1	8312		US GAMES	Yes	No	No	USD	06/21/2016	983.17
		67324	162208	Check	1	8455	1	WARD'S NATURAL SCIENCE EST LLC	Yes	No	No	USD	06/21/2016	104.37
		67325	162209	Check	1	8495		WENGER CORP	Yes	No	No	USD	06/21/2016	10,495.00
		67289	162210	Check	1	13682	1	WRS GROUP, LTD.	Yes	No	No	USD	06/21/2016	433.17
													Bank Total: 001	\$1,128,174.13
													Report Total:	\$1,128,174.13

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Detail Payment Register By Check No.
Fund Summary

Fund Description		Total
01	General Fund	\$258,683.77
06	Construction	\$1,624,282.18
Report Total		\$1,882,965.95

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Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	67344	162211	Check	1	14814		A&H ELECTRIC INC	Yes	No	No	USD	06/21/2016	68,500.00
		67347	162212	Check	1	15088		ADVANCE TERRAZZO & TILE CO. INC	Yes	No	No	USD	06/21/2016	18,458.50
		67340	162213	Check	1	14005	1	AGC NETWORKS INC	Yes	No	No	USD	06/21/2016	48,981.97
		67345	162214	Check	1	14841		ARC - AMERICAN REPROGRAPHICS	Yes	No	No	USD	06/21/2016	2,762.57
		67336	162215	Check	1	11973		BRAUN INTERTEC CORPORATION	Yes	No	No	USD	06/21/2016	5,750.50
		67352	162216	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	06/21/2016	62.08
		67342	162217	Check	1	14813		CHARLES SCHWAB & CO.	Yes	No	No	USD	06/21/2016	327.00
		67343	162218	Check	1	14813		CHARLES SCHWAB & CO.	Yes	No	No	USD	06/21/2016	2,980.00
		67334	162219	Check	1	11601		EBERT CONSTRUCTION	Yes	No	No	USD	06/21/2016	74,779.25
		67335	162220	Check	1	11707		EL-JAY PLUMBING & HEATING	Yes	No	No	USD	06/21/2016	108,823.86
		67337	162221	Check	1	12846	1	ESSENTIAL CABLING TECHNOLOGIE	Yes	No	No	USD	06/21/2016	2,727.80
		67348	162222	Check	1	15180		FLOORS BY BECKERS	Yes	No	No	USD	06/21/2016	384,732.66
		67333	162223	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	06/21/2016	36,812.94
		67350	162224	Check	1	3328		INSTITUTE FOR ENVIRONMENTAL	Yes	No	No	USD	06/21/2016	2,150.00
		67338	162225	Check	1	13680		IPEVO ONLINE STORE	Yes	No	No	USD	06/21/2016	3,564.00
		67351	162226	Check	1	4273		MINNESOTA CLAY CO.	Yes	No	No	USD	06/21/2016	2,385.82
		67353	162227	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	06/21/2016	3,884.00
		67357	162228	Check	1	9640		PROTECTION SYSTEMS, INC.	Yes	No	No	USD	06/21/2016	178.00
		67346	162229	Check	1	14904		ROCHON CORPORATION	Yes	No	No	USD	06/21/2016	563,247.00
		67354	162230	Check	1	5917		STEINBRECHER PAINTING COMPAN'	Yes	No	No	USD	06/21/2016	6,650.00
		67356	162231	Check	1	8531	2	STRATEGIC EQUIPMENT	Yes	No	No	USD	06/21/2016	45,108.31
		67355	162232	Check	1	6086		TECH CHECK	Yes	No	No	USD	06/21/2016	235,116.80
		67341	162233	Check	1	14749		W. GOHMAN CONSTRUCTION CO.	Yes	No	No	USD	06/21/2016	62,837.00
		67339	162234	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	06/21/2016	62,812.55
		67349	162235	Check	1	15181		WOODSIDE INDUSTRIES, INC.	Yes	No	No	USD	06/21/2016	139,333.34
Bank Total: 001													\$1,882,965.95	
Report Total:													\$1,882,965.95	

Princeton Public Schools - ISD #477

Wire Transfer Report

June 21, 2016

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
5/13/2016	\$ 44,022.55	ACH File Transfer
5/13/2016	\$ 10,065.83	Federal Tax Wire Transfer
5/13/2016	\$ 870.11	State Tax Wire Transfer
5/13/2016	\$ 7,571.74	PERA File Transfer
5/13/2016	\$ 531,571.16	ACH File Transfer
5/13/2016	\$ 190,341.44	Federal Tax Wire Transfer
5/13/2016	\$ 29,459.43	State Tax Wire Transfer
5/13/2016	\$ 9,654.51	Select Account HSA
5/13/2016	\$ 86,029.56	TRA File Transfer
5/13/2016	\$ 32,514.82	PERA File Transfer
5/13/2016	\$ 436.00	MN Child Support File Transfer
5/13/2016	\$ 31,786.40	TSA File Transfer
5/31/2016	\$ 24,526.48	ACH File Transfer
5/31/2016	\$ 8,623.53	Federal Tax Wire Transfer
5/31/2016	\$ 1,440.44	State Tax Wire Transfer
5/31/2016	\$ 307.92	TRA File Transfer
5/31/2016	\$ 4,503.05	PERA File Transfer
5/31/2016	\$ 529,282.01	ACH File Transfer
5/31/2016	\$ 191,158.37	Federal Tax Wire Transfer
5/31/2016	\$ 29,797.54	State Tax Wire Transfer
5/31/2016	\$ 9,754.51	Select Account H S A
5/31/2016	\$ 86,807.88	TRA File Transfer
5/31/2016	\$ 31,471.28	PERA File Transfer
5/31/2016	\$ 436.00	MN Child Support File Transfer
5/31/2016	\$ 31,270.53	TSA File Transfer
6/3/2016	\$ 15,526.90	BMO Harris Bank - (Pcards)
6/2/2016	\$ 614.00	MN Revenue - (Sales tax)
5/5/2016	\$ 3,476.73	SelectAccount
5/12/2016	\$ 1,457.13	SelectAccount
5/19/2016	\$ 2,706.84	SelectAccount
5/20/2016	\$ 171.81	SelectAccount
5/26/2016	\$ 1,515.72	SelectAccount
	\$	
TOTAL	\$ 1,949,172.22	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR MAY 2016**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,185,890.42	3,908,393.66	2,747,085.54	(1,058.95)	14,347,198.54
02 Food Service	408,285.64	176,782.55	150,386.94	3,948.87	434,681.25
04 Community Service	471,845.39	153,044.66	124,867.06	(2,071.38)	500,022.99
06 Building Fund	10,883,519.23	4,050.92	1,645,812.88	0.00	9,241,757.27
07 Debt Service	628,098.61	601,818.72	0.00	0.00	1,229,917.33
10 Activities	185,141.43	59,634.26	42,145.85	(3,220.10)	202,629.84
TOTAL	25,762,780.72	4,903,724.77	4,710,298.27		25,956,207.22

Bank Accounts

AP/PR Account (Bremer)	1,415,410.90
MSDLAF+	7,587,625.70
Investments (Fd01)	8,015,324.66
Investments (Fd06)	<u>9,241,757.27</u>
	26,260,118.53
O/S Accts Pay Checks	(237,524.26)
O/S Payroll Checks	(8,386.70)
O/S Wires	(62,944.51)
NSF Checks	<u>4,944.16</u>
TOTAL	25,956,207.22

Open Enrolled Students (Out/In) as of June 21, 2016

In/Out	Start Date	Resident Dist	Attending Dist	Grade	Reason Given
Out	01.01.16	Princeton	Zimmerman	1	Closer to home
Out	9.8.16	Princeton	Elk River	3	Currently Enrolled
Out	5.21.16	Princeton	Elk River	7	Currently Enrolled

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: Crystal Cabinets

Description of gift: _____
Summer Intern
Computer / Tech = Ashley Schaaf

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: _____

This gift meets all requirements of Policy 706
 Accepted Not Accepted *[Signature]* Ewen Anderson
Principal or Director Staff Name Date: 6.2.16

Accepted Not Accepted *[Signature]* Julia Espe
Superintendent Date: 6.2.16

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:
Principal or Director (thank you note attached) Copy to Building
Business Services
Board Approval

Revised: October 29, 2013

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: Crystal Cabinets

Description of gift: Summer Intern
Custodial / sports = Jared Seibert

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school:

This gift meets all requirements of Policy 706

Accepted Not Accepted

Ewen Anderson
Principal or Director

Staff Name
Date: 6.2.16

Accepted Not Accepted

Julia Espe
Superintendent

Date: 6.2.16

Accepted Not Accepted

School Board Chairperson

Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 29, 2013

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: Crystal Cabinets

Description of gift: _____
Summer Interns
Tiger Club = Melissa Hensley

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: _____

This gift meets all requirements of Policy 706 Accepted Not Accepted Ewan Anderson Staff Name
Green A Date: 6.2.16
Principal or Director

Accepted Not Accepted Julia Espe Date: 6.2.16
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

Routing:
Principal or Director (thank you note attached) Copy to Building
Business Services

Board Approval Revised: October 29, 2013

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: Jan & Jeff Brentz

Description of gift: A swing is being donated for the
sensory room
- wood frame

Pre-Condition, Condition, or Limitation on use:
New condition - all parts included
- mat

How this gift specifically relates to the program or school:
The swing is being donated in honor
of Michele Tighe at South Elementary
The swing will be used as part of the sensory
project.

This gift meets all requirements of Policy 706

Accepted Not Accepted Erin Dohrmann Staff Name
Ed Date: 5/13/16
Principal or Director

Accepted Not Accepted Julia Espe Date: 6.9.16
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name Special Education

Routing:

Principal or Director (thank you note attached) - mailed Copy to Building

Business Services

Board Approval

Revised: October 29, 2013

Date of fundraiser: <u>Fall 2016</u>		Projected profit: <u>approx. \$12,000</u>		Amount earned: <u>in 2015 = 12,353.00</u>			
Group or organization proposing the fundraiser: <u>Princeton Middle School</u>				Item(s) being sold: <u>pizzas</u>			
Company/organization supplying items to be sold: <u>Huggies pizza & permission to seek incentives/prizes</u>							
The money raised will be used for: <u>Student Activities Funds from community for students who reach goals</u>							
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.			
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:							
				Yes		No	
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			X			
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			N/A			
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			X (in office)			
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			X			
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			X			
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			X			
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			X.			
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 			X			
I have reviewed Policy #511 Fundraising and agree to its provisions:							
Date: <u>June 2016</u>		Teacher/Sponsor Signature: <u>[Signature]</u>					
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <u>X</u> APPROVED <u> </u> NOT APPROVED							
Date: <u>6/2/16</u>		Administrator Signature: <u>Daniel H. Voce</u>					
Date: <u>6.9.16</u>		Superintendent Signature: <u>Julia Espe</u>					
Date: <u> </u>		School Board Chair Signature: <u> </u>					

Incentive program for students
Who are doing well⁵¹¹

Date of fundraiser: October 2016 - Dec. 2016		Projected profit: N/A	Amount earned: N/A
Group or organization proposing the fundraiser: Princeton Middle School.		Item(s) being sold: N/A	
Company/organization supplying items to be sold: Local community businesses			
The money raised will be used for: PMS Prestige Card Program			
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:			
		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	N/A	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	X (in office)	
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.	N/A	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	N/A	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.		N/A
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: June 2, 2016		Teacher/Sponsor Signature: [Signature]	
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <u> X </u> APPROVED <u> </u> NOT APPROVED			
Date: 6/2/16		Administrator Signature: [Signature]	
Date: 6.9.16		Superintendent Signature: [Signature]	
Date:		School Board Chair Signature:	

-This is an annual request for selling candy grams, tiger buttons, pom poms... *[Signature]*

COPY

FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>School 2016-2017 year</u>		Projected profit: <u>(Goes back to school) \$0.00</u>	Amount earned: <u>\$2,000.00</u>
Group or organization proposing the fundraiser: <u>Student Council</u>			Item(s) being sold: <u>School Spirit, & food items</u>
Company/organization supplying items to be sold: <u>Student Council + TBD</u>			
The money raised will be used for: <u>School activities + future events</u>			
<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.	X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		
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.	<p>Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards:</p> <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. 		
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date: <u>5/31/16</u>	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: <u>6/6/16</u>	Administrator Signature: <i>[Signature]</i>		
Date: <u>6.9.16</u>	Superintendent Signature: <i>[Signature]</i>		
Date:	School Board Chair Signature:		

PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM

Submit to Activities Director (activity-related & extended) or Principal (instructional & supplemental)

Name of Field Trip Supervisor: <u>J. Lupkes</u>	Name of group, club, or department: <u>FFA</u>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <u>FFA Officer Retreat</u>	Destination: <u>Afton State Park</u> Round Trip Miles: <u>~140 miles</u>
Number of Students expected to participate: <u>8</u> Number of Teacher/Advisor Chaperones: <u>2</u> Number of adult volunteers/chaperones: # male students _____ #female students _____ (if Perkins funded)	Grade level/s of student participants: (circle all that apply) <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: fit-content; margin: 0 auto; padding: 5px;">9 10 11 12</div>
Date of Departure: <u>8:30 AM</u> Time of Departure: <u>July 27 - Wed</u>	Date of Return: <u>7:00 pm</u> Time of Return: <u>July 28 - Thurs</u>
School Hours Missed: (for single day trips) <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 (circle hours that apply) <input checked="" type="checkbox"/> outside the school day	# School Days Missed: (if more than one day) 1.5 2 2.5 3 3.5 4 other _____ <input checked="" type="checkbox"/> outside the school day
<input checked="" type="radio"/> Yes <input type="radio"/> No This field trip extends past 6:00 p.m. on a Wednesday.	Yes <input checked="" type="radio"/> No This field trip occurs on a Sunday.

How will this field trip be funded? (Check all that apply.)

- Department budget (Code: FFA)
- Students will be assessed a fee to cover transportation and/or registration/admission fee
- Students will pay for their own lunch
- Building funds are requested
- Grant funds (name of grant: _____)
- Outside group, booster club, individual, or agency funding (name: _____)

A. What is the purpose of this field trip? (choose 1 CATEGORY only)

- CATEGORY A: Instructional** (policy 610: takes place during the school day, relates directly to a course of study) (Section F of this form is required for instructional trips) (check all that apply)
 - Required for all students enrolled in the course
 - Only students in selected section/s of this course will participate
 - Students participate by choice
- CATEGORY B: Supplemental** (policy 610: students voluntarily participate, usually take place outside the regular school day) (check all that apply)
 - All students in a course or club/activity will participate
 - Students participate by choice or selection
 - This is an enrichment opportunity
- CATEGORY C: Extended** (policy 610: trip that covers more than 400 miles round trip, or involves at least one overnight stay) (check all that apply) **ATTACH ITINERARY**
 - Regional or state level competition, training or meeting
 - have qualified
 - anticipating to qualify
 - Selected or invited to participate in honorary event or competition
 - have been invited or selected
 - have applied to be invited or selected
 - will apply to be invited or selected

2016-2017
* FFA officer retreat for team building and Leadership training

E. What are the estimated costs of the field trip? (If codes are unknown, leave blank. Complete cost estimate calculations.)

<p>I. Transportation Code: # of round trip miles <u>140</u> X \$1.45 = \$ <u>203</u> # of buses needed _____ X the combination of the two subtotals above = \$ _____ (A)</p>	<p># of hours _____ X \$17.34 = \$ _____</p>
<p>II. Lodging Code: # of rooms _____ X # of nights _____ = total rooms _____ X cost of room _____ = \$ _____ (B)</p>	
<p>III. Registration Code: # of students _____ X cost of registration _____ = \$ _____ (C) # of adults _____ X cost of registration _____ = \$ _____ (D)</p>	
<p>IV. Substitute Code: # of teachers needing a substitute _____ X # of hours _____ X \$25 (approx) = \$ _____ (E) OR # of teachers needing a substitute _____ X # of days _____ X \$125 (approx) = \$ _____ (F)</p>	
<p>V. Meals Code: # of students & adults _____ X approximate cost of meal _____ X # of meals = \$ _____ (G)</p>	
<p>TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G): \$ _____</p>	

\$ 203

F. Complete this section for instructional field trip requests.

1. Name of course: _____
2. What critical content statement does this field trip align to? # _____
 It does not align to any critical content statements.
4. Is this trip part of this course for all course sections regardless of the teacher or the trimester in which is it taught?
 Yes
 No (Provide explanation below)

This is one of those anomalies - we are not in session, BUT, FFA is an activity & we have allowed this previously. It's overnight. It doesn't fit our policy & process so we are following steps as logical.

Date Received (Office): _____

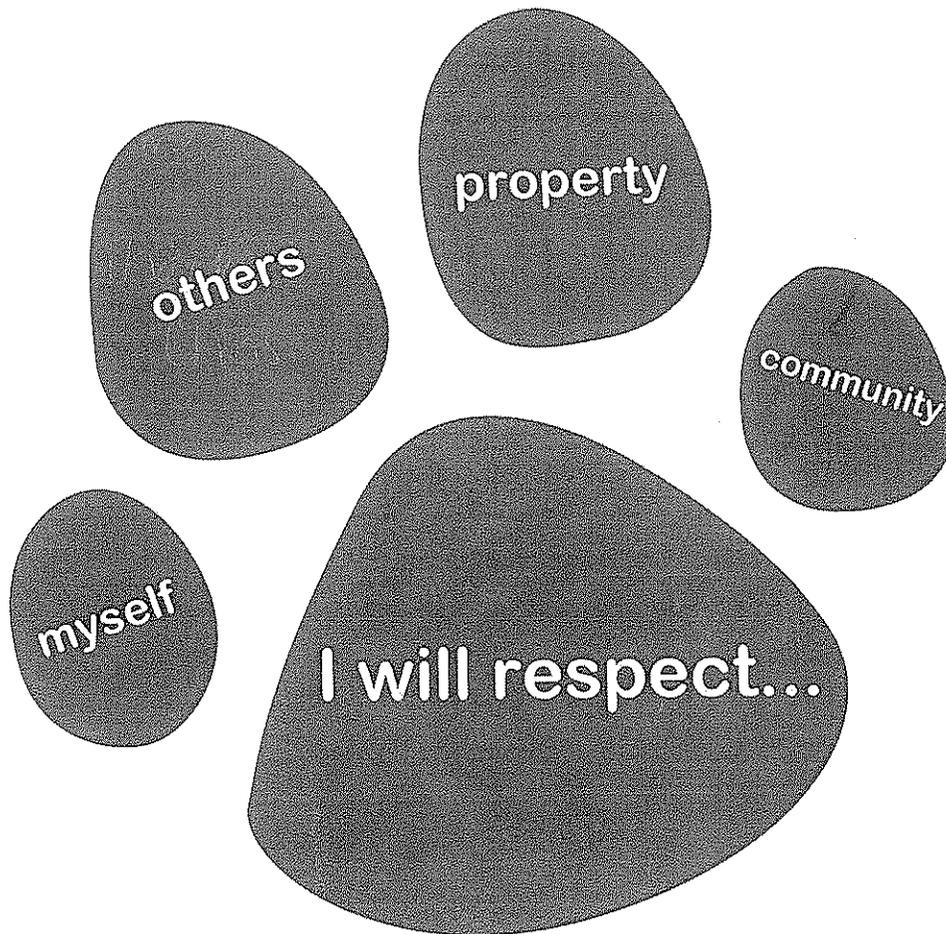
G. Building Administrative Review			
<i>Dawn [Signature]</i>	5/25/16	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
Activities Director Signature	Date		
<i>Bob Muckert</i>	5/26/16	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
Principal Signature	Date		
District Review for Extended Trips			
<i>Jana Espe</i>	6.9.16	Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
Superintendent Signature	Date		
_____	_____	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
School Board Chairperson Signature	Date		

CONSTRUCTION CHANGE ORDERS

06.21.16			
	ADD	Project	DESCRIPTION
JF Equipment	-\$1,446.00	Primary School	Remove metal base from lockers
W. Gohman	\$6,294.00	Primary School	Stair C handrails and loading dock
W. Gohman	\$609.00	Primary School	Slip clip connection
W. Gohman	\$1,742.00	Primary School	Spandral panels
W. Gohman	\$1,817.00	Primary School	Hooks in cafeteria
W. Gohman	\$8,692.50	Primary School	Miscellaneous framing and gypsum board
W. Gohman	\$12,607.00	Primary School	Wood locker bases
W. Gohman	\$5,597.00	Primary School	Column paint and furring
W. Gohman	\$3,780.00	Primary School	Install height adjusters for basketball hoops
W. Gohman	\$10,745.00	Primary School	Canopy roof details
W. Gohman	\$4,197.00	Primary School	Interior and exterior signage
Advance Terrazzo & Tile	\$14,480.00	Primary School	Tile clarification
A&H Electric	\$147.00	Primary School	Column wraps and furring in Media Center
A&H Electric	\$673.00	Primary School	Soffit outside electrical room
A&H Electric	\$1,528.92	Primary School	Relocate electrical wiring as required
Woodside Industries, IN	\$3,875.00	Primary School	Modifications to shop drawings

PRINCETON PRIMARY SCHOOL

Parent - Student Handbook
2016 - 2017 School Year



1206 7th Avenue North
Princeton, MN 55371
763-389-6901
www.isd477.org



Dear Parents/Guardians:

On behalf of the staff at Princeton Primary, it is my privilege to welcome you and your family to our new school. We are so excited to share this inaugural year with you.

The old South Elementary building has served us well over the years. Though we are in a new state-of-the-art building, the same dedicated, child-centered staff remains.

It is my desire to provide the best, most well-rounded education for your child. Our staff desires to work closely with you, and we hope you will truly feel welcome at our school.

We have prepared this handbook for your convenience and hope it will be of assistance to you. In it, you'll find helpful information about school procedures and district policies, such as:

- Pick up and drop off as well as parking policies
- Severe weather information
- How to be sure your child is dressed properly for recess
- Tiger Pride (discipline) expectations
- Lunch accounts
- Staff phone numbers
- How to know if your child is healthy enough to go to school
- Field trip information

Many other topics are covered as well. Everything you need to know to help your child have a successful year can be found here. We hope you'll read the entire booklet so as not to miss any crucial information.

In addition, if at any time you have a question or concern, please don't hesitate to stop by my office or give me a call.

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

Sincerely,

Greg Finck
Principal

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SCHOOL BOARD MEMBERS

Craig Johnson 763-634-2550
Jeremy Miller 612-940-6838
Eric Minks 763-238-1571
Chuck Nagle 651-483-3982
Deb Ulm 763-234-7645
Howard Vaillancourt 763-389-3627
Chad Young 763-389-4217

ADMINISTRATION

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

Princeton Public Schools Building Addresses and Telephone Numbers

District Office

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

Primary School

1206 7th Avenue North 763-389-6901

Intermediate School

1202 7th Avenue North 763-389-6801

Middle School

1100 4th Avenue North 763-389-6704

High School

807 8th Avenue South 763-389-4101

Princeton Primary School Goals 2016 – 2017

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

Primary School Staff

PRINCIPAL - Greg Finck

Teaching Staff

KINDERGARTEN

Cindy Angstman
Jeff Beckers
Alex Fay
Megan Johnson
Sarah Julson
Tracie Linden
Samantha Long
Kara Peterson
Katie Poe
Annie Porttiin
Janna Ruzek

FIRST GRADE

Amy Anderson
Jennifer Beckers
Paige Davis
Michelle Hallbeck
Alice Hoffer
Ann Jorgenson
Samantha Kraft
Erin Lindberg
Jackie Strandberg
Lisa Swedzinski

SECOND GRADE

Tonia Anderson
Nicole Cook
Jennifer Deziel
Brianna Gadacz
Michelle Hagen
Andrea Huss
Cathy Jo Kiloran
Michelle Lindell
Stacy Miller
Amanda Pemberton
Shelley Scheffel

RESOURCE TEAM

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

SPECIALISTS

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

Primary School Support Staff

OFFICE

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

MEDIA CENTER

Dawn Fliehr

RESOURCE TEAM

ASSISTANTS

Colleen Bergmann
Karen Carlson
Karen Cichy
Karen Donais
Cathy Johnson
Missy Kafka
Jessica Kloster
Karee Meyer
Lora Moore
Tammy Oakes
Shirley Tonn
Jennie Ruth Warren
Robin Wirebaugh
Teresa Wredberg

TITLE 1

Jill Bolduc
Tammi Braun
Robyn Brown
Laura Daniels
Lori Loberg
Kathy Robideau

MAINTENANCE

Ken Henchen - Day Lead
Monica Wolf - Night Lead
Nicole McCullum

FOOD SERVICE

Janet Brykovsky
Connie Giesel - Head Cook
Denise Maltz
Karen Paetznick-Huhtala
Wendy Provo
Karen Ruschmeier

CAFETERIA

Melissa Brimmer
Devon Hatch

PLAYGROUND

Yarmila Halphen

FOSTER GRANDPARENTS

Grandma Linda

READING CORP

Tracey Finck
Debbie Marko
Carrie Mitchell

Primary School 2016 - 2017 Telephone List

Name	Phone No.	Assignment
Aluni, Corrine	389-6904	Health Asst
Anderson, Amy	389-6954	1st Grade
Anderson, Tonia	389-6930	2nd Grade
Angstman, Cindy	389-6906	Kindergarten
Bahe, Mary	389-6940	Resource Team
Bartholomaeus, Susan	389-6946	Art
Beckers, Jeff	389-6937	Kindergarten
Beckers, Jennifer	389-6949	1st Grade
Brand, Heather	389-6951	Resource Team
Brovold, Cindy	389-6940	Resource Team
Busch, Amy	389-6940	Title 1
Cook, Nicole	389-6936	2nd Grade
Custodians	389-6943	
Davis, Paige		Spanish - 1st
Deziel, Jennifer	389-6908	2nd Grade
Fax Number	389-6920	
Fay, Alex	389-6925	Kindergarten
Finck, Greg	389-6902	Principal
Franke, Karen	389-6941	EBD
Gadacz, Brianna	389-6919	2nd Grade
Hagen, Michelle	389-6947	2nd Grade
Hallbeck, Michelle	389-6956	Kindergarten
Hazelton, Chris	389-6903	Secretary
Hoffer, Alice	389-6944	1st Grade
Huberty, Sandi	389-6938	Media Center
Huss, Andrea	389-6927	2nd Grade
Johnson, Megan	389-6948	Kindergarten
Jorgenson, Ann	389-6913	1st Grade
Julson, Sarah	389-6955	Kindergarten
Kiloran, Cathy Jo	389-6952	2nd Grade
Kitchen	389-6945	Food Service
Lindberg, Erin		Spanish - 1st
Lindell, Michelle	389-6928	2nd Grade
Linden, Tracie	389-6911	1st Grade
Long, Samantha	389-6910	Kindergarten
Miller, Stacy	389-6909	2nd Grade
Moore, Julie	389-6923	Music
Neubauer, Kim	389-6942	Phy Ed
Ostroot, Tom	389-6912	Science
Pemberton, Amanda	389-6933	2nd Grade
Peterson, Kara	389-6907	Spanish - K
Poe, Katie	389-6931	Spanish - K
Porttiin, Annie	389-6905	Kindergarten
Rademacher, Joan	389-6935	Speech
Ruzek, Janna	389-6922	Kindergarten
Scheffel, Shelley	389-6926	2nd Grade

Name	Phone No.	Assignment
Strandberg, Jackie	389-6921	1st Grade
Swedzinski, Lisa	389-6924	1st Grade
Swenson, Peggy	389-6934	Social Worker
Tarvestad, Carrie	389-6901	Secretary
Tiger Club	389-7200	
Tigue, Michele	389-6915	Resource Team
Ward, Mary	389-6953	Speech
Zachman, Melinda	389-6940	Resource Team

Palmer Bus 763-631-5315

Princeton Public Schools

2016-2017 School Calendar

July 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
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28	29	30	31			

September 2016						
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October 2016						
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30	31					

November 2016						
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20	21	22	23	24	25	26
27	28	29	30			

December 2016						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
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15	16	17	18	19	20	21
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29	30	31				

February 2017						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
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26	27	28				

March 2017						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

 School Closed
 Last Day of Trimester

 Staff Development Day
 First and Last Day of School

Aug 29-31	New Teacher Workshop
Sep 5	Labor Day
Sep 6-8	Staff Development Days
Sep 12	First Day of School for Students
Oct 20-21	MEA--No School for Staff/Students
Oct 28	Staff Development Day-No School for Students
Nov 11	Staff Development Day-No School for Students
Nov 24-25	Thanksgiving Break--No School for Staff/Students
Dec 2	Last Day of Trimester 1
Dec 5	Staff Development/Grading--No School for Students

Dec 23-Jan 2	Winter Break--No School for Staff/Students
Jan 16	Staff Development Day-No School for Students
Feb 20-21	No School for Staff/Students
March 10	Last Day of Trimester 2
March 13	Staff Development/Grading--No School for Students
March 14	Staff Development Day-No School for Students
April 14-17	No School for Staff/Students
May 29	Memorial Day--No School for Staff/Students
June 2	High School Graduation
June 7	Last Day of School/Trimester 3
June 8	Staff Development/Grading--No School for Students

Totals: 171 student days; T1 = 54 days, T2 59 days, T3 58 days

Board Approved 5/3/16

Princeton Primary School
1206 7th Avenue N, Princeton, MN 55371

- Map Under Construction -

THE SCHOOL DAY

8:20 a.m. – 3:15 p.m.

Reporting Absences/Homework

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

Emergency Closings

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

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

Radio:

WCCO 830 AM

WQPM 1300 AM / KLCI 106.1 FM

KBEK 95.5 FM

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

WWJO 98.1 FM / WJON 1240 AM

Television Channels:

4 – WCCO

5 – KSTP-5

9 – KMSP/FOX

11 – KARE

45 – KSTC

Web sites:

www.channel4000.com

www.kare11.com

www.isd477.org/south

Cold Weather Procedures

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

ATTENDANCE PROCEDURE

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

Truancy

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

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

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

Attendance becomes a concern when the child's academic progress is affected, or when a pattern of disregard for the school day starting and ending times begins to develop. The school day at Princeton Primary is from 8:20 a.m. to 3:15 p.m.

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

What absences are considered excused?

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

What absences are considered unexcused?

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

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

What happens when attendance becomes a problem?

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

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

HEALTH SERVICES

The District School Nurse and Health Services Assistant welcome any communication or question related to student health. 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	High School	763-389-6019
	Middle School	763-389-6723
	Intermediate School	763-389-6803
	Primary School	763-389-6904
	District School Nurse	763-389-6195

Health Services website: www.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 person 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 has 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:

- 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** 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.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 is 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.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.

LUNCH ACCOUNT INFORMATION AND POLICY

Lunch Account Payments

Lunch account refers to an account that is used for breakfast, lunch and snack milk. It is a prepaid, computerized program. Deposits must include the student's full name, account number and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 8:00 – 8:15 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. Accounts that have a negative balance of -\$2.00 or more will not be able to have milk at snack break.

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

Kindergarten, First and Second Grade Snack Time Milk

Milk is offered as an option at snack break. The cost is \$.40 for each milk. This is recorded in the classroom and deducted from the student's lunch account once a week. The free or reduced lunch program **DOES NOT** apply to milk taken at snack time. If you do not want your student to take snack milk, please discuss this with your child and the classroom teacher. This count is taken in the classroom and the lunch room has no control over who takes milk.

Prices (subject to change)

Lunch	\$2.20	Reduced Lunch	\$.00
Breakfast	\$1.40	Reduced Breakfast	\$.00
Extra Lunch Milk – Everyone	\$.40	Adult Lunch	\$3.75
Snack Milk – K, 1 st & 2 nd	\$.40		

Student Lunch Menus

Menus are published on the Princeton Public School website (www.isd477.org). We also utilize Nutrislice menu software that has a smartphone app associated with it. See details on the right side of the menu pages.

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. If your child brings an item with nuts in a packed lunch, they will be asked to sit at the "peanut" table in the lunchroom to ensure the safety of all students.

Breakfast Program

School breakfast is offered every school day from 8:00 – 8:15 AM. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

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.

COMMUNICATION

Who To Call

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

Parent Teacher Conferences

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

Volunteer Program

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

Visiting School

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

GENERAL INFORMATION

Morning Arrivals

Children should not report to school before 8:00 a.m. School starts at 8:20 and it is important for students to arrive on time.

Transporting Your Child to and from School

In the morning, if you are dropping off your child and not coming in to the building, drive up to the sidewalk next to the main entrance (west side of the Primary School). This is a stop-and-go area only. Please do not drop your child off so that he/she has to cross against moving cars without the assistance of an adult. If you would like to come in the building, use the designated parking lot. The buses drop students off in the back of the main building (east side). This bus loop is separate from the parent and staff parking lot. Parents should not use the back bus loop.

If you generally pick up your child at the end of the day, you have two options:

1. Use the curbside pick up, in which case you will need to have a car visor pass attached to your vehicle and visible to school staff. Visor passes are available by contacting the Princeton Primary office. There are three lanes of traffic that connect the Primary and Intermediate Schools. Use the lane closest to the Primary School when doing curbside pick up for our building.

Or

2. Park your car, come inside the building, and pick your child up in the cafeteria. Initially, you will need to show some type of photo identification when picking up your child in the cafeteria.

Changes to Your Student's Transportation Routine

If your child will have any changes in his/her dismissal routine (for example, your child will be picked up instead of riding the usual bus or will take a different bus), you must provide a written note or a phone call indicating what the change will be. If we do not receive one or the other, your child will be dismissed according to their routine.

Release of Child during School Hours

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

1. Sign a log indicating who you are and which child you are picking up.
2. Your child will be called to the office or parent/parent-approved person will be given a pass to go to the classroom to pick up the child. They should have the teacher initial the pass and return the pass to the office.
3. If you must pick up your child before the end of the day dismissal, it is important that you do so before 3:00 p.m. Those wishing to pick up students after 3:00 p.m. will need to go through the regular dismissal process at the end of the day.

School Visitation by Children

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

Change of Address

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

Transfer

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

Snack Break

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

Party Treats

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

Responsibility for Lost or Damaged Supplies or Equipment

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

Fire, Emergency and Weather Drills

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

Transportation

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

School Closings

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

Staying in From Recess / Excused from Physical Education Class

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

Bicycles

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

Lost and Found

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

The Pledge of Allegiance

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

District Policies

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

Photos in School/District Publications

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

SPECIALIZED STAFF

Speech

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

School Social Worker

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

School Psychologist

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

Resource Team

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

Behavior and Discipline Guidelines

Tiger Pride

Princeton Primary has adopted a Positive Behavior Intervention and Support (PBIS) philosophy known in our school as “**Tiger Pride.**”

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

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

I will respect myself.

I will respect others.

I will respect property.

I will respect community.

Students SHOULD NOT bring to school:

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

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

Consequences

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

- Conferences with student
- Warning
- Parent contact
- Lunch and/or recess spent in the office
- In-school suspension
- Out-of-school suspension
- Referral to counselor/school social worker
- Referral to Police Liaison Officer

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

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

Reasonable Force

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

Apparel

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

Clothing should be

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

Unacceptable clothing and accessories include but are not limited to:

- See through clothing, halters, tube tops, short shorts/skirts or exposed midriff
- No underwear/undergarment should show
- Any items that are offensive or inappropriate
- Pants or shorts worn below the hips
- Clothing with logos, slogans, words or pictures promoting or depicting alcohol, tobacco, vandalism, bigotry, violence, sexual connotations or profanity

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

Princeton Primary School Bully Prevention Program

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

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

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

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

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

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

DISTRICT WIDE POLICIES AND PROCEDURES

Princeton Public School policies may be viewed on the district's website:
www.isd477.org

Directory Information

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

CRIMINAL HISTORY BACKGROUND CHECKS

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

PROHIBITION OF WEAPONS School District Policy #501

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

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

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

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

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

The complete policy is accessible at www.isd477.org or by contacting the district office.

HARASSMENT AND VIOLENCE

School district policy #413

- 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, gender identity 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, gender identity 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, gender identity 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, gender identity 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.isd477.org or by contacting the district office.

STUDENT TRANSPORTATION SAFETY

School district policy #709

II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

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

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

A. School Bus and Bus Stop Rules

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

B. Rules at the Bus Stop

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

C. Rules on the Bus

The following rules will be posted on each school bus:

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

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

D. Consequences

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

1. Elementary (K - 5)

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 day suspension from riding the bus/meeting with parent.

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

2. Other Discipline

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

3. **Records**
Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Record also may be maintained in the transportation office.
4. **Vandalism/Bus Damage**
Students damaging school buses will be financially responsible for the damages and repair. Any damage to a seat will result in a \$50 fine. Fines must be paid (or arrangements made to be paid) before the student may ride again.
5. **Notice**
Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.
6. **Criminal Conduct**
In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the superintendent, local law enforcement officials and the Department of Public Safety will be informed.

III. PARENT AND GUARDIAN INVOLVEMENT

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

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

B. **Parent and Guardian Notification**

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

The complete policy is accessible at www.isd477.org or by contacting the district office.

SUSPENSION, EXCLUSION, EXPULSION

A. SUSPENSION

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

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

B. EXPULSION

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

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

Length of Expulsion:

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

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

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

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

STUDENT USE AND DISTRIBUTION OF CONTROLLED SUBSTANCES

School district policy #417

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

CHEMICAL USE AND ABUSE

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

Definitions

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

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

C. "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.

Consequences

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

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

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

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

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

TECHNOLOGY USE
School district policy # 524

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.

II. GENERAL STATEMENT OF POLICY

- A. In making decisions regarding student and employee access to the school district computer system and the internet the school district considers its own stated educational mission, goals, and objectives.
- B. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.
- C. The school district expects that employees and students will blend thoughtful use of the school district computer system and the Internet throughout the curriculum.
- D. The school district operates technology protection measures that protect against access to unacceptable material through the school district network.
- E. All electronic communications that are sent or received on the school district network are considered property of the school district.
- F. It is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using technology and Internet resources. While school district staff will provide guidance and instruction to students in appropriate Internet use, the school district cannot guarantee that students will not independently access technology and Internet resources.

III. ACCEPTABLE USES

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.

- A. The school district will provide instruction and guidance to students in the use of technology and Internet and other electronic resources for educational and informational purposes that enhance student learning such as research, instruction, collaborative education projects and other exploration on parts of the curriculum.
- B. Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- C. Use related to instructional, administrative and other support activities considered consistent with the mission of the district.
- D. Communication between staff, students, parents and guardians using digital tools intentionally supported by the district for professional communication to enhance or support student learning.

IV. 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.

V. UNACCEPTABLE USES

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
 - a. Information or materials that could cause damage or danger of disruption to the educational process;
2. 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.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or file.
6. Users will not use the school district system to violate copyright laws or usage licensing agreements. The Internet when off school district premises also may be in violation of this policy as well as other school district policies.
7. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school
 - b. A student or employee engaging in the foregoing unacceptable uses of premises to the extent that student learning or the school environment is substantially and materially disrupted.

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district. Misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct.

VII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

VIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy.
- B. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- C. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.



Princeton High School
2016/2017

807 SOUTH EIGHTH AVENUE
PRINCETON, MINNESOTA 55371-2163

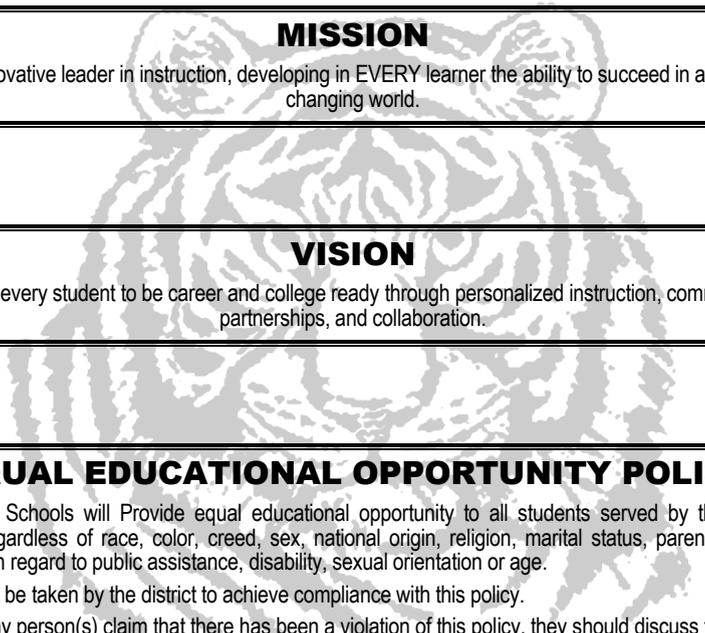
PHONE (763) 389-4101

FAX (763) 389-5816

WWW.PRINCETON@ISD477.ORG

**PRINCETON HIGH SCHOOL
OFFICE HOURS**

7:30 a.m. to 4:00 p.m.



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:

- Radio:**
- 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
- Television**
- WCCO-4
 - KSTP-5/KSTC-45
 - KMSP/FOX-9
 - KARE-11
- Web sites**
- www.princeton@isd477.org
 - www.wcco.com
 - www.kare11.com

BOARD OF EDUCATION

Jeremy Miller, Chair.....	612-940-6838
Craig Johnson.....	763-634-2550
Eric Minks.....	763-238-1571
Chuck Nagle.....	651-483-3982
Deb Ulm.....	763-856-4017
Howard Vaillancourt.....	763-389-3627
Chad Young.....	763-856-5314

SUPERINTENDENT OF SCHOOLS

Julia Espe.....	763-389-6184
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District Office
706 First Street
Princeton, MN 55371

HIGH SCHOOL ADMINISTRATION

Barb Muckenhirn	-	Principal.....	389-6011
Emorie Colby	-	Assistant Principal.....	389-6015
Tricia Ford	-	Counselor/Dean.....	389-6016
Allen Balsley	-	Counselor/Dean.....	389-6017
Sarah Durch	-	Counselor/Dean.....	389-6021

ACTIVITIES DIRECTOR

Darin Laabs.....	389-6047
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P R I N C E T O N H I G H S C H O O L

C O D E O F C O N D U C T

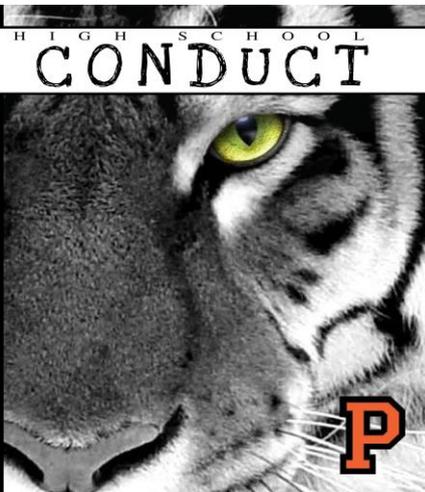
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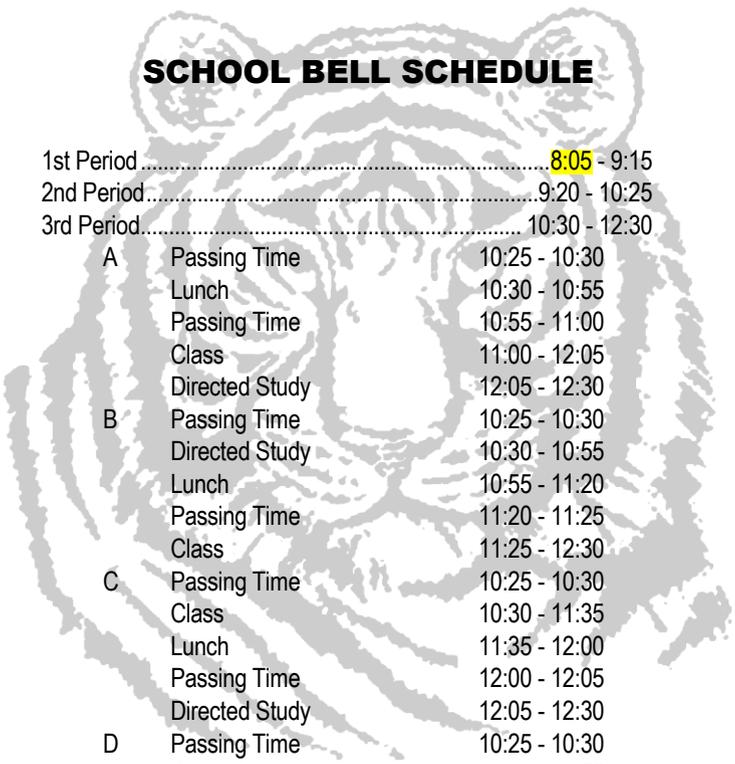
FOLLOW RULES AND DIRECTIONS

PROPRIATE AND POSITIVE LANGUAGE

CONSIDERATION FOR OTHERS

TAKE CARE OF SCHOOL AND COMMUNITY



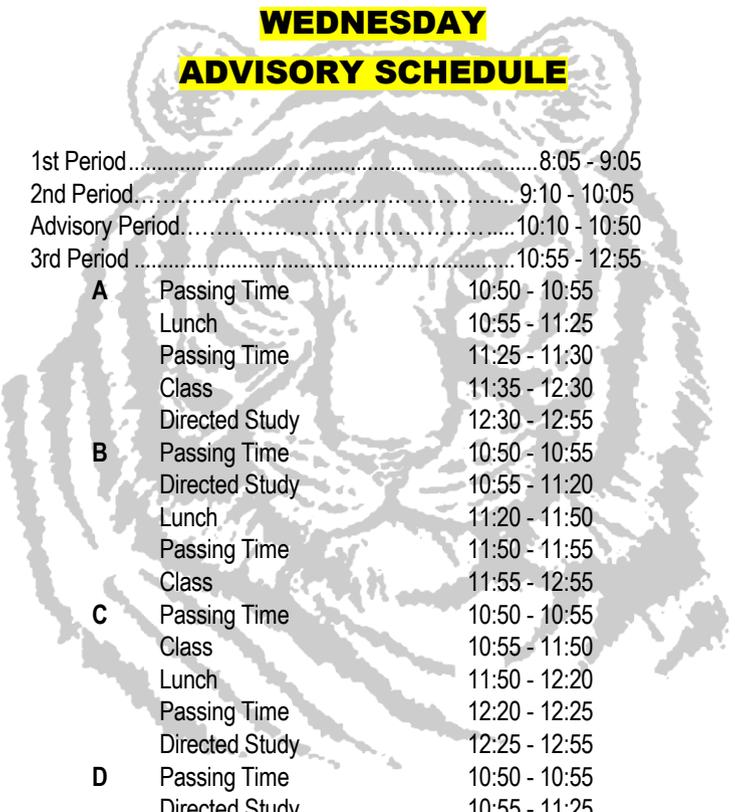


SCHOOL BELL SCHEDULE

1st Period.....		8:05 - 9:15
2nd Period.....		9:20 - 10:25
3rd Period.....		10:30 - 12:30
A	Passing Time	10:25 - 10:30
	Lunch	10:30 - 10:55
	Passing Time	10:55 - 11:00
	Class	11:00 - 12:05
	Directed Study	12:05 - 12:30
B	Passing Time	10:25 - 10:30
	Directed Study	10:30 - 10:55
	Lunch	10:55 - 11:20
	Passing Time	11:20 - 11:25
	Class	11:25 - 12:30
C	Passing Time	10:25 - 10:30
	Class	10:30 - 11:35
	Lunch	11:35 - 12:00
	Passing Time	12:00 - 12:05
	Directed Study	12:05 - 12:30
D	Passing Time	10:25 - 10:30
	Directed Study	10:30 - 10:55
	Class	10:55 - 12:00
	Lunch	12:00 - 12:30
	Passing Time	12:30 - 12:35
4th Period.....		12:35 - 1:40
5th Period.....		1:45 - 2:55

WEDNESDAY

ADVISORY SCHEDULE



1st Period.....	8:05 - 9:05
2nd Period.....	9:10 - 10:05
Advisory Period.....	10:10 - 10:50
3rd Period.....	10:55 - 12:55
A	
Passing Time	10:50 - 10:55
Lunch	10:55 - 11:25
Passing Time	11:25 - 11:30
Class	11:35 - 12:30
Directed Study	12:30 - 12:55
B	
Passing Time	10:50 - 10:55
Directed Study	10:55 - 11:20
Lunch	11:20 - 11:50
Passing Time	11:50 - 11:55
Class	11:55 - 12:55
C	
Passing Time	10:50 - 10:55
Class	10:55 - 11:50
Lunch	11:50 - 12:20
Passing Time	12:20 - 12:25
Directed Study	12:25 - 12:55
D	
Passing Time	10:50 - 10:55
Directed Study	10:55 - 11:25
Class	11:25 - 12:25
Lunch	12:25 - 12:55
Passing Time	12:55 - 1:00
4th Period.....	1:00 - 1:55
5th Period.....	2:00 - 2:55



2-HOUR LATE START SCHEDULE

1st Period.....		10:05 - 10:51
3rd Period.....		10:56 - 12:32
A	Passing Time	10:51 - 10:56
	Lunch	10:51 - 11:16
	Passing Time	11:16 - 11:21
	Class	11:21 - 12:02
	Directed Study	12:02 - 12:27
B	Passing Time	10:51 - 10:56
	Directed Study	10:56 - 11:16
	Lunch	11:16 - 11:41
	Passing Time	11:41 - 11:46
	Class	11:46 - 12:32
C	Passing Time	10:51 - 10:56
	Class	10:56 - 11:41
	Lunch	11:41 - 12:06
	Passing Time	12:06 - 12:11
	Directed Study	12:11 - 12:32
D	Passing Time	10:51 - 10:56
	Directed Study	10:56 - 11:21
	Class	11:21 - 12:06
	Lunch	12:06 - 12:32
	Passing Time	12:32 - 12:37
2nd Period.....		12:37 - 1:18
4th Period.....		1:23 - 2:04
5th Period.....		2:09 - 2:55

HIGH SCHOOL CALENDAR 2016-2017

This calendar follows the district calendar available on the website

September 7	PHS Open House - 4:30-6:30 p.m.
September 12	School Begins for Freshmen
September 13	School Begins for Grades 10-12
September 15	PHS Student Pictures
October 3	Homecoming Coronation
October 7	Homecoming w/North Branch - 7:00 p.m.
October 14	Picture Retakes & Senior Class Photo
October 19	Mid-Term Grading
October 20-21	No School - MEA Prof. Convention
October 26	H.S. Parent Conferences 3:30-7:00 p.m.
October 28	No School - Staff Development
November 11	No School - Staff Development
November 24-25	No School - Thanksgiving Break
December 2	End of 1st Trimester/Incentive Day
December 5	No School - Staff Development
Dec. 23-Jan. 2	No School - Winter Break
January 3, 2017	School Resumes
January 16	No School - Staff Development
January 20	Mid-Term Grading
January 25	H.S. Parent Conferences 3:30-7:00 p.m.
February 15	Registration
February 20-21	Presidents' Holiday - No School
March 10	End of 2nd Trimester/Incentive Day
March 13-14	No School - Staff Development
April 14-17	No School - Spring Break
April 21	Mid-Term Grading
April 26	H.S. Parent Conferences 3:30-7:30 p.m.
May 6	Prom
May 10	School Board Scholar Banquet - 6:30 p.m.
May 17	Senior Awards Night - 7:30 p.m.
May 29	Memorial Day
June 2	Commencement - 7:00 p.m.
June 7	End of 3rd Trimester/Last Day of School/Incentive Day
June 8	Staff Work Day

ATTENDANCE PLAN

(ISD 477 Policy 503: Additional information about this policy can be found in the policy section of this handbook and on the district's website.)

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.

STUDENT RESPONSIBILITY

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 **excused** absence.

PARENT/GUARDIAN'S RESPONSIBILITY

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.

TEACHER'S RESPONSIBILITY

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.

SCHOOL'S RESPONSIBILITY

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 its entirety on the district website)

LEGAL STATUTES REGARDING ATTENDANCE

ATTENDANCE LAW

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.

CONTINUING TRUANT

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.

HABITUAL TRUANT

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.

TRUANCY PROCEDURE

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 receive in school suspension.

WITHDRAWAL PROCESS

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.

INDEPENDENT STUDENT STATUS

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. **Students are required to adhere to all school and district rules and regulations regardless of their age, including the closed lunch policy.**

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.

ENROLLMENT AT A PARTICULAR SCHOOL

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".

ATTENDANCE INCENTIVE

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, two tardies equal one absence. 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 **the number** of absences, not about the reason for a student's absence. An appeal form is available in the office for those students who *narrowly* miss meeting the limited number of absences (i.e. 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 raise 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

Parents/guardians should call the Student Attendance Line (763-389-6014) each day their son or daughter is absent. Parents/Guardians may call the Attendance line 24 hours a day and leave a message. When a student returns to school following an absence, he/she must report to the Attendance Office to have his/her planner stamped in order to be admitted to class. 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 ten days 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.

LEAVING SCHOOL

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. **If a student leaves school for any reason without receiving permission from the office, the absence that results will be regarded as unexcused.**

HEALTH OFFICE (SEE SECTION ON HEALTH SERVICES)

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. **Students leaving because of illness must be excused by the health assistant after the health assistant has consulted with a parent.**

MAKE-UP WORK

Teachers are not required to provide or 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 requests assignments from the office or directly from the teacher. 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.

PARENT/GUARDIAN NOTIFICATION OF ABSENCES

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.

TARDINESS

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 absent 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.

SECTION/STATE TOURNAMENT ATTENDANCE

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. Students not currently enrolled in school will not be admitted after the first five (5) school days 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.

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.

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, i.e. 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:

First Offense: 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.

Second Offense: 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.

Third and all other Offenses: Grade of "F" for the trimester 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" for the trimester.

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 applicable. 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.

STUDENT ADVISORY GROUP

Students will be assigned to an advisor and will meet in their Advisory group each Wednesday (see Advisory schedule). The curriculum used during Advisory time is based on Ramp-Up to Readiness (TM)

from the University of Minnesota. This is a school-wide advisory program that features an engaging and interactive series of activities designed to help all students graduate from high school ready for post-secondary success.

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 is 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	

WEIGHTED GRADING

Grades for College in the Schools courses (CIS) and Accelerated Placement (AP) courses are weighted for students in grades 9, 10, and 11. Grades for PSEO and articulated courses are not weighted.

INCOMPLETES

A mark of incomplete may be given to those students at midterm 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.

PASS/FAIL OPTION

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 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.

AUDIT OPTION

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.

ONLINE LEARNING

Princeton Public Schools offer a new online educational program called Princeton Online Academy. High school students have the option to enroll full-time or supplement some of their high school courses. Online courses can be used to complete all or part of your educational program at Princeton High School. In addition, there are other online providers as well (see MN Department of Education website or see your Guidance Counselor/Dean).

If a student enrolls full-time with an approved online learning provider other than Princeton Online Academy, 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/Dean for additional information on timelines and other requirements for enrolling in online learning.

MARKING AND GRADING PERIODS

1st Trimester

Mid-Term

October 19

End of Trimester

December 2

2nd Trimester

Mid-Term

January 20

End of Trimester	March 10
<u>3rd Trimester</u>	
Mid--Term	April 21
End of Trimester	June 7

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	<u>21 credits</u>

54 Credits Completed

***Intermediate Algebra and Geometry are year-long courses, worth three (3) credits. Two of the credits count as required credits and the third is an elective credit.**

****Arts include courses in Music, Theatre, Visual Arts, as well as selected Computer and Photography classes. Specific course requirements can be found on the Princeton High School website and in the Registration Guide.**

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
		D-	0.667

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.

Criteria For Application to NHS:

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.

1. **School Board Scholars** - 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. **Principal's List** – Certificate for students earning 4.000 in any trimester.
3. **A Honor Roll** – Certificate for students earning 3.500 – 4.000 in any trimester.
4. **B Honor Roll** – Certificate for students earning 3.000 – 3.499 in any trimester.
5. **Graduation With Honors**
 - a) Summa Cum Laude (3.900 – 4.000) Gold Cord
 - b) Magna Cum Laude (3.700 – 3.899) Red Cord
 - c) Cum Laude (3.500 – 3.699) White Cord
6. **Other Graduation Recognition**
 - a) Military Enlisted – Red, White and Blue Cord
 - b) NHS Member – Royal Blue Cord

DEFINITION: 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.

WITHDRAWAL PROCESS

Parents who wish to withdraw their student from Princeton High School in order to enroll that student elsewhere should follow this procedure:

1. Student picks up a Withdrawal Form from the Guidance Office
2. Student returns all books and materials to his/her teachers and media center.
3. Teachers sign the form and note the student's current grade.
4. A copy of withdrawal form is given to student and parent/guardian after it is signed by a counselor.

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.

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".

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 (*see Interviews of Students by Outside Agencies, policy 519, at the district website*), or when a court order precludes or eliminates the need for parental notification.

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.)

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. **This message line should not be used for messages regarding student attendance; that**

number is 389-6014.

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 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 7:40-8:00 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. Accounts that have a negative balance of -\$2.00 or more will not be able to have milk at snack break (Princeton Primary only). 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 mailed home and 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 no 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 (Secondary)	\$2.30	Second Lunch (Secondary)	\$2.85
Breakfast (All Schools)	\$1.40	Adult Lunch	\$3.75
Extra Lunch Milk – Everyone	\$0.40	Reduced Breakfast	\$0.00
Second Entree (Secondary)	\$1.75	Reduced Lunch	\$0.00

Breakfast Program

School breakfast is offered every school day from **7:40-8:00**. 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 (Middle School & High School Only)

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.

Student Lunch Menus

Menus are published on the Princeton Public School website www.princeton.k12.mn.us. We also utilize Nutrilisce menu software that has a smartphone app associated with it. See details on the right side of [the menu pages](#).

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.

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

1. Take your place in line without 'butting'.
2. Pay for what you take.
3. Use positive and appropriate language, and appropriate volume.
4. 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 frozen desserts must be *consumed in the cafeteria*.

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.

It is our policy to discourage student visitors. 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 and their guests in 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 On-Line and ALC students) and their guest. Freshmen and Sophomores may attend only as guests of a Junior or Senior.

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 PHS 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 100 feet from the building until the "all clear" signal is given and stay with your class.
3. If the alarm rings during lunch time, exit the building immediately, leaving the trays on the table. If this

is a planned drill, you will return to the cafeteria, finish your lunch and bus your tray.

LOCK DOWN DRILLS

Minnesota state law requires schools to periodically practice 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 the prescribed route to their assigned shelter area. Walk in an orderly manner. Students and teachers are to sit on the floor in 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 be announced over the Public Address system..

LOCKERS

School lockers are the property of the school district. 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. Do not exchange lockers without notifying the office and receiving permission.

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.

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.

PARKING REGULATIONS

Students are permitted to park in a school district location as a matter of privilege, not a right, per ISD 477 Policy 527. The school district does not carry insurance to cover damage to auto vehicles parked on school property. Students parking in school parking lots are doing so at their own risk. 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 must follow the following expectations:

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

	PAC Lot	Main Lot
All year	\$60	\$45
2 trimesters	\$48	\$33
3rd trimester only	\$33	\$18

Price above includes a \$3.00 permit replacement fee per trimester purchases.

3. Students may buy daily parking passes for \$3.00 in the high school office.
4. A replacement fee of \$3.00 will be charged if students lose their permit.

5. 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.
6. 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 the office prior to leaving the building.
7. 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.
8. 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.
9. 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
10. 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.
11. 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.
12. Vehicles may be towed, at owner's expense, for failure to pay fine(s) or repeated violations.

School officials may conduct routine patrols of PHS parking lots and routinely inspect 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. Reference specific rules listed on the parking registration form for further information. (For more information, see Policy 527 at www.princeton@isd477.org)

DISCIPLINE PHILOSOPHY

Princeton High School encourages students to choose behaviors that promote respect and responsibility for themselves, others, and private and public property. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. 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 classroom rules, expectations and procedures that promote a safe, orderly and respectful classroom environment and that are consistent with building and district policies and Code of Conduct. Students are expected to comply with these rules and expectations. (ISD 477 Policy 506, *Student Discipline*)

STUDENT CONDUCT AND EXPECTATIONS

Princeton High School students are responsible for their actions and behavior, and for following district policy and the high school Code of Conduct. Disruptive and destructive behaviors are not acceptable at PHS or PHS events. **Seniors who engage in these types of behaviors put their participation in the graduation ceremony at risk.**

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 the 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.

HARASSMENT AND BULLYING

It is expected that Princeton High School students will act with respect and consideration toward others, and refrain from targeting their peers in a negative manner. Bullying and harassment will not be tolerated, and may lead to suspension, expulsion or referral to an alternative setting. (See District Policy 413,

Harassment and Violence Prohibition, and Policy 514, *Bullying Prohibition*) Students are expected to resolve individual differences in a non-violent manner, and refrain from verbal and physical confrontations. Students who persist in bullying or harassing behaviors after school intervention may be referred to law enforcement and/or an alternative educational setting.

INSUBORDINATION

"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.

EXPECTED BEHAVIORS AT SCHOOL SPONSORED EVENTS

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 may receive school-based consequences. An administrator (or staff member in charge) will try to communicate with a parent/guardian should a student be asked to leave an event. In addition to being removed, the student 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.

HARMFUL OR NUISANCE ARTICLES

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, 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.

ELECTRONIC DEVICES

Personal electronic devices, particularly tablets and cell phones have become an extreme distraction from learning at school, and are targets for theft. We encourage students to only use devices at prescribed times, and always secure their property. Electronic devices that disrupt or distract from the learning environment will be confiscated.

Any audio or visual recording taken during the instructional day or on the bus and posted to a public and/or social media site without the express consent of the principal will incur consequences. Students may not listen to music during class without explicit permission from the teacher.

Students are prohibited from using cell phones during class time but may use them between class periods and at lunch. 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 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.

PERSONAL APPEARANCE

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 is considered to be inappropriate will be asked to change and may be sent home from school. **Teachers have the authority to regulate hats and hoods in their classroom.**

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.

DISPLAY OF AFFECTION

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.

PASSES

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.

OFF CAMPUS

Students leaving campus or in an off limits area without permission from the office are subject to the consequences of the attendance/discipline policies. Students must receive permission from the office 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.

TERRORISTIC THREATS

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 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 and will be referred to law enforcement agencies.

WEAPONS AND BOMB THREATS

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.)

VANDALISM

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.

REASONABLE FORCE

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.

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.

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 www.princeton@isd477.org)

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 District Office, Department, Health. Contains 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: 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.

SUSPENSION, EXPULSION

A. SUSPENSION

1. **Definition:** "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a 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

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

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

Length of Expulsion: When an expulsion is appropriate, the School District may expel the student for an amount of time no greater than one school year from the date the pupil is expelled. The length of expulsion is within the School District's discretion.

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 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
Opening window past safety line
Riding or attempting to ride any bus during bus suspension

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/ explosives or flammables
Possession/use of laser pointer
Any offense committed on any bus outside of regular transportation to and from school (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, gender identity, 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, gender identity, 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 (i.e. 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 www.princeton@isd477.org.)

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. Students who are tardy at the beginning of the school day must report to the office for a pass.

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 its entirety on the district website www.princeton@isd477.org)

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. **State statute defines bullying as: a) intimidating, threatening, abusive, or hurtful conduct that, b) is objectively offensive, and, (c) the conduct involves an imbalance of power and is repeated, or, (d) the conduct materially and substantially interferes with a student's education or ability to participate in school activities.** The 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 www.princeton@isd477.org.)

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 www.princeton@isd477.org.)

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 its entirety on the district website at www.princeton@isd477.org.)

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 its entirety on the district website at www.princeton@isd477.org.)

PROHIBITION OF WEAPONS

(ISD 477 Policy 501)

The safety and wellbeing 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; air guns; 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.

Administration Discretion

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 www.princeton@isd477.org.)

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

(ISD 477 Policy 502)

Lockers and Personal Possessions within a locker: 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.

Desks: 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.

Personal Possessions and Student's Person: 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 its entirety on the district's website at www.princeton@isd477.org.)

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. Directory information is not considered private data.

RIGHTS OF PARENTS AND ELIGIBLE STUDENTS

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 its 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 www.princeton@isd477.org.)

INTERNET ACCEPTABLE USE POLICY

(ISD 477 Policy 524)

Access to the school district computer system and to the internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Use of the school district computer system and use of the internet shall be consistent with school district policies and the mission of the school district.

The use of the school district system and access to use of the internet is a privilege, not a right. The proper use of the internet, and the educational value to be gained from proper internet use, is the joint responsibility of students, parents, and employees of the school district. The school district operates technology protection measures that protect against access to unacceptable material through the school district network. However these measures are not a guarantee against all misuse of the internet. Misconduct involving school-related technology and internet will result in the imposition of discipline consistent with the seriousness of the misconduct. All electronic communications that are sent or received on the school district network are considered property of the school district. This policy in its entirety can be found on the district's website at www.princeton@isd477.org.

DIRECTORY INFORMATION RESTRICTION REQUEST

For Princeton

PLEASE SIGN AND
IF YOU CHOOSE TO
ACCESS TO YOUR
INFORMATION.

Student's Name:

First

Specific category or
Information which is
without the parent's or
written consent: (i.e.
information for athletic
release information to
'Who's Who in
Schools'.):



School District #477

RETURN THIS FORM
RESTRICT PUBLIC
CHILD'S DIRECTORY

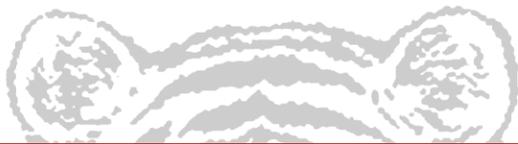
Last

categories of Directory
NOT to be made public
eligible student's prior
"You may print
programs but may not
military recruiters or
American High

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date



It looks like this is the back of a TEAR-OUT PAGE.

When you have completed updating your entire handbook, please be sure of a few things:

- You intend for this page to be torn out of your datebook.
- This is an even-numbered page.
 - Ensure the page number below is an **EVEN** number.
- Delete this box once you've reviewed the above so it doesn't appear in your handbook.

It looks like this is the front of a TEAR-OUT PAGE.

When you have completed updating your entire handbook, please be sure of a few things:

- You intend for this page to be torn out of your datebook.
- This is an odd-numbered page.
 - Ensure the page number below is an **ODD** number.
- The next page is blank or contains only a logo or picture.
- Delete this box once you've reviewed the above so it doesn't appear in your handbook.

PRINCETON PUBLIC SCHOOLS ACTIVITIES PROGRAM

TIME LINE FOR PARTICIPANTS

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

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

STUDENT OR PARENT/STAFF COMMUNICATION:

1. The following is recommended to resolve communication issues and to ensure 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:

Level 1 Coach/Advisor directly involved with the student

Level 2 Head Coach/Advisor

Level 3 Activities Director

Level 4 Principal

Level 5 Superintendent

Level 6 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.

STAFF/STAFF COMMUNICATION:

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.

ACTIVITY SCHEDULE CONFLICTS:

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

ATTENDANCE

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. 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, mouth guards, etc.). If you are unsure of costs, contact the advisor before the season begins.

Princeton High School Athletic & Fine Arts Fees

Athletics		Fine Arts Activities	
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.

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.

GENERAL RULES

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.

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.

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. **ANNUAL ATTENDANCE** - All participants are required to complete the online activities registration and eligibility meeting, regarding rules and policies for students involved in activities.
- B. **GPA/"F"** - 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.

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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.

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SOCIAL WEBSITES / PUBLIC DOMAIN

Any public behaviors, pictures or otherwise, observed on social websites (i.e., Myspace, Facebook, Instagram, Snap Chat, 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.

PHS Student Handbook Changes 2016-2017

Page 5 – Updated High School Administration section

Page 6 – Updated school day schedule from 8:10-2:50 to 8:05-2:55

Page 7 – Added Advisory Schedule

Page 9 – Updated calendar

Page 14 – Added Student Advisory, Weighted Grading and Online Learning information

Page 15 – Added paragraph regarding year-long Math courses/credits

Page 16 – Updated Academic Recognition Programs (2-6)

Page 18 – Updated Lunch Information

Page 19 – Changed student parking from Back Lot to Main Lot

Page 23 – Changed hat policy to “Teachers have the authority to regulate hats and hoods in their classroom”

Page 32 – Updated Internet Acceptable Use Policy and removed the Internet Use Agreement

Q Comp Annual Report 2015-16

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

Submit the report in SharePoint according to the directions in the guidelines with the district name as the beginning of the file title (i.e., *ABC School District Q Comp Annual Report 062116*).

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

District Name: Princeton Public Schools [REDACTED]

District Number: 477

Date Presented to the School Board: 6/21/16

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

Core Component: Career Advancement Options

Implementation

1. Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes no
2. If no, please explain what changes have occurred and why? [REDACTED]

Impact

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

The work of the teachers leaders has had a great impact on classroom instruction as teachers have had the opportunity to reflect as they work with their coach and PLC teams. We have looked at the work of Dr. John Hattie to see what has the greatest effect on student learning. This, in combination with the Marzano framework, has had a positive impact on classroom instruction.

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

The work of the teacher leaders has had a great impact on classroom instruction as teachers have had the opportunity to reflect as they work with their coach and PLC teams. We have looked at the work of Dr. John Hattie to see what has the greatest effect on student learning and achievement. This, in combination with the Marzano framework, has had a positive impact on classroom instruction and student achievement. Teachers have worked with teacher leaders and are able to reflect and monitor what is best for students in their classroom.

One of our common goals and focus this year centered around Monitoring and Adapting. Teacher coaches, mentors, and administrators are working together and individually to make certain the students know the standard, the learning goal and where they are at on the learning progressions.

Review Findings

3. How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members? Teacher leaders have training before school starts and mid way through the school year. The training helps equip the teacher leaders with tools they can use as they work with teachers.
4. What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members? Teacher leaders saw a positive impact of the training on their roles as teacher leaders. Teachers were given useful tools they could use with staff. [REDACTED]

Recommendations

5. How will the district use the review findings to improve the effectiveness of teacher leadership? The school district will continue to analyze the data throughout the school year and adjust staff development opportunities as necessary. It is our plan to provide opportunities to staff so they are able to learn and grow professionally.

Core Component: Job-embedded Professional Development

Implementation

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

Impact

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

Teachers saw a positive impact on classroom instruction by participating in their PLCs. According to the teacher evaluation, teachers saw it as a great way to collaborate with colleagues and examine classroom strategies for their effectiveness.

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

Teachers saw a positive impact on classroom instruction by participating in their PLCs. According to the teacher evaluation, teachers see the work they have done with standards and learning progressions as positive as they have seen an increase in student learning because students are now able to understand what they are learning and why.

Review Findings

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

Teachers work in PLCs based on content area and/or grade levels. During this time teachers analyzed the data they collected, implemented different strategies and collected data to see whether the students improved. Also, the PLCs have continued to work on learning progressions based on standards.

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

As groups, teachers looked at multiple assessment results, curriculum, grade level standards, as well as student needs and behaviors to impact student achievement. PLCs were able to work together to identify areas that students are struggling in and implement strategies and monitor for effectiveness.

Recommendations

3. How will the district use the review findings to improve the effectiveness of job-embedded professional development? The district will review the evaluations and look at what should be changed, improved, etc. to continue to offer professional development opportunities for staff that increase their learning and growth professionally.

Core Component: Teacher Evaluation

Implementation

1. Are licensed staff members observed/evaluated as outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes no
 - a. If no, please explain the changes that have occurred and why?

Impact

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

123 staff members from across the school district were surveyed regarding the observation/evaluation process. Out of the 123 responses, 31.7% of teachers felt the observation/evaluation process had great impact on classroom instruction, 56.9% of teachers felt there was some impact and 11% felt there was no impact on classroom instruction.
3. What impact did the observation/evaluation process, including coaching, have on student achievement?

123 staff members from across the school district were surveyed regarding the observation/evaluation process. Out of the 123 responses, 22.8% of teachers felt the observation/evaluation process had great impact on student achievement, 53.7% of teachers felt there was some impact and 23.6% felt there was no impact on student achievement.

Review Findings

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

123 staff members from across the school district were surveyed regarding the observation/evaluation process. Out of the 123 responses, 36.6% of teachers felt the observation/evaluation process had great impact on their ability to self-reflect and improve their instructional practices, 56.1% of teachers felt there was some impact and 7.3% felt there was no impact on their self-reflection.

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

Teacher leaders have had training on inter-rater reliability. They will further this training in Aug 2016. Teacher leaders continue to strive to provide feedback to teachers that helps the teacher reflect and grow professionally.

Recommendations

6. How will the district use the review findings to improve the effectiveness of teacher evaluation?

The district will review the evaluations and look at what should be changed, improved, etc. to improve the effectiveness of teacher evaluations.

Core Component: Performance Pay and Alternative Salary Schedule

Implementation

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

X yes no

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

2. Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)? X yes no

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

Impact

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

MCA scores are embargoed and not released publicly yet. According to preliminary data received after testing, students performed well. The percentage for performance pay

earned for student achievement will be calculated in the fall once the scores are released.

4. What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results? 96.5%
 - a. What percentage of tenured licensed staff met the standard to earn performance pay for observation/evaluation results? 96.5%
 - b. What percentage of probationary licensed staff met the standard to earn performance pay for observation/evaluation results? 100%
5. Is performance pay awarded for another area (besides schoolwide goals, measures of student achievement and observation/evaluation results)?
yes no
 - a. If yes, what percentage of all licensed staff members met the standard to earn performance pay for this other area? 97.8%
6. What percentage of all licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 98.2%
 - a. What percentage of tenured licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 98.2%
 - b. What percentage of probationary licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 100%

Recommendations

7. How will the district use the data to improve the effectiveness of this core component?

It is evident that a majority of our teachers are participating in the program. We will continue to use this data to track the effectiveness and continue to offer opportunities for our staff to meet their goals.

General Program Impact and Recommendations

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

Overall, we are seeing a positive impact from the Q Comp program on instruction. Teacher leaders are able to work with teachers to help them reflect and grow professionally. PLCs are able to work together to analyze and implement strategies in the classroom that has a positive effect on instruction.

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

As a district, we have seen a positive impact from the Q Comp program on student achievement. Teachers are able to work with their PLCs on strategies to increase student achievement, such as, learning progressions, monitoring students for learning and helping students track progress using scales. Through this work, we will continue to see a positive impact on student achievement.

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

The district will review the evaluation findings for effectiveness in order to determine what can be implemented to positively impact the program and provide continued learning opportunities for staff.

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. 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: Respecting Myself, Others, Property, and Community.

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,
Dan Voce, Principal

Sarah Marxhausen, Assistant Principal



PRINCETON MIDDLE SCHOOL

District Mission Statement

Princeton is an innovative leader in instruction, developing in EVERY learner the ability to succeed in an ever-changing world.

District Vision

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

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:
7:55 - 8:05 Students remain in the cafeteria area until released
8:15 - 8:35 T/A
8:40 - 3:05 Core classes and specialists
11:26 - 1:10 Student lunch periods
3:15 Busses depart. **For the safety of students, after 3:20 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, 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 student's 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. Overtime is 2 days a week after school 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).

Team Requests and Schedule Changes

Our goal is to provide students a variety of experiences through their core, fine art classes, and working with multiple staff members. Team requests are not accepted and once a student is enrolled in a class, they are expected to remain in the class until it is completed. As a general rule, we are not able to adjust student schedules. Special circumstances require administration approval.

Roles and Responsibilities

In order to promote lifelong 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.

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

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.

Absences

Make-Up

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.

Work

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. The school cannot disclose disciplinary action of other students, per student-data privacy.

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.

Catch- Up Lunches

Students may be assigned a working lunch as a layer of support to help students with their missing work. This can be assigned through the office and/or classroom teacher. The students receive a regular lunch while they complete their needed work.

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 Electronic Devices (PED's)

Students are allowed to use their PED's anytime before 8:10 a.m. and after 3:05 p.m. Students may have PED's with them at school, but they must be turned off (not on vibrate). PED's may not be visible at any other time during instructional time. Teachers may allow students the use of PED's during instructional time for instructional purposes, as technology can help promote learning within the 21st century. Cell phones and/or other electronic devices are to be used only for the intended purpose, as approved by supervising staff. 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, audio taping, 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.

PED's may be used as incentives with staff approval. If students choose to bring a PED to school, the school is not responsible for loss, damage, or theft. Students are expected to follow all school-wide expectations or they may lose the privilege to have the PED during the school day. Students using electronic equipment during the day without

teacher permission may lose possession of the item and parents may be asked to pick the item up in the front office. If technology misuse continues to be an issue, the student's parent may be required to pick the item up at school and, ultimately, the student may lose the privilege of bringing their device to school. If students wish to contact a parent or guardian during the school day, phones are available in the front office.

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 and hearing 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 does not negate any current negative balances. Students are still accountable for those charges and will expect to be paid in full as soon as possible.

Prices (subject to change):

Lunch	\$2.30	Reduced Lunch	\$.00
Breakfast	\$1.40	Reduced Breakfast	\$.00
Extra Lunch Milk – Everyone	\$.40	Adult Lunch	\$3.75
Second Entree	\$1.75	Second Lunch	\$2.85

Student Lunch Menus

Menus are published on the Princeton Public School website www.princeton.k12.mn.us. We also utilize Nutrislice menu software that has a smartphone app associated with it. See details on the right side of the menu pages.

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. Administration has the discretion to keep students from riding the bus home from the school day, if their behavior prohibits them and/or others from a safe bus ride home.

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 its 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 its 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.



PRINCETON MIDDLE SCHOOL

1100 4th Avenue North, Princeton, MN 55371

Dan Voce, Principal 763-389-6750

Sarah Marxhausen, Assistant Principal 763-389-6751

Bobbi Benner, Counselor 763-389-6753

Leah Bellinger, Counselor 763-389-6750

June 7, 2016

Re: Middle School Handbook Changes

Dear Dr. Espe and School Board Members,

Below are the recommended changes for the 2016-17 middle school handbook. These changes are based on a variety of reasons: correcting misinformation, aligning current practices and policies, and recommendations from those in Food Service, Health Services, and building principal/assistant principal.

1) District Mission Statement

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

Replace with:

Princeton is an innovative leader in instruction, developing in EVERY learner the ability to succeed in an ever-changing world.

2) District Vision

~~No boundaries to learning.~~

Replace with:

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

3) Daily Schedule (Items in bold have been changed)

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

7:55-8:05 Students remain in the cafeteria area until released

8:15 - 8:35 T/A

8:40 - 3:05 Core classes and specialists

11:26 - 1:10 Student lunch periods

3:15 Busses depart-For the safety of students, after **3:20** 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.

4) Overtime Program - Academic intervention and support

~~The "Overtime" is every Tuesday and Thursday night from 3:30-5:30 pm.~~

Replace with:

Overtime is 2 days a week after school from 3:30-5:30 pm.

5) Add the following section:

Team Requests and Schedule Changes

Our goal is to provide students a variety of experiences through their core, fine art classes, and working with multiple staff members. Team requests are not accepted and once a student is enrolled in a class, they are expected to remain in the class until it is completed. As a general rule, we are not able to adjust student schedules. Special circumstances require administration approval.

6) Student Conduct and Expectations Add:

The school cannot disclose disciplinary action of other students, per student-data privacy.

7) Student Management Take Out:

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.~~

Replace with:

Cell Phones & Other Personal Electronic Devices (PED's)

Students are allowed to use their PED's anytime before 8:10 a.m. and after 3:05 p.m. Students may have PED's with them at school, but they must be turned off (not on vibrate). PED's may not be visible at any other time during instructional time. Teachers may allow students the use of PED's during instructional time for instructional purposes, as technology can help promote learning within the 21st century. Cell phones and/or other electronic devices are to be used only for the intended purpose, as approved by supervising staff. 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, audio taping, 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.

PED's may be used as incentives with staff approval. If students choose to bring a PED to school, the school is not responsible for loss, damage, or theft. Students are expected to follow all school-wide expectations or they may lose the privilege to have the PED during the school day. Students using electronic equipment during the day without teacher permission may lose possession of the item and parents may be asked to pick the item up in the front office. If technology misuse continues to be an issue, the student's parent may be required to pick the item up at school and, ultimately, the student may lose the privilege of bringing their device to school. If students wish to contact a parent or guardian during the school day, phones are available in the front office.

8) Student Management Add: Catch- Up Lunches

Students may be assigned a working lunch as a layer of support to help students with their missing work. This can be assigned through the office and/or classroom teacher. The students receive a regular lunch while they complete their needed work.

9) Health Office:

Screenings (Add the bold word and take out scoliosis)

Vision **and** 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.

10) Lunch Service (Items in Bold have changed)

Prices (subject to change):

Lunch	\$2.30	Reduced Lunch	\$.00
Breakfast	\$1.40	Reduced Breakfast	\$.00
Extra Lunch Milk – Everyone	\$.40	Adult Lunch	\$3.75
Second Entree	\$1.75	Second Lunch	\$2.85

11) Student Lunch Menus

Take out:

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

Replace with:

Menus are published on the Princeton Public School website www.princeton.k12.mn.us. We also utilize Nutrislice menu software that has a smartphone app associated with it. See details on the right side of the menu pages.

12) Bus Transportation Add:

Administration has the discretion to keep students from riding the bus home from the school day, if their behavior prohibits them and/or others from a safe bus ride home.

13) Under Health Office:

Screenings (Add the bold word and take out scoliosis)

Vision **and** 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.

Respectfully Submitted,

Sarah A. Marxhausen

Changes to Princeton Intermediate Student Handbook 2016-2017

All occurrences of the word North was changed to Princeton Intermediate or PI

Pg 4 – School hours changed

Pg 6 – Calendar updated

Pg 9 – Addition of ‘Use the appropriate voice level for the setting

Pg 10 – Addition ‘Respectfully follow playground staff directions

Pg 11 – Addition ‘use good sportsmanship’

Pg 11 – ‘Extra class recess follow the same expectations’

Pg 23 - Addition ‘A copy of the policy will be sent home. Family Ties will be offered to parents/guardians as needed.

Pg 27 – Update to current District Nurse info

Princeton Intermediate



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Dear Students and Parents:

Welcome to the Princeton Intermediate Family! We serve approximately 750 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 here. This is our first year as Princeton Intermediate. For the last 47 years, we were North Elementary, but with the new primary school built next door, our name was changed. Our playground has been expanded again after a year of construction.

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 Princeton Intermediate 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. We have seen an overall reduction 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.isd477.org.

We look forward to another fantastic school year!

Sincerely,
John Beach
Principal

Parent/Student Handbook Form – Princeton Intermediate

We have reviewed the Princeton Intermediate Parent/Student Handbook and are aware of the information/expectations at Princeton Intermediate as listed in the handbook.

Please sign and leave in the assignment log.

Parent/Guardian’s Signature

Student Signature

Date

Princeton Intermediate Goals

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

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

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

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

We are committed to maintaining our positive school culture!

Hours

Our school day is 8:22 am – 3:15 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
Princeton Intermediate.....	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

Princeton Intermediate
2016-2017 SCHOOL CALENDAR

September 12	First day of school
September 28-October 6	Book Fair
October 1-31	Fall Conferences
October 4	Fall pictures
October 13	All School Conference Night 3-7 pm
October 20 & 21	NO SCHOOL – MEA
October 28	NO SCHOOL – Staff Development
November 1	Picture Retakes
November 10	Tiger Pride Family Night and Silent Auction – 5:30-7:30 pm
November 11	NO SCHOOL – Staff Development
November 24 & 25	Thanksgiving
December 2	End of trimester 1, Tiger Bingo and all day Reading
December 5	NO SCHOOL
December 6	4 th & 5 th Grade Choir Concert 7pm @ PAC
December 23-January 2	NO SCHOOL – Winter Break
January 16	NO SCHOOL MLK– Staff Development
February 3	Film Festival at New Life Church
February 16	3 rd grade all school conference night 3-7pm
February 20	NO SCHOOL – President’s Day
Feb. 23-March 31	Spring conferences
March 9	Spring & class pictures
March 10	End of trimester 2, Tiger Bingo & all day reading
March 13-14	NO SCHOOL – Staff Development
March 16	4 th & 5 th Grade All School Conference Night 3-7, Art Show
April 14-17	Spring Break
May 2-9	Book fair
May 4	3 rd Grade musical
May 5	Grandparent’s Lunch
May 19	Field Day
May 26	Carnival
May 29	Memorial Day – NO SCHOOL
June 2	End of year assembly
June 7	Last day of school
June 8	Staff Development ½ day

ACADEMIC

Assessment and Evaluation

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.

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).

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.

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 instructions
- 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.

Specialists

At Princeton Intermediate, 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 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 what to learn more about our expectations.

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 the appropriate voice level for the setting**

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:

- Use Stop, Walk, and Talk when needed
- Respectfully follow playground staff directions
- Stay within the boundaries of our 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
- 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 (avoid waiting, immediately 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 – sign the contract to play
- Play only those games that allow everyone to enjoy recess safely
- No 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 – use good sportsmanship
 - Keep away from construction area
- (Extra class recess follow the same expectations)**

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 Princeton Intermediate 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 PI 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.

Stop and Think Room

We have a room at Princeton Intermediate 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	<ul style="list-style-type: none"> * Keeping my locker neat at all times. * Keeping food out of my locker over night. * Leaving valuables at home. 	<ul style="list-style-type: none"> * Washing my hands after each bathroom visit. * Returning directly to class. 	<ul style="list-style-type: none"> * Walking in the hallways. * Taking the most direct route. 	<ul style="list-style-type: none"> * Taking only needed items. * Eating my own lunch slowly. * Staying seated at assigned table. * Raise hand for help. 	<ul style="list-style-type: none"> * Facing forward. * Keeping my feet out of the aisle. * Keeping my whole self inside the bus. * Stay seated. 	<ul style="list-style-type: none"> * Playing within the boundaries. * Using climbing and all equipment safely. * Lining up when the signal is given.
RESPECT OTHERS	<ul style="list-style-type: none"> * Only opening my own locker. * Using a quiet voice. * Walking in the locker area. 	<ul style="list-style-type: none"> * Using a quiet voice. * Flushing the toilet. * Remain in my own stall. * Giving other students their privacy. 	<ul style="list-style-type: none"> * Walking in a single-file on the right side. * Turning my voice off. * Keeping my hands and feet to myself. 	<ul style="list-style-type: none"> * Using expected line and table manners. * Using an inside voice. * Holding my tray toward the server and saying thank you. 	<ul style="list-style-type: none"> * Talking quietly. * Using kind words and actions. * Listening and following the driver's directions. * Keeping my hands, feet, and belongings to myself. 	<ul style="list-style-type: none"> * 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
RESPECT PROPERTY	<ul style="list-style-type: none"> * Picking up litter. * Returning lost items to the "lost and found area" * Asking an adult for help in my locker is stuck. 	<ul style="list-style-type: none"> * Keeping the walls and floors clean. * Putting paper towels in trash containers. * Use the cafeteria bathroom during lunch. 	<ul style="list-style-type: none"> * Keeping my hands and feet away from walls. * Picking up litter. * Wiping my feet on the rug when I enter the building. 	<ul style="list-style-type: none"> * Keeping food on my tray. * Cleaning up around my tray and table area. * Throwing garbage away neatly. * Stacking trays properly. 	<ul style="list-style-type: none"> * Leaving other people's belongings alone. * Keeping my feet on the floor during the bus ride. 	<ul style="list-style-type: none"> * All play away from the building. * Returning balls to equipment containers.

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 	<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

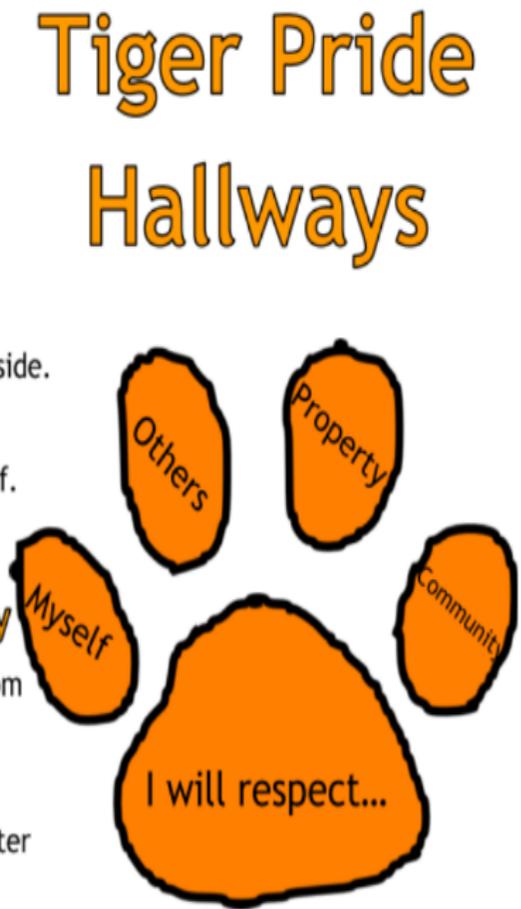
- * Walking in the hallways.
- * Taking the most direct route.

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.



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.



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

- * 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

- * 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.
- * Returning balls to equipment containers

Tiger Pride Playground



<https://goo.gl/v82x6b>



COMMUNICATIONS

Communication between home and school is vital! We encourage you to call or email your child's teacher whenever you have a concern. Please note that your child's teacher will be teaching for the majority of the day and may not be available to talk at the time you called, but they will get back to you.

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 *PI Notes* is our school's monthly newsletter. It is full of articles about helping children learn, notices about exciting events at Princeton Intermediate 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. PI'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, Princeton Intermediate, District 477 publications, broadcasted on Tiger Pride News, or shared with other schools in the state or even nationally. Princeton Intermediate gets a lot of attention because of Tiger pride. PI 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	\$2.20	Reduced lunch	\$.00
Breakfast	\$1.40	Reduced breakfast	\$.00
Extra lunch milk – everyone	\$.40	Adult lunch	\$3.75

Student Lunch Menus:

Lunch is served at PI each day. Menus are published in the Princeton Union-Eagle newspaper, the monthly Princeton Intermediate Newsletter and on the Princeton Public School website www.isd477.org

Student Cold Lunches:

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

Breakfast Program:

A school breakfast gives children the opportunity to start the day energized and the chance to get a head start on learning for the day. School breakfast is offered every school day from 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 Princeton Intermediate (grades 3-6), and Princeton Primary (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 PI by Car

Buses arrive between 8:00-8:15 a.m., and leave approximately 3:20 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.

Princeton Intermediate Attendance Procedure

It has been proven that good school attendance contributes to success later in life. We at PI 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 PI is from 8:22 am to 3:15 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 copy of the policy will be sent home. Family Ties will be offered to parents/guardians as needed.**

7 unexcused absences: The Social Worker will file a report of educational neglect with the county of residence.

7 tardies per trimester: 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 absences: Due to the excessive number of absences, any further occurrences 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. Thank 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 PI 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, Princeton Intermediate 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 Princeton Intermediate. 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 Princeton Intermediate 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 PI.

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 Princeton Intermediate. 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 provide a current driver's license. 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.isd477.org. 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.

Mary Appleton

(763) 389-6195

fax 763-389-9142

Email for district nurse: mary.appleton@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.

VOLUNTEER PROGRAM

The general purpose of Princeton Intermediate 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 PI, as a volunteer, is an important contribution to a child's educational experience.

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

Danielle Opay, 389-7260.

The staff and students at Princeton Intermediate 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

Princeton Intermediate 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 PI 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 PI 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.

Joint Powers Agreement for Rum River Special Education Cooperative

This Agreement entered into this first day of July 2015 by and between Independent School Districts:

Braham I.S.D. #314
Cambridge-Isanti I.S.D. #911
Isle I.S.D. #473
Milaca I.S.D. #912
Mora I.S.D. #332
Ogilvie I.S.D. #333
Princeton I.S.D. #477

hereinafter referred to as Member Districts witness:

WHEREAS, each Member District has determined that required special education services can best be delivered through cooperative efforts; the undersigned school districts hereby agree:

1. ESTABLISHMENT OF JOINT POWERS COOPERATIVE. That hereby there is established a Joint Powers Special Education Cooperative to be known as the Rum River Special Education Cooperative as approved by majority vote of each school board of the participating districts.
2. PURPOSE OF AGREEMENT. The purpose of this Agreement shall be to provide by cooperative effort, comprehensive education programs as can be efficiently and effectively operated by this group of districts. This Agreement amends and supersedes the previous Agreement between "members" is effective starting July 1, 2015.
3. ACCOMPLISHMENT OF PURPOSE. The purpose of this Agreement shall be the creation of a Joint Powers Governing Board (herein referred to as the "Governing Board") and the Joint Powers Executive Council (herein referred to as the "Executive Council"), who shall, on behalf of the Member Districts, apply for, receive and administer educational funding, including state special education reimbursements and money received through federal and other sources. The Governing Board and Executive Council shall administer these funds and exercise its authority in such a way as to accomplish the purpose of this Agreement as set forth in Paragraph 2. The establishment of the Rum River Special Education Cooperative shall facilitate the delivery of services provided by State and Federal law and regulations, the Commissioner of Education and the Member Districts. The care, management and control of the Rum River Special Education Cooperative shall be vested in the Cooperative's Joint Powers Board.

WHEREAS, methods to accomplish improved educational opportunities for the member districts shall include:

10. Establish, review regularly and amend as necessary, by-laws specifying the duties and powers of its officers and the meeting dates of the Board, as well as such other provisions as may be usual and necessary for the efficient conduct of the business of the Governing Board.
11. Establish special educational programs for Member Districts.
12. Adopt fiscal, personnel and other policies to govern the administration and operation of its services as well as those services and staff shared by member Districts and/or other agencies.
13. Do what is reasonably necessary to achieve the purpose of this Agreement to the extent that such action is within the intent and purpose of this Agreement and complies with all state and federal statutory provisions, which are applicable to the Member Districts.
14. Contract with a Member District to act as the fiscal host to the Joint Powers Cooperative to provide the functions essential and necessary for the management of fiscal affairs related to the operations of the Cooperative programs, acting in the name of the Cooperative's Governing Board, with the Cooperative Governing Board approval to include payroll, bills, receipt of funds, maintenance of fiscal records, and disbursement of funds.

ARTICLE II

Administration

A. Rum River Special Education Cooperative Joint Powers Executive Council

1. Executive Council Meetings

The superintendents of the member school districts shall constitute the Executive Board to Rum River Special Education Cooperative.

- a. The Executive Council shall meet at least eight times per year at times and places determined by the Executive Council. The Council will establish and maintain a schedule of time and place of its meetings and give notice of regular and special meetings as required under the Minnesota Open Meeting Law.
- b. A majority of the members shall constitute a quorum for the purpose of conducting business. A quorum once established at a meeting shall not thereafter be lost at that meeting by the withdrawal of members. At any meeting at which a quorum is not present, the members in attendance shall have the power to set the time and place for the next meeting.

2. Executive Council Responsibilities

The Executive Council shall:

- a. Act as the administering council of Rum River Special Education Cooperative and in addition to such other authority as may be granted to it in this agreement, shall be generally empowered to:
 - 1) Administer the affairs of Rum River Special Education Cooperative under direction of the Governing Board;
 - 2) Review, revise and recommend an annual budget to the Governing Board prior to June 30 of each year and approve all disbursements of funds;
 - 3) Make recommendations to the Governing Board in the matter of policy, programs and such other matters as would enhance the function of Rum River Special Education Cooperative.
- b. Have all the functions essential and necessary to the administration of Rum River Special Education Cooperative; including the recruitment, supervision, assignment of all personnel, and the recommendation to the Governing Board for employment and termination of licensed personnel.
- c. Be responsible for the management of the fiscal affairs related to the operation of Rum River Special Education Cooperative and in such capacity shall authorize the payment of all bills and payroll checks and receive all monies for Rum River Special Education Cooperative.
- d. Make application for, receive and administer Federal and State aids, grants and reimbursements for programs carried out by the Cooperative and for which the Cooperative is entitled.
- e. Bill each of the member districts regularly for its proportionate share of the costs of operations of the Rum River Special Education Cooperative.

B. Joint Powers Director of Special Education

The Director of Special Education shall be employed and supervised by the Executive Council. The Director of Special Education shall be the chief administrative officer of the Rum River Special Education Cooperative.

1. Duties

- a. The Director is responsible to recruit, interview and recommend the employment of prospective employees to the Joint Powers Cooperative.
- b. The Director may indicate a recommendation for employment to the candidate, but shall also inform the candidate that an approval of the employment may come only from the Governing Board.

- c. The Director is responsible for the assignment, supervision and evaluation of all personnel employed by the Joint Powers Cooperative.
- d. The Director shall submit to the Executive Council for review proposed policies for the Joint Powers Cooperative and guidelines for the operation of each program or service offered by the Joint Powers Cooperative. The Executive Council shall recommend for approval by the Governing Board policies and program guidelines for the Joint Powers Cooperative.
- e. The Director shall prepare an annual budget, which shall be presented to the Executive Council in March of the year preceding the school year in which the budget is to take effect.
- f. The Director shall make all necessary reports and file all claims for reimbursement and aids to which the Joint Powers Cooperative is entitled.
- g. The Director shall prepare advisory reports to the Superintendents and/or the Boards of Education.

ARTICLE III

Finance

The costs of the operation of the Rum River Special Education Cooperative, including such things as salaries, travel, supplies and equipment, shall be borne by the districts served by the Cooperative. Service costs shall be shared on a per capita basis. Costs for programs paid with local and state funds shall be shared based on the school districts' general populations. Federal programs expenditures shall be based on the December child count (number of students with disabilities) from the prior year. Member districts will be billed monthly for their proportionate share of the costs of the operation of the Joint Powers Cooperative. Final billing to each member district will take place at the end of the fiscal year. A certified audit and financial report shall be prepared at the close of each fiscal year by a certified public accountant that has been approved by the Joint Governing Board.

Each member district will be responsible for their own costs incurred in due process options, including, but not limited to, complaints, hearings and mediation.

- A. **FINANCIAL OPERATIONS OF THE JOINT POWERS COOPERATIVE:** The Joint Powers Cooperative will contract for financial services with a Member District for the management of the fiscal affairs related to the operation of the Cooperative. Contracted services will include:
 - 1. Maintenance of records, disbursement of funds, and acceptance of receipts in accordance with the budget as approved by the Joint Powers Board.
 - 2. Make application for, receive and administer Federal and State aids, grants and reimbursements for programs carried out by the Cooperative.

3. Make payments to and require payment from Member Districts as necessary and appropriate under the law and as described by the By-Laws of the Joint Powers Cooperative.
4. Pay all bills, issue all payroll checks and receive all funds and bill Member Districts for the proportionate share of the costs of operations of the Cooperative.
5. Make necessary reports to State and other agencies and file all claims for reimbursement and State and Federal aids for which the Cooperative is entitled.
6. Establish and maintain financial records from which an annual audit report may be derived.
7. If requested, provide an annual audit report to each of the Member Districts.

B. SEPARATE BENEFITS FOR MEMBER DISTRICTS.

Nothing herein shall prevent any Member District from applying separately for any benefits to which it may itself be entitled.

ARTICLE IV

Programs and Services

The Joint Powers Cooperative is vested with providing effective and efficient programs and services for all of its member districts.

- A. Programs for students with disabilities will be coordinated and staff utilized as agreed by Member Districts.
- B. Low incidence services will be coordinated and staff utilized as agreed by Member Districts.
- C. Research, evaluation, planning and program and/or staff development will be carried out as agreed by Member Districts.
- D. Summer Extended School Year (ESY) programs will be carried out as agreed by Member Districts.
- E. Assistive technology for educational programs will be managed and implemented as agreed by Member Districts.
- F. Three separate site educational programs for students with emotional/behavioral disorders will be managed and implemented as agreed by Member Districts.
- G. A separate site program for students with challenging behaviors and communication disorders will be managed and implemented as agreed by Member Districts.

- H. Assistance with improvement initiatives such as Response to Intervention (RTI) and Positive Behavioral Interventions and Supports (PBIS) will be provided as agreed by Member Districts.
- I. Improved learning will be an ongoing goal and function of the Joint Powers Cooperative.
- J. Special Education practices and procedures will be developed and administered in a manner that is in compliance with current law.
- K. Comprehensive planning will be an ongoing function and goal of the Joint Powers Cooperative.
- L. The Joint Powers Cooperative will monitor compliance with State and Federal Laws.

ARTICLE V

Membership

- A. Addition of Member Districts:
Any school district, whether or not an original signatory, may become a member upon application to the Cooperative Joint Powers Board, with majority consent of the current Member Districts and subscription to this Agreement. Such applicants shall also agree to apply to the Cooperative, a prorata cost for the real and personal property owned by the Cooperative. This amount shall be determined by the Cooperative's Joint Powers Board from the records it has maintained. Before any district is accepted to the Rum River Special Education Cooperative, the cost and fiscal responsibility shall be presented in writing to the district requesting membership. Membership shall become effective on the date of subscription to the Agreement.
- B. Withdrawal of Member Districts:
 1. All members of this Cooperative shall be bound by the terms of this Agreement during any fiscal year in which it is a member. Any Member District may withdraw from the Cooperative by giving to the other Member Districts before July 1, written notice of its intention to withdraw. Such withdrawal, however, shall become effective only on June 30 of the following fiscal period. The withdrawing member is encouraged to submit comment as to why they are withdrawing.
 2. In the event a Member District consolidates with another Member District and thereby creates another new school district, the new district continues as a member and assumes responsibility for the debt and assets of the 2 consolidated districts.
 3. Upon termination of membership in this Agreement, the terminating Member District shall be refunded their proportionate share of current depreciated value of any real or personal property they helped purchase. The amount refunded shall not exceed the proportionate share originally paid by the terminating district for said property.

4. The withdrawal shall affect employment matters of a Member District as described under Minn. Stat. 123A33, as amended, when the withdrawal has occurred in order for the withdrawing district to provide the same educational services or programs by other means.

ARTICLE VI

Dissolution of the Joint Powers Cooperative

A. Dissolution

1. This Agreement may be terminated by a two-thirds vote of the Cooperative Joint Powers Board. Such determination, however, shall become effective only on June 30 of the following fiscal period in which the vote occurred.
2. Upon termination of the Cooperative, all funds remaining after payment of all outstanding debt and obligations and all property owned by it shall be distributed to Member Districts in the same proportion as those Member Districts contributed to the Cooperative when they joined.

B. Liability Limitations

In keeping with Minnesota Statutes, and specifically Minn. Stat. 136D.83 as amended, no participating school district shall have individual liability for the debts and obligations of the Joint Powers Board, except as described herein; nor shall any individual serving as a member of the Board have such liability.

ARTICLE VII

Review and Amendment

- A. The Joint Powers Board shall review this Agreement annually. Necessary amendments shall be identified and proposed to each of the school boards of the Member Districts. The amendments must be adopted by majority vote of the full membership of each Member District School Board. No Amendment shall become effective until after it is so approved by all Member District School Boards. Should any provisions be found unlawful, the Agreement shall be amended so that the Agreement is lawful.

IN WITNESS WHEREOF, this Agreement is entered into by the action of the governing body of each original signatory, and in attestation thereof this instrument is signed in their respective names; by direction of their Boards of Education by their respective clerks in Independent School District #314 of Braham, Independent School District #911 of Cambridge-Isanti, Independent School District #473 of Isle, Independent School District #912 of Milaca, Independent School District #332 of Mora, Independent School District #333 of Ogilvie, Independent School District #477 of Princeton.

INDEPENDENT SCHOOL DISTRICT #314
BRAHAM, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #332
MORA, MINNESOTA

Clerk

Date

Clerk

Date

INDEPENDENT SCHOOL DISTRICT #911
CAMBRIDGE, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #333
OGILVIE, MINNESOTA

Clerk

Date

Clerk

Date

INDEPENDENT SCHOOL DISTRICT #473
ISLE, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #477
PRINCETON, MINNESOTA

Clerk

Date

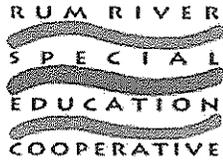
Clerk

Date

INDEPENDENT SCHOOL DISTRICT #912
MILACA, MINNESOTA

Clerk

Date



RRSEC
DISTRICT
6079

Meeting Date:
Wednesday, May 12, 2016

Agenda Item IX: Adjournment

Background: Adjourn Meeting

Time: _____

Administration Recommendation:

To adjourn meeting

Motion to adjourn meeting made by: _____.

Seconded by: _____.

Action: _____.



Rum River Special Education Cooperative
140 Buchanan Street North, Suite 150
Cambridge, MN 55008
Governing Board Meeting
Thursday, May 12, 2016 – 7:00 p.m.
Ogilvie Board Room

-
- I. Call Meeting to Order
 - II. Roll Call
 - III. Approve Amended Agenda
 - IV. Election of Governing Board Officers
 - V. Consent Agenda
 - A. Governing Board Meeting Minutes – *Page 8*
 - B. Personnel Action – *Page 10*
 - C. Contracts – *Page 11 ***
 - VI. Clerks Report – Payment Distribution and P-Card Summary – *Page 21*
 - VII. Discussion Items
 - A. December 1, 2015 Child Count – *Page 32*
 - B. RRN/S/E Enrollment – *Page 34*
 - C. Update on RRN Building Project – *Page 38*
 - VIII. Action Items
 - A. External User Access Recertification System – Minnesota Department of Education – *Page 40*
 - B. Rum River Special Education Cooperative Audit – *Page 41*
 - C. District #6079 Rum River Special Education FY 17 Budget Proposal – *Page 46*
 - D. Annual Approval of Joint Powers Agreement – *Page 59*
 - IX. Adjournment – *Page 70*

Agenda Item I: Call Meeting to Order

The Board Chair will call the meeting to order

Time: _____

Administration Recommendation:

Board Action is not required



RRSEC
DISTRICT
6079

Meeting Date:
Thursday, May 12, 2016

Agenda Item II: Roll Call

The Board Chair will take roll call. A quorum must be established in order for the meeting to proceed.

Board Members

Mike Thompson

Heidi Sprandel

Randy Christensen

Bryan Rensenbrink

Robert Jensen

Paula Anderson

Chuck Nagle

Superintendents

Ken Gagner

Ray Queener

Dean Kapsner

Tim Truebenbach

Craig Schultz

Kathy Belsheim

Julia Espe

Ex Officio, Pauline Bangma, Director of Special Education

Others in Attendance:

Administration Recommendation:

Board action is not required



RRSEC
DISTRICT
6079

Meeting Date:
Thursday, May 12, 2016

Agenda Item III: Approve the Agenda

Commentary by: Board Chair

Once a quorum has been established the Board Chair will request approval of the meeting agenda.

Administration Recommendation:

To approve the meeting agenda

Motion to approve the meeting agenda made by: _____.

Seconded by: _____.

Action: _____.



Agenda Item IV: Election of Governing Board Officers

Commentary by: Pauline Bangma

Background:

The Governing Board annually elects three officers at their May meeting: Chairperson, Vice-Chair and Clerk. Nominations for the positions are taken at the meeting. The current Chairperson will run the elections. At the completion of the elections the new chairperson will assume the responsibility of running the meeting.

- “Are there nominations for the position of the Governing Board Chair?”
_____ was nominated by: _____.
Seconded by: _____.
- “Are there any other nominations?”
- “Are there any other nominations?”
- “Hearing no further nominations, nominations for the office of Governing Board chairperson are closed.”
- “All in favor of electing _____ as Chairperson indicate by saying I.”
“Opposed, same sign?”
_____ is elected Chairperson of the RRSEC Governing Board for 2016.

- “Are there nominations for the position of the Governing Board Vice-Chair?”
_____ was nominated by: _____.
Seconded by: _____.
- “Are there any other nominations?”
- “Are there any other nominations?”
- “Hearing no further nominations, nominations for the office of Governing Board Vice-Chair are closed.
- “All in favor of electing _____ as Vice Chair indicate by saying I.”
“Opposed, same sign?”
_____ is elected Vice-Chair of the RRSEC Governing Board for 2016.



RRSEC
DISTRICT
6079

Meeting Date:
Thursday, May 12, 2016

-
- “Are there nominations for the position of the Governing Board Clerk?”
_____ was nominated by: _____.
Seconded by: _____.
 - “Are there any other nominations?”
 - “Are there any other nominations?”
 - “Hearing no further nominations, nominations for the office of Governing Board clerk are closed.”
 - “All in favor of electing _____ as Clerk indicate by saying I.”
 - “Opposed, same sign?”
_____ is elected Clerk of the RRSEC Governing Board for 2016.



Agenda Item V: Consent Agenda

Background:

- A. October 8, 2015 Minutes – *Page 8*
- B. Personnel Action – *Page 10*
 - A summary of personnel actions for this month is attached, including hires retirements, leave of absences, change in assignments, additional assignments, resignations and terminations.
- C. Contracts – *Page 11*
 - Lea Asmussen
 - Jeff Borchardt
 - Casey Ewert
 - Krista McFarland
 - Jenna Pulkrabek
 - **Barry Thomas *****
 - Courtney Vorell
 - Mid-State Education District #6979

Any items Board members wish to have considered as separate action?

Board approval of Consent Agenda is needed.

Administration Recommendation:

To approve the consent agenda

Motion to approve the consent agenda was made by: _____.

Seconded by: _____ Action: _____.

APPROVED MINUTES OF THE REGULAR GOVERNING BOARD MEETING
Rum River Special Education Cooperative
October 8, 2015

The Regular Governing Board meeting of the Rum River Special Education Cooperative was called to order by Chairperson Heidi Sprandel at 7:06 p.m., at Ogilvie ISD 333 Board Room.

Joint Powers Board members were: Mike Thompson, Heidi Sprandel, Randy Christensen, Bryan Rensenbrink, Robert Jensen, Paula Anderson and Chuck Nagle. Also in attendance were Superintendents: Ken Gagner, Ray Queener, Dean Kapsner, Tim Truebenbach, Kathy Belsheim and Julia Espe; absent: Craig Schultz; in attendance was Pauline Bangma, Director of Special Education.

The Board reviewed the agenda. Moved by Robert Jensen, seconded by Mike Thompson, to approve the final agenda as presented. The motion carried.

The Board reviewed the May 14, 2015 Regular Governing Board Meeting Minutes. Moved by Bryan Rensenbrink, seconded by Paula Anderson, to approve the May 14, 2015 Governing Board Minutes. The motion carried.

The Board reviewed the Consent Agenda. Moved by Mike Thompson, seconded by Bryan Rensenbrink, to approve the items in the Consent Agenda. The motion carried. The consent agenda consisted of the following:

Approval of the Regular Governing Board Meeting Minutes for May 14, 2015

Approval of May – August 2015 Payment Distribution

Personnel Items:

Resignation

Megan Bekius, Academic Behavior Manager, 5/21/2015

Lois Jacobson, Teacher of the Vision Impaired, End of School Year

Danielle Swenson, Academic Behavior Manager, 5/28/2015

Steven Saari, Academic Behavior Manager, 6/5/2015

George Frasher, Academic Behavior Manager, 6/5/2015

Sam Watson, Academic Behavior Manager, 8/5/2015

Aaron Berg, Academic Behavior Manager, 8/18/2015

Hiring

LeAnn Giefer, Academic Behavior Manager, 5/18/2015

Jean Wenz, Academic Behavior Manager, 5/19/2015

Natalie Hagle, Academic Behavior Manager, 5/21/2015

Jessica Burda, Academic Behavior Manager, 6/1/2015

Jill Puffer, Administrative Assistant, 7/13/2015

Karin Isabell, Teacher for the Blind and Visually Impaired, 7/14/2015

Jennifer Britz, School Psychologist, 7/27/2015

Danielle Meyer, School Psychologist, 8/27/2015

Roxanne Carlson, ASD Teacher, 8/31/2015

Brittany Adolphson, Special Education Teacher (Variance), 8/31/2015

Lisa Lester, Academic Behavior Manager, 8/31/2015

Mara Koolmo, Special Education Teacher (Community Expert), 9/8/2015

Valarie Ling, Academic Behavior Manager, 9/8/2015

Danielle Oslin, Academic Behavior Manager, 9/8/2015

Change in Assignment/Transfer:

John Hornung, From ASD Teacher (Community Expert) to Academic Behavior Manager, 8/7/2015

Contracts

FY16 Agreement between RRSEC and Oak Land Cooperative Center for Special Education Services

Contract between SW/WC Service Cooperative and the RRSEC for Summer OT Services

Melissa Johnson – Braillist

Physical Therapist (75 Days) Midstate Education District #6979

Rum River Ornamental Products & Services – Cleaning Services for the RRSEC Offices

Contract for Services with Robin Durand

The Board received the RR East/North/South Lease Levy Actual Calculations for FY 15.

The Board received the RR East/North/South Lease Levy Payables for FY 16.

The Assurance of Compliance with State and Federal Law Prohibiting Discrimination form was reviewed and signed.

Items for Discussion:

Superintendent Tim Truebenbach gave an update on the Milaca building project. Also discussed was the state of the current building. Pauline will have air-quality tests done on the Rum River North space.

The RR East, RR North and RR South Education Program Student Enrollment for September was discussed.

The next Governing Board meeting will be held on May 12, 2016.

There being no further business to discuss, moved by Mike Thompson, seconded by Robert Jensen, to adjourn. Motion carried. The meeting adjourned at 7:39 p.m.

Minutes by Pauline Bangma

PERSONNEL ACTION

New Hires, Resignations, Terminations, Change in Assignments, Leave Requests, and Position Authorizations

NEW HIRES

NAME	TITLE	BUILDING	STATUS	EFFECTIVE
Paula Anderson	1.0 FTE Academic Behavior Manager	RRS	Hired	11/9/2015
Vick Beech	1.0 FTE Academic Behavior Manager	RRE	Hired	3/28/2016
Alecia Cox	1.0 FTE Administrative Assistant	RRSEC	Hired	6/25/2016
Kaitlen Dahlberg	1.0 FTE Academic Behavior Manager	RRN	Hired	12/22/2015
Denea Donovan	1.0 FTE Academic Behavior Manager	RRE	Hired	12/21/2015
George Frasher	1.0 FTE Academic Behavior Manager LTS	RRS	Hired	12/15/15 - 2/24/16
Katie Friedrichs	1.0 FTE Academic Behavior Manager	RRS	Hired	10/6/2015
Jessoca Grove	1.0 FTE Academic Behavior Manager	RRE	Hired	1/2/2016
Amber Jorgenson	1.0 FTE Academic Behavior Manager LTS	RRS	Hired	4/5/2016
Rachel Olson	1.0 FTE Academic Behavior Manager	RRS	Hired	2/4/2016
Nikole Pfitzenrueter	1.0 FTE Academic Behavior Manager	RRS	Hired	10/12/2015
Karmin Remer	1.0 FTE Academic Behavior Manager	RRN	Hired	4/28/2016
Barry Thomas	1.0 FTE Mental Health Professional	RRN	Hired	4/1/2016

RESIGNATION / TERMINATION / RETIREMENT

NAME	TITLE	BUILDING	STATUS	EFFECTIVE
Brittany Adolphson	1.0 FTE Special Education Teacher	RRE	Non-Renewal of Teachers on a variance	6/3/2016
Scott Black	1.0 FTE Academic Behavior Manager	RRN	Resignation	8/18/2015
Anna Blondell	1.0 FTE Academic Behavior Manager	RRS	Resignation	1/22/2016
Denea Donovan	1.0 FTE Academic Behavior Manager	RRE	Terminated	1/12/2016
Sue Dunleavy	1.0 FTE Administrative Assistant	RRE	Retired	10/1/2015
Travis Fuhol	1.0 FTE Academic Behavior Manager	RRS	Resignation	9/18/2015
Blake Iserman	1.0 FTE Educational Audiologist	RRSEC	Retired	End of 15-16 School Year
Mara Koolmo	1.0 FTE Community Expert	RRE	Non-Renewal of Teachers on a variance	6/3/2016
Krista McFarland	1.0 FTE Social Worker	RRN	Resignation	3/21/2016
Lauren Stoeckmann	1.0 FTE Academic Behavior Manager	RRS	Resignation	1/15/2016
Barry Thomas	1.0 FTE Academic Behavior Manager	RRS	Resignation	10/13/2015
Jean Wenz	1.0 FTE Academic Behavior Manager	RRE	Terminated	10/9/2015
Denise White	Instructional Assistant	RRS	Resignation	10/30/2015

CHANGE IN ASSIGNMENT / TRANSFER

NAME	TITLE	BUILDING	STATUS	EFFECTIVE
Sue Janssen	1.0 FTE Academic Behavior Manager	RRN to RRS	Transfer	10/19/2015

LEAVE REQUESTS

NAME	TITLE	BUILDING	ACTION	EFFECTIVE
Stacey Boettcher	1.0 FTE Academic Behavior Manager	RRS	Workers Comp Leave	1/28/2016
Jessica Burda	1.0 FTE Academic Behavior Manager	RRS	FMLA	4/4/2016
Cassy Ewert	1.0 FTE Behavior Analyst	RRS	FMLA	3/27/2016
Krystina Lange	1.0 FTE Academic Behavior Manager	RRE	FMLA	2/23/2016
Nokole Pfitzenrueter	1.0 FTE Academic Behavior Manager	RRS	FMLA	12/15/15 - 2/24/16

Letter of Assignment For
Lea Asmussen
 FY 2015-2016 & FY 2016-2017

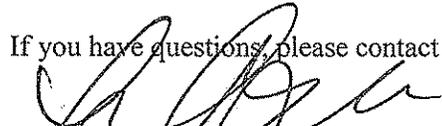
This memo will serve to confirm your employment for the position of Social Worker at Rum River East, Rum River Special Education Cooperative. Responsibilities for your position are specified in the position description. Your date of hire is 8/20/2014. Your salary for 183 days, 7.5 hours/day, for FY 16 will be \$53,486; and for FY 17 will be \$57,865, effective 7/1/2015. You will also receive a \$600 stipend pro-rated per your FTE for the 2015-2016 school year.

Your prorated benefits include:

- FICA:** 7.65% OASDI, 1.45% Medicare (or current federal rate) **PERA:** 7.5%
- HOLIDAY:** You will not be paid for vacation, holidays or overtime.
- HEALTH:** 2015-16 - Single: \$6,260, E+1: \$13,142, Family: \$18,306
2016-17 - Single: \$6,573, E+1: \$13,799, Family: \$19,221
- DENTAL:** 2015-16 - Single: \$325.20, Family: \$779.64
2016-17 - Single: \$325.20, Family: \$779.64
- LIFE:** Two times annual salary
- LONG-TERM DISABILITY:** Premium paid 100%
- 403B MATCHING CONTRIBUTION PLAN:** 4 to 9 years of experience \$600.00; 10 to 14 years of experience \$850.00;
 15 to 19 years of experience \$1,100.00; 20 or more years of experience \$1,600.00.
- SICK LEAVE:** Earned at the rate of ten (10) days for each year of service; the number of days allowed is subject to the discretion of the District; unused sick leave days may accumulate to a maximum of one hundred (100) days. Illness or disability shall be limited to fifteen (15) days for any single illness or disability in a single year, except when attending physician certified physical inability to perform the work. Medical certification form attending physician may be required for any and all absences due to illness.
- FUNERAL:** Up to five (5) days per separate occurrence may be allowed if death or funeral involves the employee or employee's spouse's father, mother, sister, brother, husband, wife, son or daughter or up to three (3) days for the employee's or employee's spouse's grandparents or grandchildren. The specific amount of leave allowed shall be within the discretion of the District, dependent upon specific case circumstances.
- PERSONAL:** Four (4) days per year, purpose at discretion of employee. May be accumulated to a maximum of 10 days. Requests for personal leave must be requested in writing to the Supervisor in advance whenever reasonably possible.
- CHILD CARE/ADOPTION LEAVE:** May be granted because of need to prepare and provide parental care for child or children of employee. Must inform Supervisor in writing three (3) calendar months before commencement of leave. Leave will be granted for a period of up to twelve (12) months.

Rum River Special Education Cooperative #6079 reserves all management rights including the right to change hours, days, schedules, shift and location according to School District business needs. This assignment is not intended to create an express or implied contract of employment.

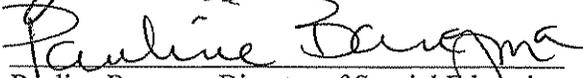
If you have questions, please contact Pauline Bangma, Director of Special Education, at 763-552-7701.



 Lea Asmussen, Social Worker

4-8-16

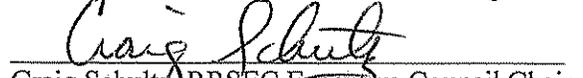
 Date



 Pauline Bangma, Director of Special Education

4-5-16

 Date



 Craig Schultz, RRSEC Executive Council Chair

4-13-16

 Date

Letter of Assignment For
Jeff Borchardt
 FY 2015-2016 & FY 2016-2017

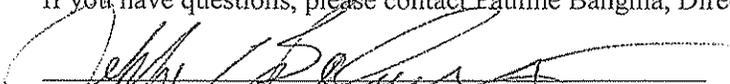
This memo will serve to confirm your employment for the position of Reintegration Specialist/Behavior Analyst at Rum River South, Rum River Special Education Cooperative. Responsibilities for your position are specified in the position description. Your date of hire is 1/18/2005. Your salary for 183 days, 7.5 hours/day, for FY 16 will be \$58,945; and for FY 17 will be \$60,545, effective 7/1/2015. You will also receive a \$600 stipend prorated per your FTE for the 2015-2016 school year.

Your prorated benefits include:

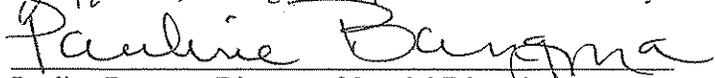
- FICA:** 7.65% OASDI, 1.45% Medicare (or current federal rate) **PERA:** 7.5%
- HOLIDAY:** You will not be paid for vacation, holidays or overtime.
- HEALTH:** 2015-16 - Single: \$6,260, E+1: \$13,142, Family: \$18,306
2016-17 - Single: \$6,573, E+1: \$13,799, Family: \$19,221
- DENTAL:** 2015-16 - Single: \$325.20, Family: \$779.64
2016-17 - Single: \$325.20, Family: \$779.64
- LIFE:** Two times annual salary
- LONG-TERM DISABILITY:** Premium paid 100%
- 403B MATCHING CONTRIBUTION PLAN:** 4 to 9 years of experience \$600.00; 10 to 14 years of experience \$850.00; 15 to 19 years of experience \$1,100.00; 20 or more years of experience \$1,600.00.
- SICK LEAVE:** Earned at the rate of ten (10) days for each year of service; the number of days allowed is subject to the discretion of the District; unused sick leave days may accumulate to a maximum of one hundred (100) days. Illness or disability shall be limited to fifteen (15) days for any single illness or disability in a single year, except when attending physician certified physical inability to perform the work. Medical certification form attending physician may be required for any and all absences due to illness.
- FUNERAL:** Up to five (5) days per separate occurrence may be allowed if death or funeral involves the employee or employee's spouse's father, mother, sister, brother, husband, wife, son or daughter or up to three (3) days for the employee's or employee's spouse's grandparents or grandchildren. The specific amount of leave allowed shall be within the discretion of the District, dependent upon specific case circumstances.
- PERSONAL:** Four (4) days per year, purpose at discretion of employee. May be accumulated to a maximum of 10 days. Requests for personal leave must be requested in writing to the Supervisor in advance whenever reasonably possible.
- CHILD CARE/ADOPTION LEAVE:** May be granted because of need to prepare and provide parental care for child or children of employee. Must inform Supervisor in writing three (3) calendar months before commencement of leave. Leave will be granted for a period of up to twelve (12) months.

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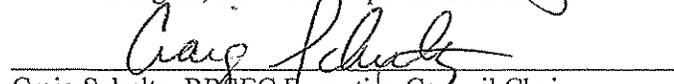
If you have questions, please contact Pauline Bangma, Director of Special Education, at 763-552-7701.


 Jeff Borchardt, Reintegration Specialist/Behavior Analyst

4/6/15
 Date


 Pauline Bangma, Director of Special Education

4-5-16
 Date


 Craig Schultz, RRSEC Executive Council Chair

4-13-16
 Date

**Letter of Assignment For
Casey Ewert
FY 2015-2016 & FY 2016-2017**

This memo will serve to confirm your employment for the position of Reintegration Specialist/Behavior Analyst at Rum River South, Rum River Special Education Cooperative. Responsibilities for your position are specified in the position description. Your date of hire is 8/22/12. Your salary for 183 days, 7.5 hours/day, for FY 16 will be \$41,898; and for FY 17 will be \$44,542, effective 7/1/2015. You will also receive a \$600 stipend pro-rated per your FTE for the 2015-2016 school year.

Your prorated benefits include:

- FICA:** 7.65% OASDI, 1.45% Medicare (or current federal rate) **PERA:** 7.5%
- HOLIDAY:** You will not be paid for vacation, holidays or overtime.
- HEALTH:** 2015-16 - Single: \$6,260, E+1: \$13,142, Family: \$18,306
2016-17 - Single: \$6,573, E+1: \$13,799, Family: \$19,221
- DENTAL:** 2015-16 - Single: \$325.20, Family: \$779.64
2016-17 - Single: \$325.20, Family: \$779.64
- LIFE:** Two times annual salary
- LONG-TERM DISABILITY:** Premium paid 100%
- 403B MATCHING CONTRIBUTION PLAN:** 4 to 9 years of experience \$600.00; 10 to 14 years of experience \$850.00; 15 to 19 years of experience \$1,100.00; 20 or more years of experience \$1,600.00.
- SICK LEAVE:** Earned at the rate of ten (10) days for each year of service; the number of days allowed is subject to the discretion of the District; unused sick leave days may accumulate to a maximum of one hundred (100) days. Illness or disability shall be limited to fifteen (15) days for any single illness or disability in a single year, except when attending physician certified physical inability to perform the work. Medical certification form attending physician may be required for any and all absences due to illness.
- FUNERAL:** Up to five (5) days per separate occurrence may be allowed if death or funeral involves the employee or employee's spouse's father, mother, sister, brother, husband, wife, son or daughter or up to three (3) days for the employee's or employee's spouse's grandparents or grandchildren. The specific amount of leave allowed shall be within the discretion of the District, dependent upon specific case circumstances.
- PERSONAL:** Four (4) days per year, purpose at discretion of employee. May be accumulated to a maximum of 10 days. Requests for personal leave must be requested in writing to the Supervisor in advance whenever reasonably possible.
- CHILD CARE/ADOPTION LEAVE:** May be granted because of need to prepare and provide parental care for child or children of employee. Must inform Supervisor in writing three (3) calendar months before commencement of leave. Leave will be granted for a period of up to twelve (12) months.

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If you have questions, please contact Pauline Bangma, Director of Special Education, at 763-552-7701.

<p style="text-align: center;"><u>Casey Ewert</u> Casey Ewert, Reintegration Specialist/Behavior Analyst</p> <p style="text-align: center;"><u>Pauline Bangma</u> Pauline Bangma, Director of Special Education</p> <p style="text-align: center;"><u>Craig Schultz</u> Craig Schultz, RRSEC/Executive Council Chair</p>	<p style="text-align: center;"><u>4/7/16</u> Date</p> <p style="text-align: center;"><u>4-5-16</u> Date</p> <p style="text-align: center;"><u>4-13-16</u> Date</p>
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**Letter of Assignment For
Krista McFarland
FY 2015-2016 & FY 2016-2017**

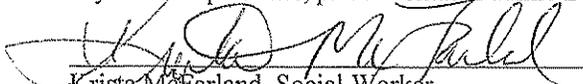
This memo will serve to confirm your employment for the position of Social Worker at Rum River North, Rum River Special Education Cooperative. Responsibilities for your position are specified in the position description. Your date of Hire is 8/20/2014. Your salary for 183 days, 7.5 hours/day, for FY 16 will be \$40,324; and for FY 17 will be \$42,896, effective 7/1/2015. You will also receive a \$600 stipend pro-rated per your FTE for the 2015-2016 school year.

Your prorated benefits include:

- FICA:** 7.65% OASDI, 1.45% Medicare (or current federal rate) **TRA:** 7.5 %
- HOLIDAY:** You will not be paid for vacation, holidays or overtime.
- HEALTH:** 2015-16 - Single: \$6,260, E+1: \$13,142, Family: \$18,306
2016-17 - Single: \$6,573, E+1: \$13,799, Family: \$19,221
- DENTAL:** 2015-16 - Single: \$325.20, Family: \$779.64
2016-17 - Single: \$325.20, Family: \$779.64
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- SICK LEAVE:** Earned at the rate of ten (10) days for each year of service; the number of days allowed is subject to the discretion of the District; unused sick leave days may accumulate to a maximum of one hundred (100) days. Illness or disability shall be limited to fifteen (15) days for any single illness or disability in a single year, except when attending physician certified physical inability to perform the work. Medical certification form attending physician may be required for any and all absences due to illness.
- FUNERAL:** Up to five (5) days per separate occurrence may be allowed if death or funeral involves the employee or employee's spouse's father, mother, sister, brother, husband, wife, son or daughter or up to three (3) days for the employee's or employee's spouse's grandparents or grandchildren. The specific amount of leave allowed shall be within the discretion of the District, dependent upon specific case circumstances.
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If you have questions, please contact Pauline Bangma, Director of Special Education, at 763-552-7701.



Krista McFarland, Social Worker

4-9-16

Date



Pauline Bangma, Director of Special Education

4-5-16

Date

Craig Schultz, RRSEC Executive Council Chair

Date

Letter of Assignment For
Jenna Pulkrabek
 FY 2015-2016 & FY 2016-2017

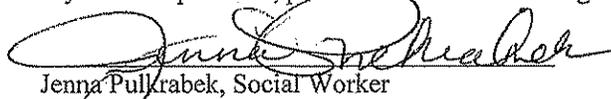
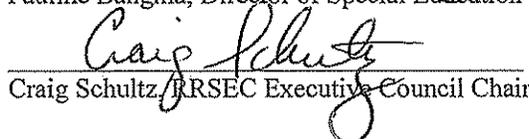
This memo will serve to confirm your employment for the position of Social Worker at Rum River North, Rum River Special Education Cooperative. Responsibilities for your position are specified in the position description. Your date of hire is 8/21/2013. Your salary for 183 days, 7.5 hours/day, for FY 16 will be \$46,833; and for FY 17 will be \$49,700, effective 7/1/2015. You will also receive a \$600 stipend pro-rated per your FTE for the 2015-2016 school year.

Your prorated benefits include:

- FICA:** 7.65% OASDI, 1.45% Medicare (or current federal rate) **TRA:** 7.5 %
- HOLIDAY:** You will not be paid for vacation, holidays or overtime.
- HEALTH:** 2015-16 - Single: \$6,260, E+1: \$13,142, Family: \$18,306
2016-17 - Single: \$6,573, E+1: \$13,799, Family: \$19,221
- DENTAL:** 2015-16 - Single: \$325.20, Family: \$779.64
2016-17 - Single: \$325.20, Family: \$779.64
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- LONG-TERM DISABILITY:** Premium paid 100%
- 403B MATCHING CONTRIBUTION PLAN:** 4 to 9 years of experience \$600.00; 10 to 14 years of experience \$850.00; 15 to 19 years of experience \$1,100.00; 20 or more years of experience \$1,600.00.
- SICK LEAVE:** Earned at the rate of ten (10) days for each year of service; the number of days allowed is subject to the discretion of the District; unused sick leave days may accumulate to a maximum of one hundred (100) days. Illness or disability shall be limited to fifteen (15) days for any single illness or disability in a single year, except when attending physician certified physical inability to perform the work. Medical certification form attending physician may be required for any and all absences due to illness.
- FUNERAL:** Up to five (5) days per separate occurrence may be allowed if death or funeral involves the employee or employee's spouse's father, mother, sister, brother, husband, wife, son or daughter or up to three (3) days for the employee's or employee's spouse's grandparents or grandchildren. The specific amount of leave allowed shall be within the discretion of the District, dependent upon specific case circumstances.
- PERSONAL:** Four (4) days per year, purpose at discretion of employee. May be accumulated to a maximum of 10 days. Requests for personal leave must be requested in writing to the Supervisor in advance whenever reasonably possible.
- CHILD CARE/ADOPTION LEAVE:** May be granted because of need to prepare and provide parental care for child or children of employee. Must inform Supervisor in writing three (3) calendar months before commencement of leave. Leave will be granted for a period of up to twelve (12) months.

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If you have questions, please contact Pauline Bangma, Director of Special Education, at 763-552-7701.

 Jenna Pulkrabek, Social Worker	<u>4-6-16</u> Date
 Pauline Bangma, Director of Special Education	<u>4-5-16</u> Date
 Craig Schultz, RRSEC Executive Council Chair	<u>4-13-16</u> Date

**Letter of Assignment For
Courtney Vorell
FY 2015-2016 & FY 2016-2017**

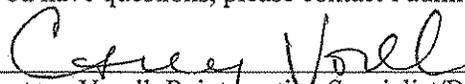
This memo will serve to confirm your employment for the position of Reintegration Specialist/Behavior Analyst at Rum River North, Rum River Special Education Cooperative. Responsibilities for your position are specified in the position description. Your date of hire is 12/4/14. Your salary for 183 days, 7.5 hours/day, for FY 16 will be \$44,446; and for FY 17 will be \$47,479, effective 7/1/15. You will also receive a \$600 stipend pro-rated per your FTE for the 2015-2016 school year.

Your prorated benefits include:

- FICA:** 7.65% OASDI, 1.45% Medicare (or current federal rate) **PERA:** 7.5%
HOLIDAY: You will not be paid for vacation, holidays or overtime.
HEALTH: 2015-16 - Single: \$6,260, E+1: \$13,142, Family: \$18,306
2016-17 - Single: \$6,573, E+1: \$13,799, Family: \$19,221
DENTAL: 2015-16 - Single: \$325.20, Family: \$779.64
2016-17 - Single: \$325.20, Family: \$779.64
LIFE: Two times annual salary
LONG-TERM DISABILITY: Premium paid 100%
403B MATCHING CONTRIBUTION PLAN: 4 to 9 years of experience \$600.00; 10 to 14 years of experience \$850.00;
15 to 19 years of experience \$1,100.00; 20 or more years of experience \$1,600.00.
SICK LEAVE: Earned at the rate of six (6) days for each year of service; the number of days allowed is subject to the discretion of the District; unused sick leave days may accumulate to a maximum of one hundred (100) days. Illness or disability shall be limited to nine (9) days for any single illness or disability in a single year, except when attending physician certified physical inability to perform the work. Medical certification form attending physician may be required for any and all absences due to illness.
FUNERAL: Up to five (5) days per separate occurrence may be allowed if death or funeral involves the employee or employee's spouse's father, mother, sister, brother, husband, wife, son or daughter or up to three (3) days for the employee's or employee's spouse's grandparents or grandchildren. The specific amount of leave allowed shall be within the discretion of the District, dependent upon specific case circumstances.
PERSONAL: Two (2) days per year, purpose at discretion of employee. May be accumulated to a maximum of 10 days. Requests for personal leave must be requested in writing to the Supervisor in advance whenever reasonably possible.
CHILD CARE/ADOPTION LEAVE: May be granted because of need to prepare and provide parental care for child or children of employee. Must inform Supervisor in writing three (3) calendar months before commencement of leave. Leave will be granted for a period of up to twelve (12) months.

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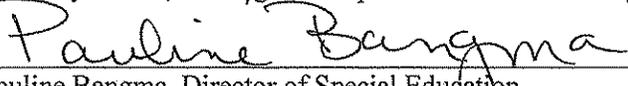
If you have questions, please contact Pauline Bangma, Director of Special Education, at 763-552-7701.



Courtney Vorell, Reintegration Specialist/Behavior Analyst

4-8-16

Date



Pauline Bangma, Director of Special Education

4-5-16

Date



Craig Schultz, RRSEC Executive Council Chair

4-13-16

Date

MID-STATE Education District #6979

April 4, 2016

Pauline Bangma
Director of Special Education
Rum River Special Education Cooperative #6709
140 Buchanan Street North, Suite 150
Cambridge, MN 55008
Phone: 763-552-7701

CONTRACT FOR SERVICES for 2016-17 School Year

- 1) Whereas, Rum River Special Education Cooperative has determined it necessary to retain the services of a qualified person to fulfill the duties and responsibilities of a Physical Therapist (PT) in order to:
 - Provide direct and indirect Physical Therapy (PT) services to qualifying students as determined by the individual education plans.
 - Provide consultation to staff who provide instruction to students in need of PT direct or indirect services
 - Complete mandated due process paperwork within timelines
 - Supervise and complete third party billing.
 - Maintain student confidentiality

- 2) Mid-State Education District (MSED) will provide the following qualified, appropriately licensed staff at the cost/contract/benefit per diem (hourly breakdown of salary and benefits) of this employee:
Loretta Oberfeld, PT, 75 days
 - The above-referenced Service Provider is an employee of Mid-State Education District.
 - The Service Provider shall not be considered under the provisions of this Agreement or otherwise as having an employee status in Rum River Special Education Cooperative for any purpose.

- 3) MSED agrees to assure appropriate certification and training of their employees. Rum River Special Education Cooperative will provide supervision of the contracted time for the services provided to the district.

MID-STATE Education District #6979

Consideration and Conditions of Payment:

- A. In consideration for services provided under the terms of this contract, Rum River Special Education Cooperative shall pay MSED Thirty one thousand and nine hundred and ninety five and NO/100 dollars (\$31,995.00). This amount is based upon a rate of four hundred twenty six and 60/100 dollars and (\$426.60) per day (SY16-17 rate) and for a total of 75 days at 7.5 hours.
 - B. This contract shall become effective on July 1, 2016 and shall remain in effect until June 30, 2017. Provided that this contract may be cancelled prior to said termination date by either of the parties hereto, upon thirty (30) days written notice and without showing cause.
 - C. Rum River Special Education Cooperative shall pay the PT directly for mileage claims submitted at the established IRS rate. Rum River Special Education Cooperative will pay for the miles driven by the PT on the days assigned to work in the District between schools and homes.
1. No changes may be made in the terms or conditions of this contract, except by the mutual written consent of the parties hereto.
 2. All services provided under this contract shall be performed to the satisfaction of the Rum River Special Education Cooperative's Director of Special Education or an authorized agent, and no payment shall be made for any portion of this assignment not performed in a satisfactory manner.
 3. In the event that this contract is cancelled prior to the termination date specified in Section 2, Clause B, Mid-State Education District shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
 4. No payment or reimbursement shall be made under this contract for any services performed or expenses incurred in a manner contrary to any provision contained herein or in a manner inconsistent with any federal, state, or local law, rule or regulations. Payment for service hours is due 30 days within the date of the annual invoice to Rum River Special Education Cooperative.
 5. Data Privacy: All of the data created, collected, received, stored, used, maintained, or disseminated by the Contractor in the performance of the contract is subject to the requirements of the Minnesota Government Data Practices Act, MN Statutes Chapter 13, the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g and rules and regulations promulgated under these laws. The Contractor must comply with these requirements as if it were a government entity.
 6. Indemnity: The Contractor and the District shall each be responsible for the acts of their respective officers, employees or agents and not the acts of the other party's officers, employees or agents. It is the intention of the parties that the Contractor is and shall be considered an independent contractor.

MID-STATE Education District #6979

The Contractor agrees to keep in effect a policy of commercial general liability insurance to insure against liabilities up to \$300,000 for each claimant and \$1,000,000 for each single occurrence in addition to any other insurance required by the specifications. The contractor further agrees to defend, indemnify and hold the District harmless from any claims, demands, actions or causes of action for injuries or damage to person or property arising out of any intentional or negligent act or omission on the part of the Contractor, its agents or employees in the performance of this contract; however this provision has no effect is, but on is, the sole proximate cause of the injuries or damage is the intentional or reckless conduct of the District.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed this day and year first above written.

Mid-State Education District #6979

Rum River Special Education Cooperative #6709

By: *Suzanne Busacker*
 Name: Suzanne Busacker

By: _____
 Name: Pauline Bangma

Title: Executive Director

Title: Director of Special Education

Date:

Date:

Agenda Item VI: Clerk's Report – Payment Distribution and P-Card Summary

Background:

Paula Anderson, Governing Board Clerk, met with Pauline Bangma to review the P-Card Details and Payment Distributions from September 1, 2015, to March 31, 2016. Included in this packet is a summary of P-Card expenditures and the Payment Distributions. Paula will give a brief summary and recommendation to the board.

Administration Recommendation:

A motion to approve the P-Card and Payment Distribution expenditures was made by _____ . Seconded by: _____ . Motion _____ .

Rum River Special Ed Coop Payment Distributions

Co	L	Fd	Org	Pr	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit
											No								Co	Cd	Amount	Amount
6079	B	01	206	000				F	Other Accts Payable		6079	2050	AVP1	1	7082		SANDERS KRISTEEN	201603	6079	1866	66.70	0.00
											6079	2051	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	14.60	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	2,733.13	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	161.81	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	5,894.46	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	95.40	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	8,647.88	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	56.09	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	15,217.85	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	540.62	0.00
											6079	2052	MSDL	1	3738		MASTERCARD P-CARC	201603	6079	1866	105.23	0.00
											6079	2053	AVP1	1	00038		STAR	201603	6079	1866	29.35	0.00
											6079	2054	AVP1	1	00040		CUB FOODS	201603	6079	1866	41.97	0.00
											6079	2055	AVP1	1	00045		CITY OF CAMBRIDGE	201603	6079	1866	4,774.92	0.00
											6079	2056	AVP1	1	00322		KNUTSON, FLYNN & DF	201603	6079	1866	100.00	0.00
											6079	2057	AVP1	1	01090		SCHOLASTIC INC	201603	6079	1866	90.75	0.00
											6079	2058	AVP1	1	02804		REIMPARTMENT OF HUM	201603	6079	1866	245.00	0.00
											6079	2059	AVP1	1	03212		MASAMASE	201603	6079	1866	440.00	0.00
											6079	2060	AVP1	1	4244		NORTHSIDE COMMON	201603	6079	1866	20,812.50	0.00
											6079	2061	AVP1	1	5027		REMITAZ20, LLC	201603	6079	1866	5,542.94	0.00
											6079	2062	AVP1	1	7037		CITY OF PRINCETON	201603	6079	1866	200.00	0.00
											6079	2063	AVP1	1	7039		DEPT OF HUMAN SER	201603	6079	1866	422.00	0.00
											6079	2063	AVP1	1	7039		DEPT OF HUMAN SER	201603	6079	1866	420.00	0.00
											6079	2064	AVP1	1	7045		JOHN B HOFFMANN DI	201603	6079	1866	12,320.00	0.00
											6079	2065	AVP1	1	7056		REMICORY'S COMPLETE	201603	6079	1866	350.00	0.00
											6079	2066	AVP1	1	7069		OBERFELD LORETTA	201603	6079	1866	73.60	0.00
											6079	2067	AVP1	1	7083		RADEMACHER SHERR	201603	6079	1866	30.00	0.00
											6079	2068	AVP1	1	7102		FIRST CHOICE DOCUM	201603	6079	1866	117.60	0.00
											6079	2069	AVP1	1	7116		CARLSON ANN	201603	6079	1866	176.70	0.00
											6079	2070	AVP1	1	00040		CUB FOODS	201603	6079	1866	72.64	0.00
											6079	2071	AVP1	1	00043		CENTRAL MINNESOTA	201603	6079	1866	448.99	0.00
											6079	2072	AVP1	1	3084		MN CEC-DEC	201603	6079	1866	100.00	0.00
											6079	2073	AVP1	1	7026		T M JOHNSON BROS I	201603	6079	1866	94.00	0.00
											6079	2074	AVP1	1	3981		US ENERGY SERVICE	201603	6079	1866	31.12	0.00
											6079	2075	AVP1	1	00043		CENTRAL MINNESOTA	201604	6079	1906	520.00	0.00
											6079	2075	AVP1	1	00043		CENTRAL MINNESOTA	201604	6079	1906	632.00	0.00
											6079	2076	AVP1	1	7045		JOHN B HOFFMANN DI	201604	6079	1906	340.00	0.00
											6079	2076	AVP1	1	7045		JOHN B HOFFMANN DI	201604	6079	1906	340.00	0.00

**Rum River Special Ed Coop
Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
6079	B	01	206	000				F	Other Accts Payable		6079	2077	A/P1	1	00696	I.S.D. #477 - PRINCETON	201603	6079	1870		132,429.25	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2078	A/P1	1	00793	I.S.D. #473 - ISLE	201603	6079	1870		27,210.28	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2079	A/P1	1	01027	I.S.D. #314 - BRAHAM	201603	6079	1870		5,382.77	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2080	A/P1	1	01031	I.S.D. #912 MILACA	201603	6079	1870		21,219.18	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2081	A/P1	1	01036	I.S.D. #333 - OGLIVIE	201603	6079	1870		15,815.69	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2082	A/P1	1	01402	I.S.D. #332 - MORA	201603	6079	1870		32,161.86	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2083	A/P1	1	7118	ST LOUIS COUNTY	201604	6079	1906		50.00	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2084	A/P1	1	00038	STAR	201604	6079	1906		18.62	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2085	A/P1	1	00040	CUB FOODS	201604	6079	1906		173.70	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2085	A/P1	1	00040	CUB FOODS	201604	6079	1906		55.01	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2085	A/P1	1	00040	CUB FOODS	201604	6079	1906		338.75	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2085	A/P1	1	00040	CUB FOODS	201604	6079	1906		224.20	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2086	A/P1	1	00043	CENTRAL MINNESOTA	201604	6079	1906		36.00	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2086	A/P1	1	00043	CENTRAL MINNESOTA	201604	6079	1906		264.93	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2086	A/P1	1	00043	CENTRAL MINNESOTA	201604	6079	1906		71.84	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2086	A/P1	1	00043	CENTRAL MINNESOTA	201604	6079	1906		48.00	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2086	A/P1	1	00043	CENTRAL MINNESOTA	201604	6079	1906		48.00	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2087	A/P1	1	00045	CITY OF CAMBRIDGE	201604	6079	1906		4,774.92	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2088	A/P1	1	00322	KNUTSON, FLYNN & DE	201604	6079	1906		153.75	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2089	A/P1	1	2360	REMIPHONAK INC.	201604	6079	1906		2,467.00	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2089	A/P1	1	2360	REMIPHONAK INC.	201604	6079	1906		88.39	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2089	A/P1	1	2360	REMIPHONAK INC.	201604	6079	1906		88.39	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2089	A/P1	1	2360	REMIPHONAK INC.	201604	6079	1906		70.00	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2089	A/P1	1	2360	REMIPHONAK INC.	201604	6079	1906		529.10	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2090	A/P1	1	3784	NATIONAL JOINT POWI	201604	6079	1906		160.00	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2091	A/P1	1	4244	NORTHSIDE COMMON	201604	6079	1906		20,812.50	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2092	A/P1	1	5027	REMITAZ20, LLC	201604	6079	1906		5,542.94	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2093	A/P1	1	7032	SURPLUS SERVICES	201604	6079	1906		712.00	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2094	A/P1	1	7039	DEPT OF HUMAN SER	201604	6079	1906		315.00	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2095	A/P1	1	7045	JOHN B HOFFMANN/DI	201604	6079	1906		12,660.00	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2096	A/P1	1	7056	REMICORY'S COMPLETE	201604	6079	1906		180.00	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2097	A/P1	1	7069	OBERFELD LORETTA	201604	6079	1906		241.50	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2098	A/P1	1	7081	SWWC SERVICE COO	201604	6079	1906		1,416.25	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2099	A/P1	1	7083	RADEMACHER SHERR	201604	6079	1906		60.00	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2100	A/P1	1	7117	CAMBRIDGE FLORAL	201604	6079	1906		31.76	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2101	MSDL	1	3738	MASTERCARD P-CARC	201604	6079	1906		12.15	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2102	MSDL	1	3738	MASTERCARD P-CARC	201604	6079	1906		724.77	0.00
6079	B	01	206	000				F	Other Accts Payable		6079	2102	MSDL	1	3738	MASTERCARD P-CARC	201604	6079	1906		5,389.99	0.00

**Rum River Special Ed Coop
Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount	
6079	B	01	206	000				F	Other Accts Payable		6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		6,560.28	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		3,152.38	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		294.73	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		58.05	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		48.22	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		63.16	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		3,015.51	0.00	
											6079	2102	MSDL	1	3738		MASTERCARD P-CARD 201604	6079	1906		563.70	0.00	
											6079	2103	A/P1	1	01031		I.S.D. #912 MILACA	201604	6079	1906		3,505.72	0.00
											6079	2104	A/P1	1	03212		MASAMASE	201604	6079	1906		440.00	0.00
											6079	2104	A/P1	1	03212		MASAMASE	201604	6079	1906		440.00	0.00
											6079	2105	A/P1	1	3981		US ENERGY SERVICES 201604	6079	1906		30.00	0.00	
											6079	2105	A/P1	1	3981		US ENERGY SERVICES 201604	6079	1906		32.70	0.00	
											6079	2106	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		34.63	0.00	
											6079	2107	A/P1	1	7065		MAWSECO	201605	6079	1939		100.00	0.00
											6079	2107	A/P1	1	7065		MAWSECO	201605	6079	1939		100.00	0.00
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		3.62	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		740.08	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		2,399.92	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		587.82	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		218.18	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		135.90	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		843.90	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		3,264.17	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		361.68	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		72.00	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		58.23	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		2,602.71	0.00	
											6079	2108	MSDL	1	3738		MASTERCARD P-CARD 201605	6079	1939		906.33	0.00	
											6079	2109	A/P1	1	7120		DURAND ROBIN	201605	6079	1939		875.00	0.00
											6079	2109	A/P1	1	7120		DURAND ROBIN	201605	6079	1939		500.00	0.00
											6079	2110	A/P1	1	00038		STAR	201605	6079	1939		44.11	0.00
											6079	2111	A/P1	1	00043		CENTRAL MINNESOTA	201605	6079	1939		206.83	0.00
											6079	2111	A/P1	1	00043		CENTRAL MINNESOTA	201605	6079	1939		55.50	0.00
											6079	2111	A/P1	1	00043		CENTRAL MINNESOTA	201605	6079	1939		36.00	0.00
											6079	2111	A/P1	1	00043		CENTRAL MINNESOTA	201605	6079	1939		45.23	0.00
											6079	2112	A/P1	1	00045		CITY OF CAMBRIDGE	201605	6079	1939		4,774.92	0.00
											6079	2113	A/P1	1	00151		MINN DEPT OF ECONC	201605	6079	1939		4,065.80	0.00

**Rum River Special Ed Coop
Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
6079	B	01	206	000				F	Other Accts Payable		6079	2114	A/P1	1	00322		KNUTSON, FLYNN & DF201605	6079	1939		51.25	0.00
6079											6079	2115	A/P1	1	01036		I.S.D. #333 - OGILVIE	201605	6079	1939	22.05	0.00
6079											6079	2115	A/P1	1	01036		I.S.D. #333 - OGILVIE	201605	6079	1939	136.30	0.00
6079											6079	2116	A/P1	1	02548		INSTITUTE FOR ENVIR	201605	6079	1939	650.00	0.00
6079											6079	2117	A/P1	1	03433		SUNSHINE PRINTING	201605	6079	1939	32.45	0.00
6079											6079	2117	A/P1	1	03433		SUNSHINE PRINTING	201605	6079	1939	103.45	0.00
6079											6079	2118	A/P1	1	2360		REMPHONAK INC.	201605	6079	1939	824.39	0.00
6079											6079	2118	A/P1	1	2360		REMPHONAK INC.	201605	6079	1939	1,679.39	0.00
6079											6079	2119	A/P1	1	4244		NORTHSHIDE COMMON	201605	6079	1939	20,812.50	0.00
6079											6079	2120	A/P1	1	5027		REMITAZ20, LLC	201605	6079	1939	5,542.94	0.00
6079											6079	2121	A/P1	1	7039		DEPT OF HUMAN SER	201605	6079	1939	385.00	0.00
6079											6079	2122	A/P1	1	7045		JOHN B HOFFMANN DJ	201605	6079	1939	12,660.00	0.00
6079											6079	2123	A/P1	1	7069		OVERFELD LORETTA	201605	6079	1939	193.20	0.00
6079											6079	2124	A/P1	1	7119		LHOTKA BARB	201605	6079	1939	499.50	0.00
6079											6079	2125	A/P1	1	7080		LAKEWAY LANES LLC	201605	6079	1960	78.00	0.00
6079											6079	2126	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	81.91	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	1,781.25	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	5,078.45	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	2,766.94	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	6,054.10	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	581.23	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	489.65	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	511.32	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	915.36	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	58.19	0.00
6079											6079	2127	MSDL	1	3738		MASTERCARD P-CARC	201606	6079	1969	2,920.69	0.00
6079											6079	2128	MSDL	1	4735		WELLS FARGO	201606	6079	1969	9,665.86	0.00
6079											6079	2129	A/P1	1	3981		US ENERGY SERVICE	201606	6079	1969	68.79	0.00
6079											6079	2130	A/P1	1	00043		CENTRAL MINNESOTA	201606	6079	1969	158.89	0.00
6079											6079	2131	A/P1	1	00043		remif CENTRAL MINNESOTA	201606	6079	1969	35.48	0.00
6079											6079	2132	A/P1	1	00045		CITY OF CAMBRIDGE	201606	6079	1969	4,774.92	0.00
6079											6079	2133	A/P1	1	00322		KNUTSON, FLYNN & DF201606	6079	1969	51.25	0.00	
6079											6079	2134	A/P1	1	01036		I.S.D. #333 - OGILVIE	201606	6079	1969	105.00	0.00
6079											6079	2135	A/P1	1	01195		MALLOY MONTAGUE &	201606	6079	1969	3,000.00	0.00
6079											6079	2136	A/P1	1	2360		REMPHONAK INC.	201606	6079	1969	1,612.00	0.00
6079											6079	2136	A/P1	1	2360		REMPHONAK INC.	201606	6079	1969	1,728.39	0.00
6079											6079	2137	A/P1	1	4244		NORTHSHIDE COMMON	201606	6079	1969	20,812.50	0.00
6079											6079	2138	A/P1	1	5027		REMITAZ20, LLC	201606	6079	1969	5,681.51	0.00

**Rum River Special Ed Coop
Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Co	Pmt	No	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	JE	JE	Debit	Credit
																							Amount	Amount	
6079	B	01	206	000				F	Other Accts Payable		6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			0.00	1,959.58	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			0.00	2,250.37	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			0.00	1,033.60	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			0.00	4,138.77	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			0.00	2,074.09	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			0.00	808.97	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			0.00	270.98	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			0.00	59.24	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			0.00	2,607.21	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			1,959.58	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			2,250.37	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			1,033.60	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			1,605.40	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			4,138.77	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			2,074.09	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			0.00	1,605.40	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			808.97	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			270.98	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			59.24	0.00	
											6079	2155	MSDL	1		3738		MASTERCARD P-CARE201606	6079	1986			2,607.21	0.00	
											6079	2156	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984			22.58	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984			1,959.58	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984			2,250.37	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984			1,033.60	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984			1,605.40	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984			4,138.77	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984			2,074.09	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984			808.97	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984			270.98	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984			59.24	0.00	
											6079	2157	MSDL	1		3738		MASTERCARD P-CARE201607	6079	1984			2,607.21	0.00	
											6079	2158	AVP1	1		01031		I.S.D. #912 MILACA	201607	6079	1984		2,648.80	0.00	
											6079	2159	AVP1	1		7063		TODD LIND CONSTRU(201607	6079	1984			1,354.08	0.00	
											6079	2160	AVP1	1		00043		CENTRAL MINNESOTA 201607	6079	1984			339.23	0.00	
											6079	2160	AVP1	1		00043		CENTRAL MINNESOTA 201607	6079	1984			700.00	0.00	
											6079	2161	AVP1	1		00045		CITY OF CAMBRIDGE	201607	6079	1984		4,774.92	0.00	
											6079	2162	AVP1	1		00212		ECM PUBLISHERS INC 201607	6079	1984			46.80	0.00	
											6079	2162	AVP1	1		00212		ECM PUBLISHERS INC 201607	6079	1984			50.00	0.00	

Rum River Special Ed Coop
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Co	Pmt	Pmt	No	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	JE	JE	JE	JE	Debit	Credit
																											Amount	Amount
6079	B	01	206	000				F	Other Accts Payable			6079	2163	A/P1	1	00322			KNUTSON, FLYNN & DE	201607	6079	1984				768.75	0.00	
												6079	2163	A/P1	1	00322			KNUTSON, FLYNN & DE	201607	6079	1984				102.50	0.00	
												6079	2164	A/P1	1	01195			MALLOY MONTAGUE &	201607	6079	1984				6,500.00	0.00	
												6079	2165	A/P1	1	2360			REMIPHONAK INC.	201607	6079	1984				543.39	0.00	
												6079	2165	A/P1	1	2360			REMIPHONAK INC.	201607	6079	1984				218.39	0.00	
												6079	2166	A/P1	1	4055			LANDWORKS CONSTR	201607	6079	1984				615.50	0.00	
												6079	2166	A/P1	1	4055			LANDWORKS CONSTR	201607	6079	1984				65.00	0.00	
												6079	2167	A/P1	1	4244			NORTHSIDE COMMON:	201607	6079	1984				20,812.50	0.00	
												6079	2168	A/P1	1	5027			REMITAZ20, LLC	201607	6079	1984				5,681.51	0.00	
												6079	2169	A/P1	1	7015			ICS FACILITY SERVICE	201607	6079	1984				7,800.00	0.00	
												6079	2170	A/P1	1	7039			DEPT OF HUMAN SER\	201607	6079	1984				385.00	0.00	
												6079	2171	A/P1	1	7045			JOHN B HOFFMANN DI	201607	6079	1984				12,660.00	0.00	
												6079	2172	A/P1	1	7056			REMICORY'S COMPLETE	LA 201607	6079	1984				230.00	0.00	
												6079	2173	A/P1	1	7069			OBERFELD LORETTA	201607	6079	1984				233.45	0.00	
												6079	2174	A/P1	1	7065			MAWSECO	201607	6079	1984				60.00	0.00	
												6079	2175	A/P1	1	03694			remit-STANLEY ACCESS	TEC201608	6079	1995				0.00	1,308.68	
												6079	2175	A/P1	1	03694			remit-STANLEY ACCESS	TEC201607	6079	1984				1,308.68	0.00	
												6079	2176	A/P1	1	7065			MAWSECO	201607	6079	1984				30.00	0.00	
												6079	2176	A/P1	1	7065			MAWSECO	201607	6079	1984				30.00	0.00	
												6079	2177	A/P1	1	00151			MINN DEPT OF ECONC	201607	6079	1984				1,138.16	0.00	
												6079	2177	A/P1	1	00151			MINN DEPT OF ECONC	201607	6079	1984				2,352.51	0.00	
												6079	2178	A/P1	1	3981			US ENERGY SERVICE	201607	6079	1984				207.79	0.00	
												6079	2179	A/P1	1	7120			DURAND ROBIN	201607	6079	1984				437.50	0.00	
												6079	2180	MSDL	1	3738			MASTERCARD P-CARC	201608	6079	1995				8.31	0.00	
												6079	2181	MSDL	1	3738			MASTERCARD P-CARC	201608	6079	1995				200.00	0.00	
												6079	2181	MSDL	1	3738			MASTERCARD P-CARC	201608	6079	1995				59.33	0.00	
												6079	2181	MSDL	1	3738			MASTERCARD P-CARC	201608	6079	1995				3,343.93	0.00	
												6079	2181	MSDL	1	3738			MASTERCARD P-CARC	201608	6079	1995				2,367.25	0.00	
												6079	2181	MSDL	1	3738			MASTERCARD P-CARC	201608	6079	1995				2,225.27	0.00	
												6079	2181	MSDL	1	3738			MASTERCARD P-CARC	201608	6079	1995				729.07	0.00	
												6079	2181	MSDL	1	3738			MASTERCARD P-CARC	201608	6079	1995				3,496.29	0.00	
												6079	2181	MSDL	1	3738			MASTERCARD P-CARC	201608	6079	1995				3,409.40	0.00	
												6079	2181	MSDL	1	3738			MASTERCARD P-CARC	201608	6079	1995				75.82	0.00	
												6079	2181	MSDL	1	3738			MASTERCARD P-CARC	201608	6079	1995				6,953.18	0.00	
												6079	2181	MSDL	1	3738			MASTERCARD P-CARC	201608	6079	1995				581.14	0.00	
												6079	2181	MSDL	1	3738			MASTERCARD P-CARC	201608	6079	1995				129.63	0.00	
												6079	2182	A/P1	1	7120			DURAND ROBIN	201608	6079	1995				650.00	0.00	
												6079	2183	A/P1	1	01031			I.S.D.#912 MILACA	201608	6079	1995				1,220.11	0.00	

**Rum River Special Ed Coop
Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount	
6079	B	01	206	000					F Other Accts Payable														
											6079	2184	AVP1	1	00038		STAR	201608	6079	1995	22.29	0.00	
											6079	2185	AVP1	1	00043		CENTRAL MINNESOTA	201608	6079	1995	560.00	0.00	
											6079	2185	AVP1	1	00043		CENTRAL MINNESOTA	201608	6079	1995	8.40	0.00	
											6079	2186	AVP1	1	00043	remit	CENTRAL MINNESOTA	201608	6079	1995	39.95	0.00	
											6079	2187	AVP1	1	00045		CITY OF CAMBRIDGE	201608	6079	1995	4,774.92	0.00	
											6079	2188	AVP1	1	00322		KNUTSON, FLYNN & DE	201608	6079	1995	2,124.70	0.00	
											6079	2189	AVP1	1	01036		I.S.D. #333 - OGILVIE	201608	6079	1995	89.25	0.00	
											6079	2190	AVP1	1	01195		MALLOY MONTAGUE &	201608	6079	1995	6,085.00	0.00	
											6079	2191	AVP1	1	14107		SCRED	201608	6079	1995	21.55	0.00	
											6079	2192	AVP1	1	4055		LANDWORKS CONSTR	201608	6079	1995	65.00	0.00	
											6079	2192	AVP1	1	4055		LANDWORKS CONSTR	201608	6079	1995	456.00	0.00	
											6079	2193	AVP1	1	4244		NORTHSIDE COMMON	201608	6079	1995	20,812.50	0.00	
											6079	2194	AVP1	1	5027		REMITAZO, LLC	201608	6079	1995	5,681.51	0.00	
											6079	2195	AVP1	1	5970		MID-STATE EDUCATIO	201608	6079	1995	14,177.10	0.00	
											6079	2196	AVP1	1	7039		DEPT OF HUMAN SER	201608	6079	1995	455.00	0.00	
											6079	2197	AVP1	1	7045		JOHN B HOFFMANN DI	201608	6079	1995	12,660.00	0.00	
											6079	2198	AVP1	1	7069		OBERFELD LORETTA	201608	6079	1995	199.80	0.00	
											6079	2199	AVP1	1	7120		DURAND ROBIN	201608	6079	1995	612.50	0.00	
											6079	2200	AVP1	1	7123		SILVER BELL TROPHIE	201608	6079	1995	12.00	0.00	
											6079	2201	AVP1	1	03694	remit	STANLEY ACCESS TEC	201608	6079	1995	1,308.68	0.00	
											6079	2202	AVP1	1	3981		US ENERGY SERVICES	201608	6079	1995	246.83	0.00	
											6079	2203	AVP1	1	7019		STATE OF MINNESOTA	201609	6079	2007	400.50	0.00	
											6079	2204	AVP1	1	7120		DURAND ROBIN	201609	6079	2007	562.50	0.00	
											6079	2204	AVP1	1	7120		DURAND ROBIN	201609	6079	2007	237.50	0.00	
											6079	2205	AVP1	1	01031		I.S.D. #912 MILACA	201609	6079	2007	17,091.55	0.00	
											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	2,536.92	0.00	
											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	2,262.35	0.00	
											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	1,124.60	0.00	
											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	949.01	0.00	
											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	723.07	0.00	
											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	1,241.49	0.00	
											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	190.39	0.00	
											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	112.87	0.00	
											6079	2206	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	487.50	0.00	
											6079	2207	MSDL	1	3738		MASTERCARD P-CARE	201609	6079	2007	3,765.66	0.00	
											6079	2208	AVP1	1	7120		DURAND ROBIN	201609	6079	2007	55.11	0.00	
											6079	2209	AVP1	1	00038		STAR	201609	6079	2007	212.50	0.00	
											6079	2209	AVP1	1	00038		STAR	201609	6079	2007	23.78	0.00	

Rum River Special Ed Coop Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit
											No								Co	Cd	Amount	Amount
6079	B	01	206	000				F	Other Accts Payable		6079	2210	A/P1	1	00043		CENTRAL MINNESOTA	201609	6079	2007	423.88	0.00
											6079	2210	A/P1	1	00043		CENTRAL MINNESOTA	201609	6079	2007	242.97	0.00
											6079	2211	A/P1	1	00043	remit	CENTRAL MINNESOTA	201609	6079	2007	36.39	0.00
											6079	2211	A/P1	1	00043	remit	CENTRAL MINNESOTA	201609	6079	2007	380.00	0.00
											6079	2211	A/P1	1	00043	remit	CENTRAL MINNESOTA	201609	6079	2007	44.14	0.00
											6079	2211	A/P1	1	00043	remit	CENTRAL MINNESOTA	201609	6079	2007	0.00	135.00
											6079	2211	A/P1	1	00043	remit	CENTRAL MINNESOTA	201609	6079	2007	290.00	0.00
											6079	2212	A/P1	1	00045		CITY OF CAMBRIDGE	201609	6079	2007	4,774.92	0.00
											6079	2213	A/P1	1	4244		NORTHSIDE COMMON	201609	6079	2007	1,875.00	0.00
											6079	2213	A/P1	1	4244		NORTHSIDE COMMON	201609	6079	2007	1,875.00	0.00
											6079	2213	A/P1	1	4244		NORTHSIDE COMMON	201609	6079	2007	1,875.00	0.00
											6079	2213	A/P1	1	4244		NORTHSIDE COMMON	201609	6079	2007	22,687.50	0.00
											6079	2214	A/P1	1	5027		REMITAZ20, LLC	201609	6079	2007	5,681.51	0.00
											6079	2215	A/P1	1	7045		JOHN B HOFFMANN DI	201609	6079	2007	12,660.00	0.00
											6079	2216	A/P1	1	7069		OBERFELD LORETTA	201609	6079	2007	285.14	0.00
											6079	2217	A/P1	1	7075		RUPP, ANDERSON, SG	201609	6079	2007	2,986.00	0.00
											6079	2218	A/P1	1	01402		I.S.D. #332 - MORA	201609	6079	2007	624.00	0.00
											6079	2219	A/P1	1	09013		METRO ECSU	201609	6079	2007	225.00	0.00
											6079	2220	A/P1	1	3881		US ENERGY SERVICES	201609	6079	2007	205.88	0.00
											6079	2221	A/P1	1	7039		DEPT OF HUMAN SERV	201609	6079	2007	350.00	0.00
											6079	2222	A/P1	1	7120		DURAND ROBIN	201609	6079	2007	625.00	0.00
Account Total:																					\$852,855.85	\$35,082.68
Report Total:																					\$852,855.85	\$35,082.68

Mastercard P-Card Summary Report Sept, 2015-March, 2016

General Fund Expenses (Fin 000)

Consulting Fees/Fees for Service	\$1,936.89	
Utility Services	\$22,548.81	
Repairs and Maintenance	\$15,868.97	
Operating Leases and Rentals	\$118.22	
Supplies/Materials-Non Instructional	\$3.63	
Supplies/Materials-Individualized Instruction	\$1,066.64	
Equipment	\$679.90	
Technology Equipment and Software	\$5,935.51	
Total General Fund Expenses		\$48,158.57

Compensatory Expenses (Fin 317)

Instructional Supplies	\$8,394.53	
Supplies/Materials-Individualized Instruction	\$21,866.98	
Textbooks	\$52.52	
Technology Equipment and Software	\$3,250.63	
Technology Equipment for SPED Direct Instruction	\$3,736.50	
Total Compensatory Expenses		\$37,301.16

Third Party Billing Expenses (Fin 372)

Dues/Memberships	\$553.00	
Total Third Party Billing Expenses		\$553.00

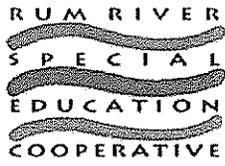
Federal Expenses (Fin 419)

Federal Subawards and Subcontracts	\$312.94	
Communication	\$3,304.41	
Postage	\$58.80	
Professional Development	\$7,820.37	
Supplies/Materials-Non Instructional	\$3,614.86	
Supplies/Materials-Individualized Instruction	\$10,609.35	
Testing Materials	\$315.00	
Technology Equipment and Software	\$1,675.52	
Total Federal Expenses		\$27,711.25

State Special Education Expenses (Fin 740)

Communication	\$1,140.46	
Postage	\$55.90	
Repairs and Maintenance	\$260.00	
Travel	\$34.95	
Professional Development	\$2,636.37	
Supplies/Materials-Non Instructional	\$5,754.52	
Supplies/Materials-Individualized Instruction	\$2,379.18	
Equipment	\$4,755.54	
Technology Equipment for SPED Direct Instruction	\$7,227.93	
Total State Special Education Expenses		\$24,244.85

Total Mastercard P-Card Summary	\$137,968.83
----------------------------------------	---------------------



RRSEC
DISTRICT
6079

Meeting Date:
Wednesday, May 12, 2016

Agenda Item VII - Discussion Item A: December 1, 2015 Child Count

Background:

Included is a summary of RRSEC district data broken down by disability category and a historical look at special education child count since 1995. The Statewide childcount average is 12.474% of students ages 5-18.

Administration Recommendation:

Board action is not required

State Numbers Rum River Special Education 2015 Child Count

Enrollment	Braham		C-I		Isle		Mliaca		Mora		Ogilvie		Princeton		RRSEC Totals	
	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment
	36	3.76	111	2.17	10	2.32	59	2.75	48	2.95	6	1.03	101	2.95	371	2.60%
S/L	2	0.21	38	0.74	3	0.70	14	0.65	8	0.49	0	0.00	21	0.61	86	0.60%
DCDM	2	0.21	10	0.20	0	0.00	10	0.47	4	0.25	3	0.52	11	0.32	40	0.28%
DCDS	0	0.00	4	0.08	1	0.23	2	0.09	0	0.00	2	0.34	3	0.09	12	0.08%
SMI	3	0.31	10	0.20	1	0.23	2	0.09	3	0.18	2	0.34	3	0.09	24	0.17%
PI	3	0.31	8	0.16	2	0.46	1	0.05	2	0.12	0	0.00	7	0.20	23	0.16%
HI	1	0.10	3	0.06	0	0.00	0	0.00	0	0.00	0	0.00	1	0.03	5	0.04%
VI	41	4.28	180	3.52	34	7.89	106	4.94	50	3.08	29	4.99	62	1.81	502	3.52%
SLD	18	1.88	80	1.57	8	1.86	39	1.82	36	2.15	13	2.24	73	2.13	266	1.86%
E/BD	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00%
Deaf-blind	27	2.82	87	1.70	13	3.02	49	2.28	35	2.15	20	3.44	71	2.07	302	2.12%
OHI	16	1.67	82	1.60	4	0.93	30	1.40	19	1.17	7	1.20	56	1.64	214	1.50%
ASD	1	0.10	1	0.02	0	0.00	2	0.09	1	0.06	0	0.00	3	0.09	8	0.06%
TBI	14	1.46	116	2.27	15	3.48	68	3.17	49	3.02	14	2.41	54	1.58	330	2.31%
DD	164	17.14	730	14.29	91	21.11	382	17.80	254	15.63	96	16.52	466	13.61	2183	15.29%
% Enrollment																

History	Braham		C-I		Isle		Mliaca		Mora		Ogilvie		Princeton		RRSEC Totals	
	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment	Count	% Enrollment
12/1/2014	161	16.79	743	14.40	81	18.84	418	18.82	263	15.90	95	15.30	473	13.40	2234	15.33%
12/1/2013	154	15.63	702	13.26	78	16.85	405	18.78	241	14.38	102	15.77	477	13.38	2,159	14.60%
12/1/2012	150	15.02	647	12.41	82	17.86	379	18.01	259	14.79	114	17.51	474	13.43	2,105	14.31%
12/1/2011	135	12.96	636	12.22	73	15.84	348	16.35	250	14.39	138	20.81	469	12.73	2,049	13.74%
12/1/2010	133	12.36	625	11.88	75	15.92	325	15.27	262	14.63	110	16.54	459	12.70	1,989	13.26%
12/1/2009	122	11.32	586	11.23	71	14.79	307	14.64	246	13.83	111	15.48	475	13.14	1,918	12.80%
12/1/2008	120	11.13	555	10.31	71	14.14	287	13.49	225	12.46	104	14.61	521	14.21	1,883	12.33%
12/1/2007	114	10.50	563	10.59	78	14.18	309	13.27	235	12.68	118	16.39	510	13.67	1,927	12.36%
12/1/2006	120	11.18	559	10.62	64	11.81	295	13.25	232	12.45	118	16.74	538	14.29	1,926	12.47%
12/1/2005	125	11.83	531	10.15	68	12.21	271	12.58	231	12.37	91	12.91	476	12.89	1,793	11.75%
12/1/2004	139	12.74	508	9.83	67	12.14	257	11.67	223	11.95	110	14.93	465	12.69	1,769	11.58%
12/1/2003	125	11.33	480	9.46	66	12.15	240	11.02	178	9.59	101	13.17	430	12.00	1,620	10.73%
12/1/2002	134	11.81	479	9.59	66	12.45	244	10.99	175	9.19	90	11.61	419	12.01	1,607	10.68%
12/1/2001	117	11.07	416	8.55	66	12.41	233	11.12	189	9.72	80	10.42	394	11.65	1,495	10.21%
12/1/2000	116	10.35	365	7.59	56	11.31	211	10.02	179	9.03	89	11.48	354	10.87	1,370	9.41%
12/1/1999	111	10.60	369	7.6	64	12.43	201	9.64	169	8.40	81	10.09	344	10.81	1,339	9.23%
12/1/1998	114	10.16	353	7.31	67	12.69	207	10.14	171	8.35	71	9.17	319	10.18	1,302	8.95%
12/1/1997	-	12.64	-	8.01	-	13.44	-	10.80	-	8.25	-	10.64	-	10.04	-	-
12/1/1996	138	12.64	376	8.01	75	13.44	219	11.10	161	7.63	85	10.47	314	10.02	1,368	9.53%
12/1/1995	-	13.16	-	8.41	-	12.40	-	11.15	-	7.86	-	10.49	-	10.03	-	-
1/20/2016																



RRSEC
DISTRICT
6079

Meeting Date:
Wednesday, May 12, 2016

Agenda Item VII - Discussion Item B: RRN/S/E Student Enrollment

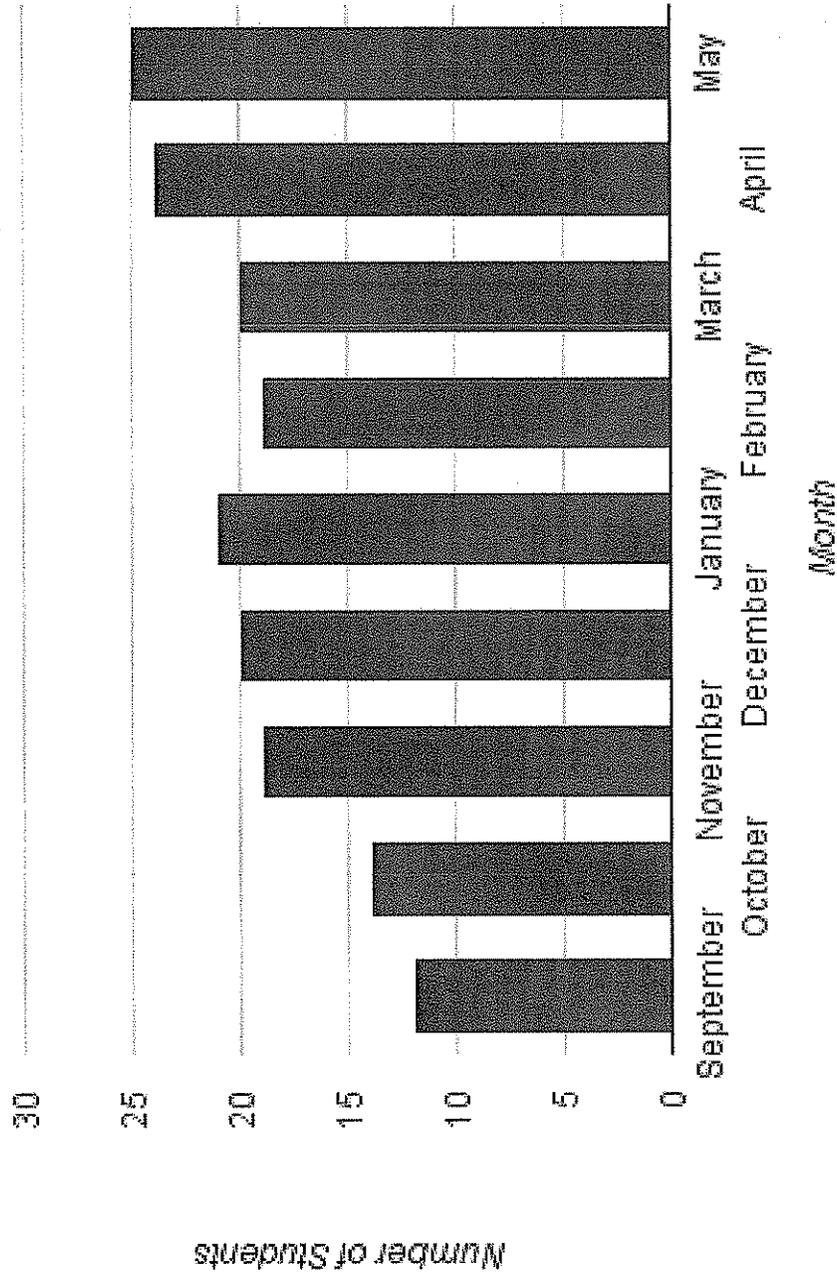
Background:

Included are graphs showing the number of students placed in the Rum River North, South and East Level IV programs during the 2015 – 2016 school year.

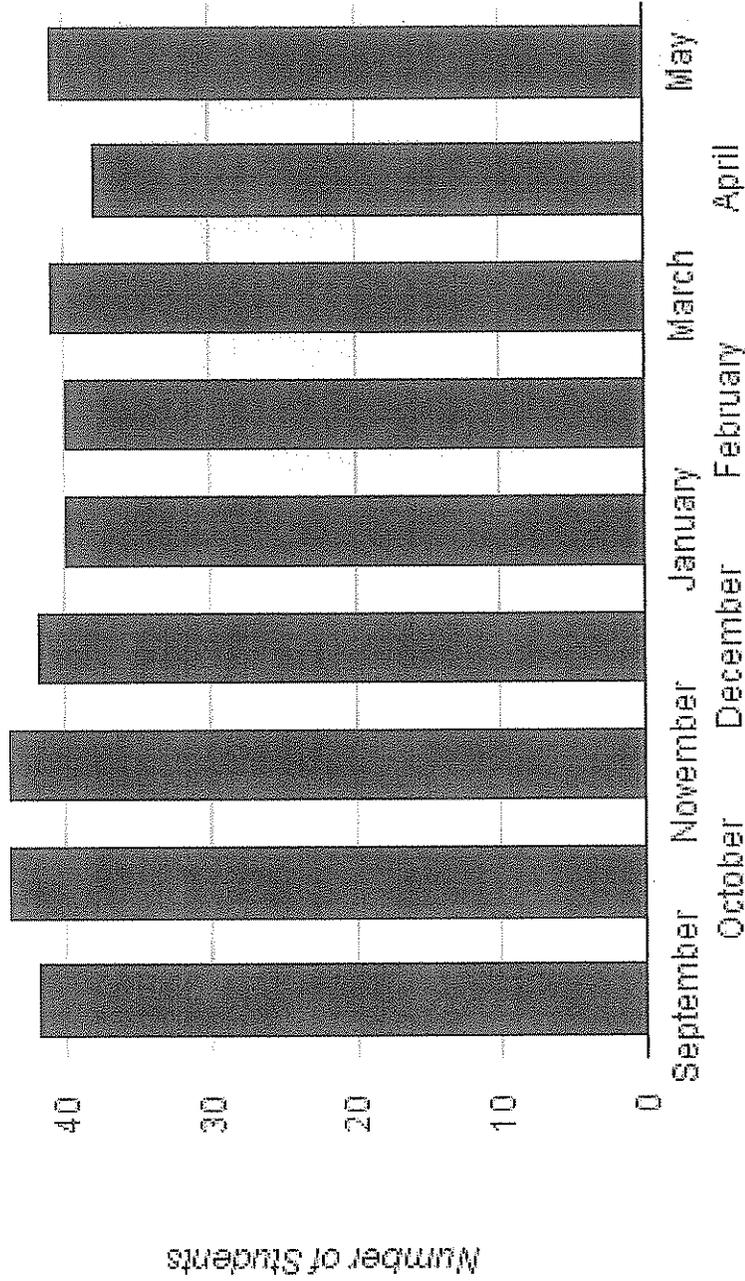
Administration Recommendation:

Board Action is not required

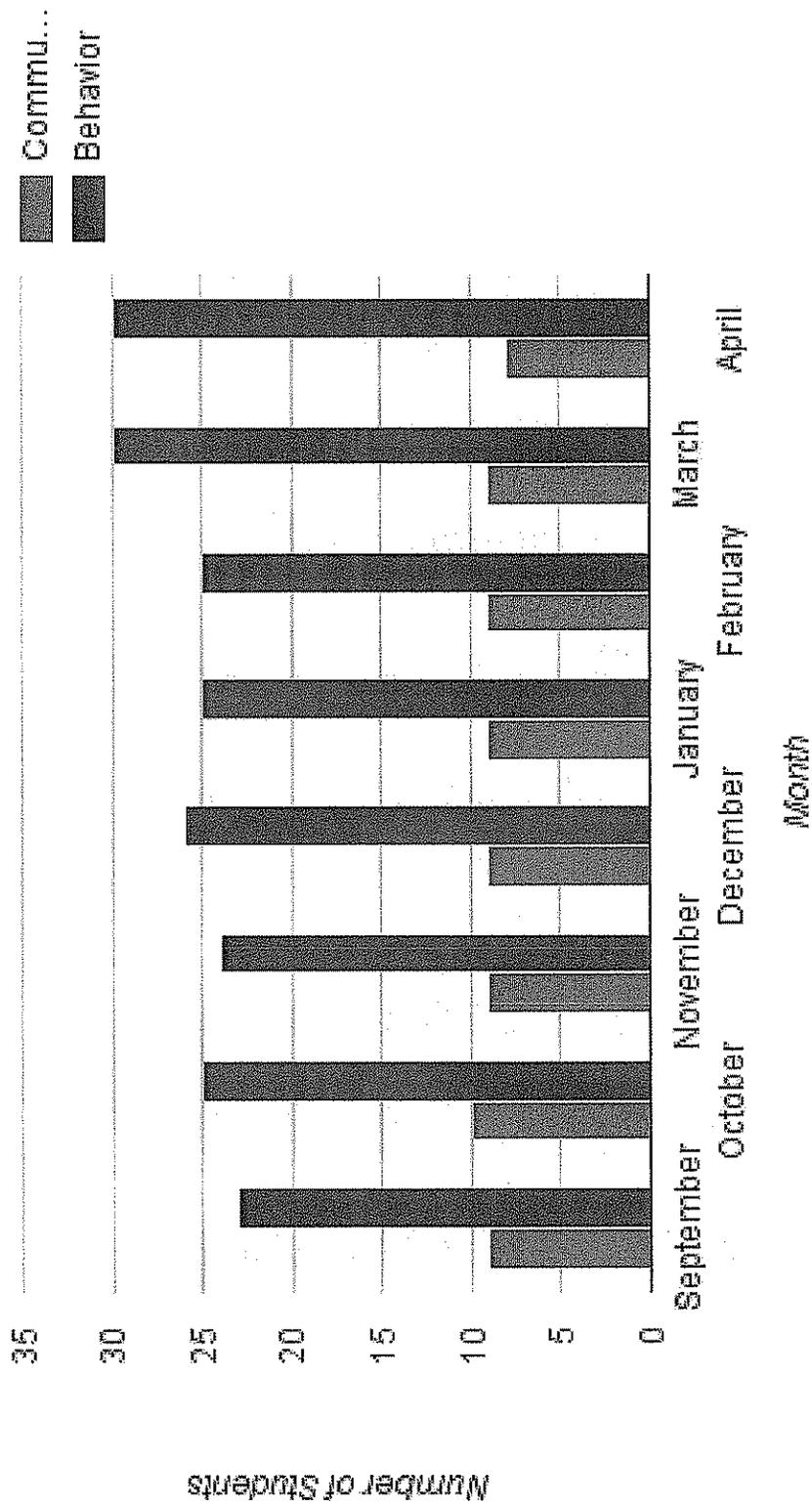
Rum River North Education Program Enrollment for 2015-16 School Year



Rum River East Education Program Enrollment for 2015-16 School Year



Rum River South Education Program Enrollment for 2015-16 School Year





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Proposed Utility Extensions

Date: 3/4/2016

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

MILLE LAC
COUNTY



Agenda Item VII - Discussion Item C: Update on RRN Building Project

Commentary by: Tim Truebenbach Superintendent, Milaca Schools

Background:

Superintendent Truebenbach will update the Governing Board on the Milaca Schools building project that includes space for the Rum River North level IV program. Included is information on the bonding bills (HF2561 and SF2246) for utility extensions to the new building.

Administration Recommendation:

Board Action is not required

BONDING TO SUPPORT UTILITY EXTENSIONS TO SERVE REGIONAL SPECIAL EDUCATION FACILITY, MILACA

House File: HF2561

Senate File: SF2246

Economic benefits:

- Mille Lacs County struggles to create a competitive economic environment. Public utilities extended to this area will make additional commercial development attractive.
- Regionalization. Milaca already provides wastewater treatment service to the City of Bock. The City of Foreston, and the City of Pease both are at capacity in their water and wastewater treatment facilities. Utility extensions in this area gets utilities closer to both of these communities should they desire to connect in the future.

Environmental benefits:

- Provides public utilities to an unserved, but populated area. All wells in this area will be properly abandoned protecting our drinking water.
- Protects the city's Drinking Water IS Management Area. The city's two municipal wells are in this area and limiting the number of wells and individual septic systems in this area help protect the aquifer.
- Regional treatment facilities limit the number of discharge points. Presently there are three wastewater discharges into the Rum River, or West Branch of the Rum River. If regionalization occurs, that would reduce the number of discharge points to one.

Education benefits:

- The proposed building will house the Rum River North program for the Rum River Special Education Cooperative. The Cooperative provides low incidence services to its member districts; including Cambridge/Isanti, Mora, Princeton, Isle, Braham, Ogilvie, and Milaca. These services include School Psychology, Deaf/Hard of Hearing, Blind and Visually Impaired, Autism Consultations, Behavior Analyst, Audiology, Occupational Therapy and Physical Therapy. The cooperative also provides setting IV special education programming for students in grades K-12 with intense social, emotional or behavioral needs.
- Site for IV programs. Placement in the setting IV programs are IEP team decisions after all resources at the regular education school have been exhausted. The programs offer smaller class sizes, a higher student to staff ratio and use proven research based academic and social skills programs for working with students who have emotional behavioral needs. The programs' goal is to help students learn adaptive skills and behaviors to fulfill each student's individual potential in an effort to facilitate the reintegration of the student to his/her home school district.



RRSEC
DISTRICT
6079

Meeting Date:
Wednesday, May 12, 2016

Agenda Item VIII - Action Item B: Rum River Special Education Cooperative Audit

Background:

The annual fiscal audit for the Rum River Special Education Cooperative was completed on December 22, 2015. The Executive Council approved the audit at their February 18, 2016 meeting. RRSEC Account Executive, Tracy Wells, will present a summary of the audited financial statements. Hard copies of the audit will be available at the meeting.

Administration Recommendation:

To approve the FY 2014-2015 Audit Report

Motion to approve the FY 2014-2015 Audit Report was made by: _____.

Seconded by: _____. Action: _____.



RRSEC
DISTRICT
6079

Meeting Date:
Wednesday, May 12, 2016

**Agenda Item VIII - Action Item A: External User Access Recertification System Minnesota
Department of Education**

Background:

The Minnesota Department of Education requires approval from the school board members annually to designate an Identified Official with Authority (IOWA) to approve authorization of local education agency staff so they may access MDE secure websites. The Board is asked to designate Pauline Bangma, Director, as the IOWA for the Rum River Special Education Cooperative.

A motion to designate Pauline Bangma, Director of Special Education, as the Identified Official with Authority to assign job duties and authorize external user access for our LEA was made by _____ . Seconded by _____ .
Motion _____ .



PRINCIPALS

Thomas M. Montague, CPA
Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA

December 22, 2015

To the Board of Directors and Management of
Rum River Special Education Cooperative

OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA, *GOVERNMENT AUDITING STANDARDS*, AND THE U.S. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133

We have audited the financial statements of the governmental activities and major fund of Rum River Special Education Cooperative (the Cooperative) as of and for the year ended June 30, 2015, and the related notes to the financial statements. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously discussed and coordinated in order to obtain sufficient audit evidence and complete an effective audit.

AUDIT OPINION ON THE COOPERATIVE'S FINANCIAL STATEMENTS

We issued an unmodified opinion on the Cooperative's financial statements. After performing our audit tests and procedures, we have concluded that the basic financial statements fairly present the Cooperative's financial position and changes in financial position as of and for the year ended June 30, 2015.

REPORT ON INTERNAL CONTROLS AND COMPLIANCE OVER FINANCIAL REPORTING

We reported no material weaknesses in the Cooperative's internal controls over financial reporting. The results of our testing also disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. It should be understood that internal controls are never perfected, and those controls which protect the Cooperative's funds from such things as fraud and accounting errors need to be continually reviewed by your management and modified as necessary.

REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

We reported that the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the basic financial statements.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.
5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416 • Telephone: 952-545-0424 • Telefax: 952-545-0569 • www.mmkr.com

REPORT ON INTERNAL CONTROL OVER COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

We reported no current year compliance findings or material weaknesses in the Cooperative's internal controls over compliance in our testing of major federal programs.

REPORT ON COMPLIANCE WITH MINNESOTA LAWS AND REGULATIONS

We reported one finding based on our testing of the Cooperative's compliance with Minnesota laws and regulations. One disbursement selected for testing was not paid within forty-five days of the receipt of the goods or services, or receipt of the invoice for goods or services, as required by state statutes.

SIGNIFICANT ACCOUNTING POLICIES

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Cooperative are described in Note 1 of the notes to basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended June 30, 2015.

We noted no transactions entered into by the Cooperative during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

CORRECTED AND UNCORRECTED MISSTATEMENTS

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Where applicable, management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management, when applicable, were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

ACCOUNTING ESTIMATES AND MANAGEMENT JUDGMENTS

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements were:

Special education state aid includes an adjustment related to tuition billings to and from other school districts for special education services which are computed using formulas derived by the Minnesota Department of Education. Because of the timing of the calculations, this adjustment for the current fiscal year is not finalized until after the Cooperative has closed its financial records. The impact of this adjustment on the receivable and revenue recorded for state special education aid is calculated using preliminary information available to the Cooperative.

The depreciation of capital assets involves estimates pertaining to useful lives.

We evaluated the key factors and assumptions used by management to develop the estimates discussed above in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no significant difficulties in dealing with management in performing and completing our audit.

DISAGREEMENTS WITH MANAGEMENT

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter dated December 22, 2015.

MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Cooperative's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

OTHER AUDIT FINDINGS OR ISSUES

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Cooperative's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

OTHER MATTERS

We applied certain limited procedures to Management's Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Schedule of Expenditures of Federal Awards and Uniform Financial Accounting and Reporting Standards Compliance Table accompanying the financial statements, which are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section which accompanies the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

PURPOSE OF THIS REPORT

The purpose of this report is solely to make communications required by *Government Auditing Standards* related to our audit to those charged with governance of the Cooperative, management, and those who have responsibility for the financial reporting process. Accordingly, this report is not suitable for any other purpose.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.
Minneapolis, Minnesota



RRSEC
DISTRICT
6079

Meeting Date:
Wednesday, May 12, 2016

Agenda Item VIII - Action Item C: District #6079 Rum River Special Education Cooperative FY 17 Budget Proposal

Background:

The FY 17 budget was approved by the Executive Council at their April 13, 2016 meeting. Director Bangma will present the FY 17 budget for approval by the Governing Board.

Director's Recommendation:

Director recommends to approve the FY 17 Budget for the Rum River Special Education Cooperative.

A motion to approve the proposed FY 17 Budget for Rum River Special Education Cooperative, was made by: _____ Seconded by: _____
Action: _____

FY 16-17 Budget Summary

RRSEC Projected Revenue

Federal - 419	2,170,495	
Federal - 420	59,407	
Federal - 422	67,116	
Federal - 425	103,297	
District Billings	1,851,191	
Low incidence	70,000	
Misc Billbacks	40,200	
Total RRSEC Revenue	\$ 4,361,707	

Rum River N/S/E Projected Revenue

State Aid/Tuition Billing/State Appeal	4,387,491	
Compensatory	132,321	
Lease Levy	524,018	
Indirect Billing	277,823	
MA Revenue	75,000	
Food Service Reimbursement	7,000	
Total Rum River N/S/E Revenue	\$ 5,403,653	

Total Revenues

\$ 9,765,361

Projected Expenditures

RRSEC	3,532,992	
RRSEC - Member District Fed. Exp.	828,715	
Rum River North	1,125,554	
Rum River South	2,382,878	
Rum River East	1,820,721	

Total Expenditures

\$ 9,690,861

Change in Fund Balance \$ 74,500

Fund Balances

	FY 15-16 Projected Ending Balance	FY 16-17 Projected Revenue	FY 16-17 Projected Expenditures	FY 16-17 Projected Ending Fund Balance
Unassigned/Unrestricted (MA Revenue)	169,123	9,633,040	9,558,540	243,623
Restricted - Basic Skills (Compensatory)	137,395	132,321	132,321	137,395
Total:	306,518	9,765,361	9,690,861	381,018

Budget Increase/Decrease

	Personnel		Supplies/Travel		Overall Budget	
	+/- Amt.	%	+/- Amt.	%	+/- Amt.	%
RRSEC	\$254,747	9.34%	\$11,691	3.30%	\$314,282	7.76%
Rum River South	\$95,212	5.39%	-\$20,771	-4.98%	\$111,298	4.90%
Rum River North	-\$54,060	-5.52%	-\$71	-0.05%	-\$40,293	-3.48%
Rum River East	\$159,926	13.16%	\$6,873	2.00%	\$199,358	12.30%
Total	\$455,825	6.81%	-\$2,278	-0.18%	\$584,646	6.42%

*Overall Increase/Decrease also reflects Member District Federal Expenses and Indirect costs

Rum River Special Ed Cooperative		Annual Salary	FTE	Certified Salary	Non-Certified Salary	Total Benefits	Total	Notes:
RRSEC Database	FY 17 Budget							
Administration/Technology								
01 001 420 000 419 304 F	Bangma, Pauline	118,440	1.00	118,440		35,871	154,311	
01 001 420 000 419 304 F	Cox, Alecia	42,224	1.00		42,224	12,939	55,163	
01 001 420 000 419 304 F	Coop, Michelle	39,456	1.00		39,456	7,274	46,730	
01 001 420 000 419 304 F	Wells, Tracy	63,296	1.00		63,296	13,692	76,988	
01 001 420 000 419 304 F	Eberhardt, Dave	91,506	0.50	45,753		15,245	60,999	
01 001 420 000 419 304	Tacker, Tanya	78,391	1.00	78,391		34,133	0	
01 001 420 000 419 304 F/B	Carson, Monica	91,506	1.00	91,506		36,515	128,022	
01 001 420 000 419 304 F/B	TBH-Princeton Coordinator	56,940	1.00	56,940		30,498	87,439	
01 001 412 000 422 304	Erin Dohrmann-ECSE Coord.	10,000	1.00	10,000		0	10,000	
01 001 420 000 419 304 F	Hoff, Roz	50,285	1.00	50,285		9,520	59,804	
01 001 420 000 419 304 B	Hoskins, Kim	31,863	1.00		31,863	22,992	54,855	Princeton Pays
01 001 420 000 419 304 B	Close, Zach-Tech Integration	43,284	1.00	43,284		27,335	70,619	
01 001 400 000 000 305 B	Insurance-McNear	-	1.00	0		2,817	2,817	
01 001 400 000 000 305 B	Insurance-Ruprecht, Mike		1.00	0		3,069	3,069	
Administration/Technology Salaries/Benefits Total							810,315	
Administration/Technology Travel/Supplies Total							242,267	
Total Administration/Technology							1,053,082	
Autism								
01 001 411 000 419/422 304 F	Uphoff, Rebecca	60,126	1.00	60,126		10,787	70,913	
01 001 411 000 419/422 304 F	Schulte, Lynn	52,899	1.00	52,899		30,064	82,963	
Autism Salaries/Benefits Total							153,876	
Autism Travel/Supplies Total							9,650	
Total Autism							163,526	
Psychology								
01 001 420 703 000 396 S	Wild, Scott	71,102	1.00	71,102		26,626	97,728	5 additional days
01 001 420 703 000 396 S	Bevis, Melissa	71,102	1.00	71,102		19,545	90,647	5 additional days
01 001 420 703 000 396 S	Terhaar, Jennifer	55,565	1.00	55,565		9,414	64,979	5 additional days
01 001 420 703 000 396 S	Haseth, Mark	73,124	1.00	73,124		33,490	106,614	5 additional days
01 001 420 703 000 396 S	Perreault, Kyle	64,977	1.00	64,977		31,610	96,587	5 additional days
01 001 420 703 000 396 S	Oblander, Chad	71,102	1.00	71,102		33,148	104,250	5 additional days
01 001 420 703 000 396 S	Meyer, Danielle	55,298	1.00	55,298		23,948	79,246	5 additional days
01 001 420 703 000 396 S	TBH	75,177	1.00	75,177		33,338	108,515	TBH with signing bonus/5 additional days
01 001 420 703 000 396	TBH	75,177	1.00	75,177		33,338	108,515	TBH with signing bonus/5 additional days
Psychology Salaries/Benefits Total							857,082	
Psychology Travel/Supplies Total							32,150	
Total Psychology							889,232	
Motor/Physically Impaired								
01 001 404 000 000 396 S	Tague-Hamline, Naomi	55,569	1.00	55,569		24,639	80,208	
01 001 404 000 000 396 S	Noring, Cindy	64,269	1.00	64,269		27,068	91,337	
01 001 404 000 000 396 S	Sauer, Lisa	61,402	1.00	61,402		25,582	86,984	
01 001 404 000 000 396 S	Hammill, Sonia	61,402	1.00	61,402		31,004	92,406	
01 001 404 000 000 396 S	Hokanson, Natalie	63,638	1.00	63,638		30,783	94,421	
01 001 404 000 000 396 S	Affeldt, Margaret	71,179	1.00	71,179		32,661	103,840	
01 001 404 000 000 396 S	Groess, Jenny (OHD)	60,126	1.00	60,126		31,038	91,164	
01 001 404 000 000 396 S	Mid State Contract	32,848	1.00	32,848		0	32,848	
Motor Salaries/Benefits Total							673,209	
Motor Travel/Supplies Total							35,720	
Total Motor							708,929	
Hearing								
01 001 405 000 419/422 304 F	Sanljer, Katie	61,402	1.00	61,402		29,624	91,026	
01 001 405 000 419/422 304 F	Haglund, Abby	43,753	1.00	43,753		7,413	51,166	
01 001 400 405 000 304 F	TBH-Audiologist	49,843	1.00	49,843		29,546	79,389	
Hearing Salaries/Benefits Total							221,581	
Hearing Travel/Supplies Total							25,675	
Total Hearing							247,256	
Vision								
01 001 406 000 419/422 304 F	Isabell, Karin	77,014	1.00	77,014		19,946	96,960	15 extra days
01 001 406 000 419/422 304 F	TBH-Vision	81,179	1.00	81,179		33,755	114,934	TBH-Signing Bonus
01 001 406 000 419/422 304 F	Braille Contract	24,050		24,050		0	24,050	
Vision Salaries/Benefits Total							235,945	
Vision Travel/Supplies Total							15,800	
Total Vision							251,745	

Rum River Special Ed Cooperative		Annual Salary	FTE	Certified Salary	Non-Certified Salary	Total Benefits	Total	Notes:	
RRSEC Database	FY 17 Budget								
B-2 Summer Services									
01 001 404 299 000 398 S	Tague-Hamlin, Naomi	1,680		1,680		275	1,955		
01 001 404 299 000 396 S	Norling, Cindy	3,760		3,760		616	4,376		
01 001 404 299 000 396 S	Sauer, Lisa	2,025		2,025		332	2,357		
01 001 404 299 000 396 S	Hammill, Sonia	2,430		2,430		399	2,828		
01 001 404 299 000 398 S	Hokanson, Natalie	2,990		2,990		490	3,480		
01 001 404 299 000 396 S	Affeldt, Margaret	6,344		6,344		1,039	7,383		
01 001 405 299 000 396 S	Santjer, Katie	405		405		66	471		
01 001 405 299 000 396 S	Haglund, Abby	320		320		52	372		
01 001 406 299 000 396 S	Isabell, Karin	520		520		86	606		
B-2 Summer Services Salaries/Benefits Total							23,828		
B-2 Summer Services Travel/Supplies Total							4,000		
Total B-2 Summer Services							27,828		
ESY									
01 001 404 299 000 396 S	Tague-Hamlin, Naomi	660		660		108	768		
01 001 404 299 000 398 S	Norling, Cindy	594		594		97	691		
01 001 404 299 000 396 S	Sauer, Lisa	198		198		32	230		
01 001 404 299 000 396 S	Hammill, Sonia	264		264		43	307		
01 001 404 299 000 396 S	Hokanson, Natalie	99		99		16	115		
01 001 404 299 000 396 S	Affeldt, Margaret	990		990		162	1,152		
01 001 405 299 000 396 S	Santjer, Katie	1,056		1,056		173	1,229		
01 001 405 299 000 396 S	Isabell, Karin	330		330		54	384		
01 001 405 299 000 396 S	Iserman, Blake (Audiology)	1,145		1,145		187	1,332		
ESY Salaries/Benefits Total							6,209		
ESY Travel/Supplies Total							1,000		
Total ESY							7,209		
Total RRSEC Sal/Ben							2,982,546	Increase/Decrease:	% Change:
								\$254,747	9.34%
Total RRSEC Travel/Supplies							366,262	Increase/Decrease:	% Change:
								\$11,691	3.30%
RRSEC Subtotal							3,348,808		
FY 16 Subtotal							3,062,370		
Federal Flow-Through (419) by Member Districts							593,706		
Federal Flow-Through (420) by Member Districts							59,407		
Federal Flow-Through (422) by Member Districts							29,102		
Federal Flow-Through (425) by Member Districts							103,297		
Member Districts Indirect Cost							43,203		
RRSEC Indirect Cost							184,184	indirect Cost increase from 4% to 5.50%	
Total RRSEC FY 17 Budget							4,361,707		
FY 16 Budget							4,047,425	Increase/Decrease:	% Change:
								\$314,282	7.76%

**Rum River Special Education Cooperative
TRAVEL/SUPPLY BUDGET
FY 17 Budget**

RRSEC Database							Administration		
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	Notes:
E	01	001	400	000	000	311	RRSEC Audit	17,000	
E	01	001	400	000	000	311	Legal Counsel	12,000	
E	01	001	400	000	000	311	Contracted Services-Subs	5,000	
E	01	001	400	000	000	311	Cleaning Services	4,700	
E	01	001	400	000	000	311	Misc. Professional Service	600	
E	01	001	400	000	000	331	Utilities-Electricity	5,000	
E	01	001	400	000	000	332	Utilities-Gas	2,500	
E	01	001	400	000	000	340	Insurance-General Liability	1,400	
E	01	001	400	120	000	433	Instruc. Supplies-Bill Back	5,000	
E	01	001	400	120	000	405	Software/Licensing--Bill Back (SPED Forms)	20,000	
E	01	001	420	000	419	320	Telephone/Fiber	6,800	
E	01	001	420	000	419	329	Postage	500	
E	01	001	420	000	419	350	Repairs & Maint	1,000	
E	01	001	420	000	419	366	Travel	17,000	
E	01	001	420	000	419	367	Professional Development	47,586	
E	01	001	420	000	419	303	Transition Day (\$200/District)	1,400	
E	01	001	420	000	419	370	Rental & Leases	57,299	
E	01	001	420	000	419	303	Advertising/Postings	2,000	
E	01	001	420	000	419	401	Office Supplies	11,000	
E	01	001	420	000	419	530	Equipment	3,000	
E	01	001	420	000	419	820	Dues & Memberships	5,132	
Administration Total								225,917	Total Decrease-\$9,829
Technology									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	001	420	000	419	366	Travel	1,000	
E	01	001	420	000	419	367	Professional Devel.	350	
E	01	001	420	000	419	555	Technology Equipment	12,000	
E	01	001	420	000	419	555	Innovation Grant	3,000	
Technology Total								16,350	Total Increase- \$16,350
Autism									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	001	411	000	419	366	Travel	8,700	
E	01	001	411	000	419	367	Professional Devel. & Training Materials	700	
E	01	001	411	000	419	433	Ind. Instructional Supplies	250	
Autism Total								9,650	Total Decrease-\$50
Psychology									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	001	420	703	419	366	Travel	18,000	
E	01	001	420	703	419	367	Professional Devel. & Training Materials	3,150	
E	01	001	420	703	419	433	Instructional Supplies & Testing Materials	11,000	
Psychology Total								32,150	Total Increase- \$6400
Motor									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	001	404	000	419	350	Equipment Repair	250	
E	01	001	404	000	419	366	Travel	23,000	
E	01	001	412	000	422	366	ECSE Travel	7,000	
E	01	001	404	000	419	367	Professional Devel. & Training Materials	2,450	
E	01	001	404	000	419	433	Ind. Instructional Supplies & Testing Materials	3,020	
Motor Total								35,720	Total Decrease- \$210

Rum River Special Education Cooperative TRAVEL/SUPPLY BUDGET FY 17 Budget									
Hearing									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	001	400	120	000	350	Repairs/Maintenance-BILLBACK	1,500	
E	01	001	400	120	000	433	Instructional Supplies-BILLBACK	1,500	
E	01	001	400	120	000	530	Equipment-BILLBACK	5,200	
E	01	001	405	000	419	366	Travel	13,500	
E	01	001	412	000	422	366	ECSE Travel	500	
E	01	001	405	000	419	367	Professional Devel. & Training Materials	875	
E	01	001	405	000	419	433	Ind. Instructional Supplies	1,100	
E	01	001	405	000	419	350	Equipment Repair	500	
E	01	001	405	000	419	530	Equipment	1,000	
Hearing Total								25,675	Total Increase-\$175
Vision									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	001	406	000	419	366	Travel	7,000	
E	01	001	412	000	422	366	ECSE Travel	500	
E	01	001	406	000	419	367	Professional Devel. & Training Materials	700	
E	01	001	406	000	419	433	Ind. Instructional Supplies	600	
E	01	001	400	120	000	350	Repairs/Maintenance-BILLBACK	1,000	
E	01	001	400	120	000	433	Instructional Supplies-BILLBACK	1,000	
E	01	001	400	120	000	530	Equipment-BILLBACK	5,000	
Vision Total								15,800	Total Decrease-\$225
ESY									
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	
E	01	030	420	915	419	366	ESY Travel-ages 3-21	1,000	
E	01	030	412	915	422	366	ESY Travel-ages 0-2	4,000	
ESY Total								5,000	Total Decrease-\$920
RRSEC Total FY 17 Travel/Supply Budget								366,262	

Rum River North		Annual Salary	FTE	Certified Salary	Non-Certified Salary	Total Benefits	Total	Notes	
RRSEC Database	FY 17 Budget								
Administration									
01 010 420 000 740 396	Wuornos, Joanna	91,506	1.00	91,506		16,904	108,410		
01 001 420 000 740 396	Puffer, Jill	34,144	1.00		34,144	5,785	39,929		
Administration Total							148,339		
Specialists									
01 010 408 000 740 396	Social Worker - TBH	39,746	1.00	39,746		26,735	66,481		
01 010 401 000 740 396	Downing, Andrea-Speech	63,638	0.10	6,364		3,138	9,502		
01 010 408 000 740 396	Vorell, Courtney, Reintegration/Behavior	47,479	0.90		42,731	7,240	49,971		
Specialists Total							125,954		
Teachers									
01 010 408 000 740 396	Gorecki, Chuck	61,023	1.00	61,023		17,237	78,260		
01 010 408 000 740 396	Moon, Lana	62,301	1.00	62,301		32,157	94,458		
01 010 408 000 740 396	Spiczka, Michelle	63,638	1.00	63,638		32,383	96,021		
01 010 408 000 740 396	Tolzman, Brad	53,601	1.00	53,601		30,683	84,284		
Teachers Total							353,023		
ABMs									
01 010 408 000 740 396	Natalie Hagle	26,306	1.00		26,306	4,457	30,763	Isle pays	
01 010 408 000 740 396	Kaitlin Dahlberg	24,370	1.00		24,370	9,572	33,942	Milaca pays	
01 010 408 000 740 396	Owen, Julia	26,741	1.00		26,741	4,531	31,272	Milaca pays	
01 010 408 000 740 396	Popins, Nancy	26,306	1.00		26,306	21,734	48,040		
01 010 408 000 740 396	Peterson, Angela	26,306	1.00		26,306	9,900	36,206		
01 010 408 000 740 396	TBH	24,370	1.00		24,370	9,572	33,942		
01 010 408 000 740 396	TBH (based on enrollment)	24,370	1.00		24,370	21,423	45,793	Projected Princeton pay	
ABMs Total							259,959		
Misc.									
01 010 400 000 000 396	Cleaning Contract	7,750		7,750		0	7,750		
01 010 400 000 000 396	Substitutes	6,500		6,500		1,101	7,601		
Misc. Total							15,351		
ESY									
01 010 408 299 740 396	Teacher	2,970		2,970		486	3,456		
01 010 408 299 740 396	Teacher	2,970		2,970		486	3,456		
01 010 408 299 740 396	Teacher	2,970		2,970		486	3,456		
01 010 408 299 740 396	Social Worker	2,970		2,970		477	3,447		
01 010 408 299 740 396	ABM	1,622			1,622	266	1,888		
01 010 408 299 740 396	ABM	1,622			1,622	266	1,888	Milaca pays	
01 010 408 299 740 396	ABM	1,622			1,622	266	1,888	Isle pays	
01 010 408 299 740 396	ABM (based on enrollment)	1,622			1,622	266	1,888	Projected Princeton pay	
01 010 408 299 740 396	ABM	1,622			1,622	266	1,888	Milaca pays	
ESY Total							23,257		
Rum River North Totals Sal/Ben							925,884	Increase/Decrease: (\$54,060)	% Change: -5.52%
Rum River North Travel/Supplies							140,992	Increase/Decrease: (\$71)	% Change: -0.05%
Rum River North Indirect Cost							58,678	Indirect Cost increase from 4% to 5.50%	
Total Rum River North FY 17 Budget							1,125,554		
FY 16 Budget							1,165,847	Increase/Decrease: (40,293)	% Change: -3.46%

RRSEC Database							Rum River North RRN TRAVEL/SUPPLY BUDGET FY 2017 Budget		
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	Notes:
E	01	010	400	000	000	305	Professional Service	11,300	Increase of \$1,500
E	01	010	400	101	000	320	Communication (Erate 40%)	800	Decrease of \$800
E	01	010	400	000	000	340	Insurance-General Liability	1,400	
E	01	010	400	000	000	350	Repairs & Maint	4,000	Decrease of \$200
E	01	010	400	000	000	370	Rent	68,178	Increase \$665
E	01	010	400	000	000	530	Equipment	7,000	Decrease of \$2000
E	01	010	400	000	317	401	Supplies/Materials	8,000	
E	01	010	400	000	317	433	Ind. Instructional Supplies-Compensatory	11,000	Increase of \$3200
E	01	010	400	000	317	556	Tech Equipment-Compensatory	7,464	Decrease of \$1536
E	01	010	400	000	372	305	Consult/Fee for Service (MA)	100	Add of \$100
E	01	010	408	000	740	320	Communication	2,000	Increase of \$1000
E	01	010	408	000	740	329	Postage	500	Decrease of \$1000
E	01	010	408	000	740	366	Travel	5,000	
E	01	010	408	640	740	367	Professional Development	4,750	
E	01	010	408	000	740	401	General Supplies	5,500	Decrease of \$500
E	01	010	400	000	740	556	Tech Equipment Instructional	3,000	Decrease of \$1500
E	01	010	400	000	740	555	Tech Equipment Non Instructional	1,000	Add of \$1000
RRN Total Travel/Supply Budget								140,992	

Rum River South		Annual Salary	FTE	Certified Salary	Non-Certified Salary	Total Benefits	Total	Notes:
RRSEC Database	FY 17 Budget							
Administration								
01 020 420 000 740 396	Miller, Jeannine	91,506	1.00	91,506		37,305	128,811	
01 001 420 000 740 396	Anderson, Viva	36,414	1.00		36,414	19,326	55,740	
Administration Total							184,551	
Specialists								
01 020 408 000 740 396	Pulkarek, Jenna-Social Worker	49,700	1.00	49,700		15,329	65,029	
01 020 408 000 740 396	Ewert, Casey-Behavioral Analyst	44,542	0.70		31,179	19,283	50,463	
01 020 408 000 740 396	Borchardt, Jeff-Behavioral Analyst	60,545	0.70		42,382	8,322	50,703	
01 020 401 000 740 396	Downing, Andrea-Speech	63,638	0.80	50,910		25,507	76,417	
01 020 408 000 740 396	Tischer, Steve-DAPE	61,402	0.13	7,982		3,953	11,935	
01 020 408 000 740 394	Police Liaison - Contracted Service	10,009	1.00	0	10,009	0	10,009	
Specialists Total							264,555	
Teachers								
01 020 408 000 740 396	Carlson, Roxanne	71,179	1.00	71,179		26,639	97,818	
01 020 408 000 740 396	Grovender, Sarah	52,989	1.00	52,989		29,576	82,565	
01 020 408 000 740 396	Imker, Susan	48,432	1.00	48,432		23,385	71,817	
01 020 408 000 740 396	Piche, Michelle	56,744	1.00	56,744		30,215	86,959	
01 020 408 000 740 396	Reier, Mark	59,982	1.00	59,982		31,764	91,746	
01 020 408 000 740 396	Bergstrom-Beam, Christine	52,989	1.00	52,989		16,928	69,917	
01 020 408 000 740 396	Wilking, Jami	41,778	1.00	41,778		8,458	50,236	
01 020 408 000 740 396	O'Brien, Megan	45,563	1.00	45,563		15,218	60,781	
Teachers Total							611,798	
ABMs and IAs								
01 020 408 000 740 396	Anderson, Lynn	26,306	1.00	26,306		4,757	31,063	Cambridge pays
01 020 408 000 740 396	Anderson, Paula	24,370	1.00	24,370		4,129	28,499	
01 020 408 000 740 396	Bosttcher, Stacey	26,306	1.00	26,306		4,457	30,763	Cambridge pays
01 020 408 000 740 396	Burda, Jessica	26,306	1.00	26,306		4,457	30,763	Cambridge pays
01 020 408 000 740 396	Dewey, Jennifer	26,741	1.00	26,741		10,299	37,040	
01 020 408 000 740 396	Friedrichs, Katie	25,535	1.00	25,535		4,326	29,861	
01 020 408 000 740 396	Henrikson, Michale	26,306	1.00	26,306		21,734	48,040	Cambridge pays
01 020 408 000 740 396	Hornung, John	26,306	1.00	26,306		9,900	36,206	Rush City pays
01 020 408 000 740 396	Knighon-Johnson, Jason	26,306	1.00	26,306		4,457	30,763	Mora pays
01 020 408 000 740 396	Janssen, Sue	26,306	1.00	26,306		17,113	43,419	
01 020 408 000 740 396	Lester, Lisa	26,306	1.00	26,306		9,900	36,206	Cambridge pays
01 020 408 000 740 396	Lutterman, Brea	26,306	1.00	26,306		9,900	36,206	Cambridge pays
01 020 408 000 740 396	Nassif, Bob	26,306	1.00	26,306		4,457	30,763	Cambridge pays
01 020 408 000 740 396	Olson, Rachal	24,370	1.00	24,370		4,129	28,499	
01 020 408 000 740 396	Pfutzenrueter, Nikole	26,306	1.00	26,306		9,900	36,206	N. Branch pays
01 020 408 000 740 396	Pierson, Leah	26,306	1.00	26,306		10,225	36,531	Cambridge pays
01 020 408 000 740 396	Reichmann, Wade	25,535	1.00	25,535		9,769	35,304	Braham pays
01 020 408 000 740 396	Sarnsa, Doreen	26,306	1.00	26,306		21,734	48,040	Cambridge pays
01 020 408 000 740 396	Wagner, Eileen	26,306	1.00	26,306		9,900	36,206	Mora pays
01 020 408 000 740 396	Zoerb, Dallas	26,306	1.00	26,306		21,734	48,040	Braham pays
ABMs and IAs Total							718,424	
Misc.								
01 020 400 000 000 396	Midlo, Pat-Cleaning	35,049	0.25		8,762	2,818	11,580	
01 020 400 000 000 396	Substitutes	10,000		10,000		1,694	11,694	Increase of 2500
Misc. Total							23,274	

RRSEC Database							Rum River South TRAVEL/SUPPLY BUDGET FY 2017 Budget			
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	Notes:	
E	01	020	400	000	000	305	Professional Service	6,470		
E	01	020	400	000	000	340	Insurance-General Liability	1,600	Increase of \$200	
E	01	020	400	000	000	350	Repairs & Maint (general)	20,300	Decrease of \$5,000	
E	01	020	408	000	740	350	Repairs & Maint	2,250		
E	01	020	400	000	000	370	Rent	265,000	Increase of \$4,000	
E	01	020	400	000	000	370	Rent-ECMECC	800	Increase of \$200	
E	01	020	400	000	000	530	Equipment	5,000	Decrease of \$5,000	
E	01	020	400	000	740	556	Tech Equipment	7,000		
E	01	020	400	000	000	330	Utilities	3,150	Decrease of \$1,000	
E	01	020	400	000	000	331	Electricity	13,300	Increase of \$1,300	
E	01	020	400	000	000	580	Capital Lease-Principal	0	Decrease of \$12,000	
E	01	020	400	000	000	581	Capital Lease-Interest	0	Decrease of \$7,000	
E	01	020	400	000	317	401	Instr. Supplies-Compensatory	12,000		
E	01	020	400	000	317	433	Ind.Instr. Supplies-Compensatory	20,929	Increase of \$3329	
E	01	020	400	000	317	556	Tech Equipment-Compensatory	20,000		
E	01	020	400	000	372	305	Consult/Fee for Service (MA)	200	Increase of \$200	
E	01	020	408	000	740	320	Communication	1,800		
E	01	020	408	000	740	329	Postage	1,000	Decrease of \$500	
E	01	020	408	000	740	366	Travel	4,000		
E	01	020	408	000	740	367	Professional Development	5,000		
E	01	020	408	000	740	401	Office Supplies	4,500	Decrease of \$1,500	
E	01	020	400	000	000	332	Natural Gas	2,000	Increase of \$2,000	
RRS Total Travel/Supply Budget								396,299		

Rum River East		Annual		Certified	Non-	Total		Notes:
RRSEC Database	FY 17 Budget	Salary	FTE	Salary	Certified	Benefits	Total	
Administration								
01 030 420 000 740 396	Armstrong, Howard	91,506	1.00	91,506		37,385	128,811	
01 030 420 000 740 396	Ling, Valarie	34,144	1.00		34,144	11,553	45,697	
Administration Total							174,508	
Specialists								
01 030 408 000 740 396	Asmussen, Lea, Mental Health Professional	57,866	1.00	57,866		29,805	87,670	
01 030 408 000 740 396	Ewert, Casey-Behavioral Analyst	44,542	0.30		13,363	8,264	21,627	
01 030 408 000 740 396	Borchardt, Jeff-Behavioral Analyst	60,545	0.30		18,164	3,311	21,475	
01 030 408 000 740 396	Vorell, Courtney	47,479	0.10		4,748	804	5,552	
01 030 401 000 740 396	Dowling, Andrea-Speech	63,638	0.10	6,364		3,138	9,502	
01 030 408 000 740 394	Police Liaison- Contracted Service	10,009	1.00		10,009	0	10,009	
Specialists Total							155,835	
Teachers								
01 030 408 000 740 396	Erickson, Scott	61,402	1.00	61,402		31,504	92,906	
01 030 408 000 740 396	Lenzen, Nicole	38,964	1.00	38,964		26,603	65,567	
01 030 408 000 740 396	LaValla, Jesse	42,556	1.00	42,556		14,108	56,664	
01 030 408 000 740 396	Nelson, VandaRae	43,284	1.00	43,284		14,232	57,516	
01 030 408 000 740 396	Semier, Jeremiah	45,399	1.00	45,399		27,693	73,092	
01 030 408 000 740 396	TBH	45,399	1.00	45,399		27,693	73,092	
01 030 408 000 740 396	TBH	45,399	1.00	45,399		27,693	73,092	TBH based on enrollment
Teachers Total							491,929	
ABMs								
01 030 408 000 740 396	Lindstrom, Melissa	26,306	1.00		26,306	9,900	36,206	
01 030 408 000 740 396	Bellin, Jessica	26,306	1.00		26,306	9,900	36,206	
01 030 408 000 740 396	Hunter, Layne	26,306	1.00		26,306	10,125	36,431	
01 030 408 000 740 396	Kingery, Kathryn	26,306	1.00		26,306	9,900	36,206	
01 030 408 000 740 396	Swenson, Danielle	26,306	1.00		26,306	9,900	36,206	
01 030 408 000 740 396	LeAnn Gelfer	26,306	1.00		26,306	9,900	36,206	
01 030 408 000 740 396	Lange, Krysina (student specific)	26,306	1.00		26,306	21,734	48,040	CI
01 030 408 000 740 396	Courryea, Andrea (student specific)	26,306	1.00		26,306	9,900	36,206	CI
01 030 408 000 740 396	Koolmo, Mara (student specific)	26,306	1.00		26,306	9,900	36,206	CI
01 030 408 000 740 396	Sodarstrom, Ashley (student specific)	26,306	1.00		26,306	21,734	48,040	Milaca
01 030 408 000 740 396	TBH (student specific)	26,306	1.00		26,306	21,734	48,040	CI
01 030 408 000 740 396	TBH (student specific)	26,306	1.00		26,306	21,734	48,040	CI
ABMs Total							482,037	
Misc.								
01 030 400 000 000 396	Mido, Pat-Cleaning	35,048	0.25			8,762	2,818	11,580
01 030 400 000 000 396	Substitutes	11,000	1.00	11,000			1,864	12,864
Misc. Total							24,443	
ESY								
01 030 408 299 740 396	Teacher	2,970		2,970		486	3,456	
01 030 408 299 740 396	Teacher	2,970		2,970		486	3,456	
01 030 408 299 740 396	Teacher	2,970		2,970		486	3,456	
01 030 408 299 740 396	Teacher	2,970		2,970		486	3,456	
01 030 408 299 740 396	Teacher	2,970		2,970		486	3,456	
01 030 408 299 740 396	Teacher (based on enrollment)	2,866		2,866		469	3,335	
01 030 408 299 740 396	Teacher (based on enrollment)	2,866		2,866		469	3,335	
01 030 408 299 740 396	ABM	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM (based on enrollment)	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM (based on enrollment)	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM (based on enrollment)	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM (based on enrollment)	1,622			1,622	266	1,888	
01 030 408 299 740 396	ABM (based on enrollment)	1,622			1,622	266	1,888	
ESY Total							46,612	
Rum River East Totals- Sal/Ben							1,375,364	Increase/Decrease: \$159,926 % Change: 13.16%
Rum River East Travel/Supplies							350,438	Increase/Decrease: \$6,873 % Change: 2.00%
Rum River East Indirect Cost							94,919	Indirect Cost increase from 4% to 5.50%
Total Rum River East FY 17 Budget							1,820,721	
FY 16 Budget							1,621,363	Increase/Decrease: \$199,358 % Change: 12.30%

RRSEC Database							Rum River East TRAVEL/SUPPLY BUDGET FY 2017 Budget		
L	FD	ORG	PRO	CRS	FIN	OBJ	OBJECT DESCRIPTION	AMOUNT	Notes:
E	01	030	400	000	000	305	Professional Service	7,470	Increase of \$1000
E	01	030	400	000	000	330	Utilities	9,000	
E	01	030	400	000	000	331	Electricity	12,000	
E	01	030	400	000	000	340	Insurance-General Liability	1,400	
E	01	030	400	000	000	350	Repairs & Maint	18,000	Decrease of \$6755
E	01	030	400	000	000	370	Rent	190,840	
E	01	030	400	000	000	370	Rent-ECMECC	600	
E	01	030	400	000	740	555	Tech Equipment	8,000	Increase of \$1000
E	01	030	400	000	317	433	Ind. Instr. Supplies-Compensatory	42,928	Increase of \$3928
E	01	030	400	000	317	555	Tech Equipment-Compensatory	10,000	
E	01	030	400	000	372	305	Consult/Fee for Service (MA)	200	Increase of \$200
E	01	030	408	000	740	320	Communication	3,500	
E	01	030	408	000	740	329	Postage	1,500	
E	01	030	408	000	740	366	Travel	5,500	
E	01	030	408	000	740	367	Professional Development	9,000	
E	01	030	408	000	740	401	Office Supplies	7,500	Increase of \$500
E	01	030	408	000	740	433	Ind. Instructional Supplies	6,500	Increase of \$1000
E	01	030	400	000	740	530	Equipment	16,500	Increase of \$6000
RRE Total Travel/Supply Budget								350,438	



RRSEC
DISTRICT
6079

Meeting Date:
Wednesday, May 12, 2016

Agenda Item VIII - Action Item D: Annual Approval of the Joint Powers Agreement

Background:

The RRSEC Governing Board and its member districts must annually review and approve the RRSEC Joint Powers Agreement. There are no amendments to the agreement. Director Bangma is requesting approval of the Joint Powers Agreement for 2016.

Administration Recommendation:

A motion to approve the Joint Powers Agreement with no changes was made by _____ . Seconded by _____ .

Motion _____ .

MnDOT Safe Routes to School Bicycle Fleet Resolution

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program assists schools and communities by making it safer for children to walk and bike to school; and

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program solicited applications for bicycle fleets to enable school and communities to implement Safe Routes to School education activities. [organization] was awarded the grant; and

WHEREAS, Princeton Public Schools ISD 477 will teach the Walk! Bike! Fun! curriculum, store and maintain the bikes and share the fleet with other schools and organizations and continue the program for at least five years; and

WHEREAS; No local match funding is required; and

NOW THEREFORE, BE IT RESOLVED, that Princeton Public Schools ISD 477 Board of Directors supports the Safe Routes to School bicycle fleet grant contract.

BE IT FURTHER RESOLVED, that Princeton Public Schools ISD 477 Board of Directors authorizes the Princeton Intermediate School Physical Education teachers to enter into an agreement with the Minnesota Department of Transportation to purchase bicycles, a trailer and supplies funded with the Safe Routes to School program. And teach the Walk! Bike! Fun! curriculum, store and maintain the fleet, and share it with other schools and organizations for a period of at least five years.

BE IT FURTHER RESOLVED, that the Superintendent and Princeton Intermediate School Physical Education teachers are hereby authorized to execute such Agreement and any amendments.

Board Chair

Superintendent

Date

Date

**PRINCETON PUBLIC SCHOOL
ORIGINAL BUDGET 2016-2017
JUNE 2016**

	2017 ESTIMATED REVENUES	2017 ESTIMATED EXPENDITURES
GENERAL FUND (01)	\$ 34,375,815	\$ 37,152,589
FOOD SERVICE (02)	\$ 1,666,700	\$ 1,792,054
COMMUNITY EDUCATION (04)	\$ 1,424,659	\$ 1,537,641
BUILDING FUND (06)	\$ -	\$ 6,000,000
DEBT SERVICE (07)	\$ 3,506,739	\$ 3,682,541
TOTAL ALL FUNDS	\$ 40,973,913	\$ 50,164,825

	2015 FUND BALANCE
GENERAL FUND	\$ 12,551,273
FOOD SERVICE	\$ 383,513
COMMUNITY EDUCATION	\$ 396,361
BUILDING FUND	\$ 26,927,908
DEBT SERVICE	\$ 588,512

**PRINCETON PUBLIC SCHOOLS
GENERAL FUND ORIGINAL BUDGET
JUNE 2016**

	2017 Estimated Revenues	2017 Estimated Expenses	
Gifted & Talented-Restricted	\$ 44,647	\$ 45,304	\$ (657)
LTFM-Restricted	\$ 659,624	\$ 440,000	\$ 219,624
Operating Capital-Restricted	\$ 566,043	\$ 694,000	\$ (127,957)
Staff Development-Restricted	\$ 416,730	\$ 450,268	\$ (33,538)
Qcomp-Assigned	\$ 871,940	\$ 849,503	\$ 22,437
Building Improved-Assigned	\$ 500,000	\$ 2,000,000	\$ (1,500,000)
Program Initiatives-Assigned	\$ 652,605	\$ 872,588	\$ (219,983)
Activity Account-Assigned	\$ 500,000	\$ 500,000	\$ -
Unassigned	\$ 30,164,226	\$ 31,300,926	\$ (1,136,700)
Total	\$ 34,375,815	\$ 37,152,589	
	\$ 34,375,815	\$ 37,152,589	

**2015 Fund
Balance**

Gifted & Talented-Restricted	\$ 39,426
Deferred Maint-Restricted	\$ 57,437
Health & Safety-Restricted	\$ (45,255)
Operating Capital-Restricted	\$ 2,497,971
Staff Development-Restricted	\$ 70,515
Severance-Committed	\$ 699,936
Qcomp-Assigned	\$ 80,869
Technology-Assigned	\$ 115,278
Building Improved-Assigned	\$ 3,600,000
Program Initiatives-Assigned	\$ 700,000
Activity Acct-Assigned	\$ 138,627
Non Spendable	\$ 77,231
Unassigned	\$ 4,519,237
	\$ 12,551,273

Audit report for 2015 was presented at the 1st board meeting in November and the fund balances for the 2014-2015 school year for each category are reflected above.

**PRINCETON PUBLIC SCHOOLS
COMMUNITY EDUCATION FUND BUDGET
JUNE 2016**

		2017 Estimated Revenues	2017 Estimated Expenses	
Community Ed-Restricted		\$ 852,641	\$ 949,970	
Early Childhood-Restricted		\$ 197,777	\$ 208,733	
School Readiness-Restricted		\$ 355,162	\$ 357,804	
Other-Restricted		\$ 19,079	\$ 21,134	
		\$ 1,424,659	\$ 1,537,641	\$ (112,982)

**2015 Fund
Balance**

Community Ed-Restricted	\$ 201,402
Early Childhood-Restricted	\$ 100,621
School Readiness-Restricted	\$ 72,340
Other-Restricted	\$ 20,479
NON-Spendable	\$ 1,519
	\$ 396,361

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.

2017 Original Budget Document Explanation

Gifted and Talented

Revenue Sources

- State Aid

Expenditures

- Coordinator
- Lead Teacher
- Building Coaches
- Instructional Supplies
- Professional Development

Long Term Facility Maintenance

Revenue Sources

- Property Tax Levy
- Previously Health & Safety & Deferred Maint.

Expenditures

- Approved on June 7, 2016 by Board

Operating Capital

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Approved on June 7, 2016 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
- 1 Day Chargeback for District Days

ATPPS (Qcomp)

Revenue Sources

- State Aid
- Property Tax Levy

Expenditures

- Based on Plan that has to be voted on by teacher bargaining unit
- Includes:
 - Individual PLC,
 - Career Ladder
 - Building Goals
 - Training Costs
 - Administrative Costs

Building Improved Assigned

Revenue Sources

- Grant
- Previous revenue set aside for specific purpose

Expenditures

- Early Childhood Grant: Approved January 6, 2015.
- Includes:
 - Playground
 - Transitions & District Office Plan
 - Technology
 - Other Projects upon approval from the board

Program Initiatives Assigned

Revenue Sources

- Previous revenue set aside for specific purpose
- Student Enrollment

Expenditures

- Alternative Student Services approved on April 19, 2016
- One Time Costs for Spanish Immersion
- One Time Costs for Marketing
- Additional Counseling .50 Addition
- One Time Costs for ALC
- Note: We will Receive a Settlement for Oakland for the Dissolution

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 3139 PK-12
- State Formula Increase
- 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
- Budget Adjustments
 - Reduction in Teaching and Learning Supplies
 - Reduction in Building Instructional Supplies
 - HS Business 1.00 Reduction
 - HS English -.42 Reduction
 - HS Physical Education-.33 Reduction
 - HS Science-.58 Reduction
 - HS World Language .16 Reduction
 - HS PASS 1.25 Reduction

- HS Math 1.00 Addition
- HS Social Studies .83 Addition
- District Wide Curriculum Materials-Reduction
- \$15.00 Reduction per student for supplies
- Para-Professional-Media 1.00 Reduction
- Paraprofessional-Special Education 1.5 Reduction
- Physical Education .25 Addition with additional sub costs to provide more Physical Education to Primary
- Benefit Costs
- Speech Language Pathologist Assistant 1.00 Addition
- Gifted and Talented Lead Teacher .75 Addition
- Custodian 1.00 Addition
- Delivery & Grounds .29 Addition
- Staff Containment when Positions Open

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 charged 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 2017

- All Day Everyday Preschool
- Programs are continually added throughout the year

Discontinued Programs 2017

- 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.

Adopted: _____

MSBA/MASA Model Policy 801

Orig. 1995

Revised: _____

Rev. 2006

801 EQUAL ACCESS TO SCHOOL FACILITIES

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.

- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.

- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.

- D. The building principal has responsibility to:
 - 1. Keep a log of application information.
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 - 3. Note the condition of the facilities and equipment before and after use.
 - 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 - 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
[*Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1*, 690 F.3d 996 \(8th Cir. 2012\)](#)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
 MSBA Service Manual, Chapter 13, School Law Bulletin “O” (Equal Access Act)

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

Adopted: _____

MSBA/MASA Model Policy 802

Orig. 1995

Revised: _____

Rev. ~~2008~~ 2012

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$100,000

1. If the value of the equipment or materials is estimated to exceed \$100,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$100,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$100,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control ~~for sale for sale~~ to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district ~~in any 12-month period at any one auction~~. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;
2. the state department of corrections;

3. the board of trustees of Minnesota State Colleges and Universities; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “F” (School District Contract and Bidding Procedures)

Adopted: _____

MSBA/MASA Model Policy 805

Orig. 1996

Revised: _____

Rev. 2014 2015

805 WASTE REDUCTION AND RECYCLING

[Note: The obligations stated in this policy are substantial and are virtually all governed by statute. Accordingly, you will see statutory references throughout the policy. Obviously a school district may choose to add obligations by policy.]

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)

- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, ~~and~~ source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. “Source-separated compostable materials” means materials that:
1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA’s class I or class II, or equivalent, compost standards and where process ~~residues rejects~~ do not exceed 15 percent by weight of the total material delivered to the facility; and

5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32a)

- L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
 1. reusing the product in its original form;
 2. increasing the life span of a product;
 3. reducing material or the toxicity of material used in production or packaging; or
 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
 1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is

located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the PCA; or
3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the

mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c),

(d), or (e).

(Minn. Stat. § 115A.931)

- K. The school district may not place a telephone directory:
1. in solid waste;
 2. in a disposal facility; or
 3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

- L. The school district may not:
1. place major appliances in mixed municipal solid waste; or
 2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)
- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ~~ten~~ 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16C.073, Subd.3(a))
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16C.073, Subd. 3(b))
- C. Whenever practicable, the school district will:
1. purchase uncoated copy paper, office paper, and printing paper unless the

coated paper is made with at least 50 percent postconsumer material;

2. purchase recycled content copy paper with at least ~~ten~~ 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
3. purchase paper which has not been dyed with colors, excluding pastel colors;
4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
- ~~5. use no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;~~
- ~~6~~ 5. use reusable binding materials or staples and bind documents by methods that do not use glue;
- ~~7~~ 6. use soy-based inks;
- ~~8~~ 7. produce reports, publications, and periodicals that are readily recyclable;
- ~~9~~ 8. purchase paper which has been made on a paper machine located in Minnesota; and
- ~~10~~ 9. print documents on both sides of the paper where commonly accepted publishing practices allow; ~~and~~
- ~~11. purchase copier paper that contains at least ten percent post-consumer material by fiber content.~~

(Minn. Stat. § 16C.073, Subd. 2)

- D. ~~After July 1, 1998, t~~The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16C.073, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16C.073, Subd. 3(b))

VI. OTHER

The policy of the school district is to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References:

PRINCETON PUBLIC SCHOOLS

CRISIS MANAGEMENT POLICY

I. PURPOSE

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

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

II. GENERAL INFORMATION

A. The Policy and Plans

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

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

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the

individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Princeton Crisis Management Procedures to assist in the development of building-specific crisis management plans. Finally, All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.
- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants.

Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

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

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.

(Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended).
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his

or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

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

D. Emergency Telephone Numbers

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

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

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

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff,

and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider and alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

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

F. Early School Closure Procedures

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

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

G. Media Procedures

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

H. Behavioral Health Crisis Intervention Procedures

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

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.

2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery

IV. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

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

B. Visitors

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

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

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

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

D. Radiological Emergencies at Nuclear Generating Plants

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

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

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
 Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 Minn. Stat. § 121A.035 (Crisis Management Policy)
 Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 Minn. Stat. § 299F.30 (Fire Drill in School)
 Minn. Stat. § 326B.02, Subd. 6 (Powers)
 Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
 Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
 Minn. Rules Ch. 7511 (Fire Safety)
 20 U.S.C. § 1681, *et seq.* (Title IX)
 20 U.S.C. § 6301, *et seq.* (No Child Left Behind)
 20 U.S.C. § 7912 (Unsafe School Choice Option)
 42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

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

Adopted: May 22, 2007
Revised: July 20, 2010
Revised: June 25, 2013
Revised: January 20, 2015
Revised: May 17, 2016

806-9

Adopted: _____

MSBA/MASA Model Policy 807

Orig. 2012

Revised: _____

Rev. ~~2014~~ 2015

807 HEALTH AND SAFETY POLICY

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. ~~The provisions of this policy substantially reflect statutory requirements.~~ This policy has been approved by the Minnesota Department of Education.

The subdivisions of Minn. Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe

work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools

10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

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

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify

potential hazards and safety concerns.

- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

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

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

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

PRINCETON PUBLIC SCHOOLS**COMMUNITY EDUCATION****I. PURPOSE**

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.
- C. Bylaws of the community education advisory council shall provide the

framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings as stipulated in the by laws.

- D. The council will implement a procedure to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: Policy 902 (Use of School District Facilities and Equipment)

Adopted: July 22, 2008
Revised: October 13, 2009

PRINCETON PUBLIC SCHOOLS

FACILITY USE

Policy

It is the policy of Independent School District 477 to make the use of school facilities available primarily by citizens of the district. The implementation of this policy requires both individual and community cooperation. School facility rules and regulations under this policy apply to all property owned and managed by the school district and are in effect at all times when the school property is not in use for regular educational programs.

Administration

The administration, through the Community Education Department, will develop and execute appropriate guidelines for the use of school facilities.

Scheduling

Community Education processes requests for use of all district facilities before and after the regular school day, as well as weekends and vacations. Individuals or groups interested in using school facilities should make such requests through Community Education, which will determine the availability and appropriate usage of the facilities.

District Facilities are available for use according to the following hours of operation.

Princeton Intermediate	Mon. – Fri.	6am – 10:30 pm		
Princeton Primary	Mon. – Fri.	6am – 10:30 pm		
District Center	Mon. – Fri.	6am – 10:30 pm		
Middle School	Mon. – Fri.	6am – 10:30 pm	Sat. 8am – 4pm	Sun. 12pm – 4pm
High School	Mon. – Fri.	6am – 10:30 pm	Sat. 8am – 4pm	Sun. 12pm – 4pm

Sunday usage would require a Site Supervisor to oversee practice events. Custodial coverage is required for all public performances and games. Sunday rentals are based on an hourly rate only. Usage outside of these hours of operation may be requested and additional staffing charges will be incurred based on needs.

Class 1 (District sanctioned events) will absorb additional costs for events held outside of the building hours of operation.

Classes 2-4 Will absorb additional costs based on needs.

Designated Contract Holidays

Labor Day*

Memorial Day*

Presidents Day*
 Christmas Eve
 Christmas Day
 Thanksgiving Day
 Day-after Thanksgiving*
 New Years Eve*
 New Years Day
 Independence Day
 Good Friday*
 Other Dates - to be determined

***Exceptions:**

District sponsored practice type events must have a designated school employee responsible for supervision of attendees and securing school buildings on the following Designated Contract Holidays:

1. Labor Day
2. Memorial Day
3. Presidents Day
4. Day-After Thanksgiving
5. New Years Eve
6. Good Friday

All events held on these days must follow the requirements outlined below:

1. Practice & Scrimmage type events are allowed.
2. Games or Performances are not allowed.
3. Princeton High School & Middle School are the only buildings available for access on these days.
4. Only events with a valid Facility Use Permit issued by the Community Education are allowed on these days.
5. The holder of the permit is responsible for securing the High School during and at the conclusion of the event.
6. Onsite Supervisors must be trained in securing the building.
7. Any expenses incurred by the district (i.e. alarm fees, damages, staff expenses or other costs) as a result of these events will be billed to the event.
8. Program or events that do not comply with these guidelines will be denied the privilege of further building use on these designated contract holidays.

Any party found to be using district facilities without a facility use permit issued by the Community Education Department will be charged for the time used and may be charged a \$100 fee per instance of unauthorized usage.

Sponsored events or activities are defined as individual programs or activities in which the district or a recognized supporting organization directly and completely coordinates, funds, plans, and operates.

Co-sponsored events or activities are defined as individual programs or activities in which the district or a recognized supporting organization, through a joint arrangement with another

agency, organization or individual, assists in one or more of the following ways: coordinating, funding, planning or operating.

The district reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class I activities. Wednesday evenings are designated as Activity-Free for students in the district. School authorities will schedule and/or plan all District Sponsored E-12 student programs or meetings must conclude before 6:00 p.m. on Wednesday. Certain Community Education sponsored events may take place at this time. Facilities may be rented to groups on Wednesdays after 6:00pm. Should the need to schedule events (i.e. games, performances etc.) at these times be unavoidable, special request must be completed and submitted to the Director of Community Education and Superintendent. If approved, a Facility Use permit will be issued for the event. Only events with a valid Facility Use Permit issued by the Community Education are allowed at these times. Program or events that do not follow these guidelines will be denied the privilege of further building use at these times.

User Group Classifications

The Superintendent, or his/her designee, has the authority to alter the fees for the use of Princeton Public Schools facilities and equipment. However, in no instance will the school district incur additional expenses to accommodate a request for facility use (i.e., direct custodial costs).

To make maximum use of school facilities with minimum conflict, it is necessary to arrange groups on a priority basis. Groups using the facilities are classified as 1 through 4, with Class 1 having highest priority for use when developing the annual master calendar. Thereafter, priority is on a first-come, first-served basis.

The classification of the group or organization is determined by its status and activity. The following classification criteria, listed in priority order, should be followed for the use of all facilities. Examples of users in each classification have been listed.

CLASS 1 - DISTRICT SANCTIONED EVENTS

All directly related school activities and events such as musical events, athletic events, school productions, All-Night Senior Class Party, staff meetings, and community education activities. Any direct personnel, equipment costs or damages may be assessed to the activity. Any student meetings or booster club non-event meetings are also included in class 1. Outside local agencies wishing to use district conference rooms during hours of operations will not incur a charge.

No Rental Cost

CLASS 2 - LOCAL NONPROFIT GROUPS & PUBLIC AGENCIES

Public Agencies, School Booster Organizations major events, youth nonprofit organizations and nonprofit civic and service groups with nonprofit tax status. (Non-Profit Filing Number

issued by the Secretary of State is required.)

Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 30% of established Rental Rate or by alternate agreement for youth activities.

CLASS 3 - RESIDENT INDIVIDUALS AND GROUPS

Individuals, groups or organizations that have headquarters within the boundaries of District 477. Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 60% of established Rental Rate.

CLASS 4 - OUT-OF-DISTRICT GROUPS

Nonresidents whose headquarters are outside the Princeton School District boundaries.

Any direct personnel, equipment costs or damages may be assessed to the activity.

Rate: 100% of established Rental Rate

Application Procedure

1. A person requesting use of district facilities or grounds will obtain a School Facility Use Application from the Community Education Office. Applications are available on the district web page under Community Education/Facility Use Application.
2. Complete Facility Use Application and include a \$15 non-refundable Application Fee payable to District 477. Return it to the Community Education Office either by mail or in person at least 10 working days in advance of the proposed date(s) of usage. District Sanctioned Events need not include Application Fee.
3. Community Education staff will review the form, complete the approval section, and establish costs according to the Facility Use Policy.

Facility Use Application will be reviewed to:

- A. Determine availability and appropriate facility to meet the request (including personnel and equipment, if applicable).
 - B. Determine the requester's classification.
 - C. Determine estimated cost of application.
 - D. Determine method of fee collection.
4. When these criteria have been determined, a confirmation (Facility Use Permit) will be prepared and emailed to applicant and other parties that may be impacted such as the Building Principal, Buildings and Grounds Coordinator, PAC Manager (when PAC is reserved) and Custodian at the facility being used.
 5. External applicants will be informed through Facility Use Permit after the Community Education Office completes approval. Internal applicants receive

booking into requested facility unless conflicts exist. (Permits may not be issued to internal applicants for routine facility use.) Community Education will prepare billings for charges or fees pursuant to this policy.

6. If the request is to be denied, the requester needs to be informed with reason(s).

They may appeal by calling, writing or meeting with the community education director. If the director upholds the decision, the requester can appeal to the superintendent, who will review the request and make a final decision.

7. Facilities calendar is available on the district website under community education for building principal, buildings and grounds coordinator, lead building custodian and general public.
8. Requests for use of school grounds or equipment will utilize the same procedures and applicants will complete a similar form.

Application Fee

A \$15 nonrefundable Application Fee payable to District 477 for all external rental groups or individuals will be submitted along with each use Facility Use Application before an application is processed.

A \$10 non-refundable rescheduling fee is charged for each revision of an existing permit.

Cancellations & No Shows

Changes, additions or cancellations must be made through the Community Education Department at least seven working days in advance of scheduled use to receive a refund. Application fees will not be refunded for any reason. Any direct costs already incurred on the user's behalf must be paid in full.

No-Shows will be responsible for all estimated charges and will be assessed a \$50 No-Show fee. All charges for No-Shows must be paid prior to further use of facilities.

Indemnification and Liability Insurance

1. All organizations (including an individual, informal groups, commercial entities, political subdivisions, and nonprofit entities regardless of legal status) must agree to indemnify and hold harmless the district, its officers and employees against any and all losses, claims, damages or liability to which the organization, its officers, or participants may become subject in connection with the conduct of any activity on the premises by the authorized organization. All organizations must agree to reimburse the district, its officers and employees in connection with defending any actions relating thereto.
2. All commercial and nonprofit organizations that are legally established within the State of Minnesota are required to furnish a yearly certificate confirming liability

insurance in the minimum amounts of \$1,000,000 for bodily injury and \$1,500,000 property damage.

General Rules and Regulations

1. All permits are revocable and are not considered as a lease. The School Board or its authorized agent may reject any applications or cancel any permit. It may be necessary, on occasion, to pre-empt usage for school requirements. Any rejection, revocation, cancellation, or preemption of any application/permit must have the approval of the community education director with notification to the user within 48 hours or sooner, if possible.
2. The district will attempt to provide equity in the use of its facilities after regular school sponsored uses. Generally those organizations of the school will have first priority.
3. A school district employee capable of providing for the security of the school facility and for service to the user must be on duty as "site supervisor" whenever building facilities are being used. The "school district employee" under this policy shall be limited to: custodian, Community Education building staff, and co-curricular supervisors during the time they are supervising students assigned to their co-curricular assignment. Cost for the school district employee and other charges may be billed to the user.
4. Permits are nontransferable and are restricted to the stated hours and intended use of the facility as stated on the Facility Use Permit. The requester is responsible for notifying Community Education when their group wants to make changes to a confirmed permit.
5. Permit holders are responsible for providing competent and adequate supervision for all activities at all times. Children will have adult supervision at all times. Failure to do so may result in a Community Education employee being assigned such supervision responsibilities at the user's expense. A school district employee will supervise the operation of the facilities but not be required to supervise a group or its activities.
6. The use of school district-owned equipment for private purposes either on or off school property is prohibited without predetermined use of district property being included in the facilities use contractual agreement.
7. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with the E -12 school program.
8. All facilities and grounds of the Princeton School District are TOBACCO/E-Cig-FREE. Alcohol and other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated.

9. All local and state ordinances and laws of the police and fire department must be observed.
10. Requester will be responsible for leaving the facilities in the same condition as upon arrival. The requester will be billed for any cleaning, maintenance or repair costs incurred as a result of their use of the facility.
11. The school district is not responsible for lost or stolen items.
12. The school district shall not assume liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on school district property. OSHA standards will apply.
13. Any use of recreational, audio-visual, stage lighting, piano or other music or other school equipment must show item approval on the facility use permit prior to use. Competent equipment operators, approved by the administration, must be available; and any charge will be assessed to the permit holder.
14. The School Board reserves the right to refuse or approve the use of certain school facilities when it determines it would be in the best interest of the community to do so.
15. Any donation or gift solicitation must follow District Policy #706 which requires the submission of the Acceptance of Gifts Form as well as approval by the School Board.

Fees

Community Education will determine the appropriate charges for the use of district facilities based on the following:

1. Classification of the organization or individual requesting use
2. Nature of the activity
3. Size of the facility necessitated by the activity
4. Personnel costs
5. Equipment
6. Fee schedule

Class 1 users will not be charged facility use fees. However, all classes of users may be charged a standard hourly rate for additional costs (equipment, personnel, etc.). Requester will be responsible for leaving the facilities in the same condition as upon arrival. The requester will be billed for any cleaning, maintenance or repair costs incurred as a result of their use of the facility. Facility users will be billed for overtime pay for district employees on designated holidays.

Payment Procedures

Facility Use Application Fee (\$15) is due at the time the application is submitted. This fee is non-refundable any circumstances.

A payment of 50% of the estimated charges is due upon receipt of contract or permit. Facility Use charges of \$20 or less are due in full at this time. Remaining charges will be billed monthly and must be paid within 30 days. A late charge of \$20 will be assessed if the bill is overdue.

Checks are to be made payable to District 477. Failure to pay will result in future permits being denied. If personnel services are necessary, the hours will be verified and the user charged accordingly.

A deposit may be required for any or all groups at the discretion of the Community Education Department.

Supervision

Building custodial personnel or designated site supervisor will supervise the use of facilities. Community Education will inform the facility user and building custodian of the rules and regulations specific to each facility.

The district reserves the right to require police supervision at any event as deemed necessary by the administration or Community Education. The requester will pay for the police supervision.

Overnight Use

Overnight stays by local groups are not encouraged but are permitted by the district. Facilities may be used to house out-of-town visitors for a one-time use under the following conditions:

1. The district will require a district employee or a paid supervisor to be assigned to the building during use.
2. The visiting agency or group will have a roster of all participants available at all times.
3. No heating appliances of any type will be allowed (hot plates, hair dryers) except in those areas so designated (kitchen, restrooms).
4. The requester/supervisor must be present at all times while the activity is in session. This requester/supervisor will be provided at no cost to the district. No one will be admitted to the facility until the requester/supervisor is present. The group will assume liability for any accidents that occur on the facilities during the time school grounds and buildings are in use.

Food, Alcoholic Beverages and Tobacco

Food and beverages are permitted in designated areas only. The use of alcoholic beverages or illegal drugs in any form is prohibited. All district facilities and grounds are tobacco-free/E-Cig free.

Emergency Procedures

The district reserves the right to cancel facility use if required by weather conditions. Local media stations and district website will carry announcements of school closing and, when possible, Community Education will notify the facility user.

Damages and Maintenance

Any person found willfully damaging or defacing property belonging to the district shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender. Criminal charge may be filed against the offender.

If the individual offender is not known, the group/requester is liable for damages and costs. If the group refuses to make payment, it will not be allowed to use district facilities again.

Performing Arts Center (PAC)

The PAC may be used for purposes and activities appropriate to the facility. Groups requesting use of an auditorium will need to list in detail their equipment needs when making a request. School principals or appropriate administrator will verify all requests for PAC use by internal users. No food or beverages allowed in the Performing Arts Center.

Requester is required to check permanent equipment at start of usage to determine any previous damage with PAC Director and designee. Such damage is to be documented on Walk-Through form and shown to the PAC Director and designee. If requestor refuses or fails to complete the walk-through, they will be denied use of the school district facility, as stated on the Walk-Through form. All groups will be held responsible for the cost of replacement of any items damaged, lost or stolen from school district facilities.

Equipment from the PAC such as lights, sound or grand piano may not be taken from the PAC without approval of the PAC Manager or administration. If the grand piano is moved to a location within the high school, it must be moved by no less than two adults and be included in the facility use agreement. Requestor will be charged custodial time and tuning of the piano after it is returned to the PAC stage.

Swimming Pool

Properly certified Lifeguards are required anytime the pool is in use. Community Education will determine proper certification standards for Lifeguards. (Basic standards, current Lifeguard, First Aid & CPR certifications.)

The district will provide certified lifeguards during rentals. In certain long-term relationships the renter may be allowed to provide their own certified lifeguard. Certified personnel must be on duty at all times during the rental. Community Education must grant approval for all Lifeguard personnel and copies of their current Lifeguard, First Aid & CPR certifications must be on file with Community Education.

In-district users are required to have properly certified Lifeguards on duty at all times during pool use. Community Education may assist in providing lifeguards to these users.

Cafeterias - Food Service Guidelines

Use of kitchen facilities and/or equipment before and after the regular school day may be permitted, subject to the following conditions:

1. The Food Service Director will be notified of all functions relating to the use of the kitchen prior to the event. Adequate time must be allowed for appropriate staffing.
2. To maintain a safe and sanitary food production environment, the Minnesota Department of Health recommendations regarding food preparation and storage will be followed.
3. Food and beverages must be served in the cafeteria or other approved lounges or locations within the school buildings.
4. No home baked/cooked foods may be stored, sold, or served in district facilities, except as allowed by Minnesota Statutes, section 157.22.
5. No food may be prepared or warmed outside of licensed food preparation areas.
6. A food service staff member is required when preparing food or using kitchen equipment. Cost of actual hours worked is billed to group requesting kitchen use.
7. The group is responsible for loss of food service inventory when using coolers, milk coolers or freezers for group events.
8. An estimate of fees for personnel and/or use of facilities and equipment will be provided by Community Education prior to the event.
9. Food service personnel may be assigned to supervise the use and clean up of all non production equipment (sinks, warming carts, refrigerator, servicing tables). This employee will be trained and knowledgeable of equipment and sanitation requirements and may remain in the kitchen during the entire event.
10. Dinners and banquets may be catered through the district catering service or by an outside catering service. The Food Service Director must approve any requests for food service.
11. The Food Service Department will collect appropriate fees from the user to pay for food service personnel and equipment supplied for internal users. Community Education will collect appropriate fees from the user to pay for other direct personnel costs for a district function.

If renters choose to serve food without the use of District Food Services, they must hold a food service license or obtain a concession license through the Minnesota Department of Health and a copy of said licenses must be on file in the Princeton Community Education Services office prior to the first date of the event. The obtained license must also be posted by the food stand during the event.

Community Education will collect all fees aside from food service fees for non

district functions (community use).

Classrooms

The public (for purposes and activities appropriate to the facility) may schedule classrooms in elementary and secondary schools for use. Each building will be notified prior to community use to ensure storage of materials. Users will be expected to respect the teacher's and students' equipment, supplies and materials. Users also will be expected to leave the classroom in the same (if not better) condition than they found it.

Equipment

The primary purpose of equipment in a school is education of students by district staff. Requests for equipment may be made with Community Education at the time a facility is reserved. Community Education will include equipment requests on all facility confirmations. Designated personnel will be responsible for the supervision and operation of requested equipment. When a usage cost is involved, the requester will pay the charge. Any loss or damage to district equipment is the full obligation of the requester. Property belonging to the district is not to be removed from the district premises for any reason except when included as part of the facility use agreement.

Media Centers

Media centers may be used for approved use, meetings and quiet study. Materials are to be requested in advance. Materials are not to be removed from the media centers.

Multi-Purpose Rooms and/or Gymnasiums

School gymnasiums and multi-purpose rooms may be used for purposes and activities appropriate to the facility. Gym shoes are required of participants in all active sports and games.

Scheduling Space

Community Education will facilitate all scheduling of gymnasiums and facilities for organized community programs.

Outside Areas

The use of outside areas (football, softball, baseball and soccer fields, tracks, parking lots) will also require completion of the Facility Use Application form.

Organizations using outside areas will be expected to clean up all trash, papers, cups, or anything littering the fields or areas surrounding the fields. Organizations not providing the clean up will be charged for groundskeeper/custodian wages as indicated on the fee schedule.

All outside facilities and grounds of District 477 Schools are TOBACCO-FREE. Alcohol and

other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated.

Community Education may require users to allow a minimum of one-half hour between the end of school activities and the beginning of community user activities, practices and games.

All non district outdoor practices, games and activities may be canceled when it rains to prevent damage to the fields. Community Education may rotate use of fields for aeration, drainage, re-seeding and maintenance. Fields may be fenced off by the Maintenance Department to prevent use. Signs will be posted to prevent trespassing and use.

Revision

The Community Education Director and the School Board Policy Committee will review these administrative guidelines annually. Should revisions be made, the approval of the Superintendent and the Board will be necessary before the changes take effect.

Facility Use Charges

Extra charges for air-conditioning or other special services may be added to these charges.

- Class 1:** No Rental Charge
- Class 2:** 30% of established Rental rate
- Class 3:** 60% of established Rental rate

Facility Types		Hourly Rate
Rates in this section are eligible for class discounts		
Classroom		\$20.00
Cafeteria/HS Commons		\$100.00
Kitchen		\$100.00
Media Center		\$100.00
Hallway		\$20.00
Computer Room		\$200.00
Band Room		\$40.00
Choir Room		\$40.00
Gymnasium (per court)	Intermediate & Primary	\$40.00
Gymnasium (per court)	High School & Middle School	\$60.00
Wrestling Room		\$40.00
Stadium		\$300.00
Track		\$100.00
Swimming Pool	No lifeguards included	\$80.00
Concession Stand		\$20.00
Ballfield		\$20.00
Tennis Court (per court)		\$10.00

Locker Room		\$50.00
Weight Room		\$200.00
Ballfields (tournament use)		\$50.00
PAC- Performance, Tech, Dress Rehearsal Use		\$200.00
PAC- Non-Performance Use		\$100.00

Class 4: 100% of established Rental rate

Additional Fees (Not subject to class discounts)

Lifeguard	\$15 hr., 2-hour minimum
Application Fee	\$15 Non-refundable
Permit Revision Fee	\$10
Building Monitor	\$16/hr., 2-hour minimum
Custodian	\$30/hr., 2-hour minimum
Kitchen Staff	\$25/hr., 2-hour minimum
PAC or Tech Manager	\$30/hr., 2-hour minimum
Additional PAC Tech Student Staff	\$12/hr., 2-hour minimum
Express Application Processing Fee	\$40
(Less than 10 working days prior to event)	
Unapproved Event Fee	\$100
Riser/Platform	\$10/use
Resuscitation Annie	\$35/use
Portable Projection Screen	\$10/use
Overhead or Projector	\$5/use
Piano	\$75/use
Scoreboard	\$5/use

Other Fees

1. Any time custodial services are needed; a custodian will be hired at the assigned rate. If special furniture and/or equipment are used for an activity, an additional custodial charge may also be assessed. The Community Education Director will determine such charge. A damage deposit may also be required.
2. Any time kitchen facilities are used; a facility use charge will be assessed and a kitchen employee assigned to the event will be charged at the assigned rate.
3. Other charges for facilities not identified in this policy will be determined when the request for facility use is made.
4. Additional fees may be charged for services such as police security, ticket takers, field lining (marking), waste removal or additional cleanup.

Cross References:

Princeton Policy 801: Equal Access to School Facilities
Princeton Policy 706: Acceptance of Gifts

Adopted: June 27, 2000
Revised: December 19, 2000
Revised: February 12, 2002
Revised: March 23, 2004
Revised: November 23, 2004
Revised: May 24, 2005
Revised: April 25, 2006
Revised: April 24, 2007
Revised: October 13, 2009
Revised: December 21, 2010
Revised: April 4, 2014
Revised: May 31, 2015
Revised: May 17, 2016

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

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY

- A. The school district administration is responsible for visitor procedures and requirements.
- B. Upon request, it shall be the responsibility of the superintendent to provide coordination that may be needed throughout the process.

IV. VISITOR LIMITATIONS

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the

visit is not in the best interest of students, employees or the school district.

- B. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

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

Adopted August 10, 2010
Reviewed: June 25, 2103
Revised: May 17, 2016

PRINCETON PUBLIC SCHOOLS**DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY
NONSCHOOL PERSONS****I. PURPOSE**

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting, within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.
- C. Friday folders may only be used for communications generated of materials, the school, a school sponsored event or activity, or an activity feeder program.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.
- D. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. “Minor” means any person under the age of eighteen (18).
- F. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- G. “School activities” means any activity sponsored by the school, including but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the Superintendent on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the Superintendent will consider factors including, but not limited to the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline or school activities;
 3. whether the materials can be distributed from the office or other

isolated location so as to minimize disruption of traffic flow in hallways;

4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment or other resources;
 6. whether distribution would require that nonschool persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.
 8. is in direct violation with state & federal statute.
- D. No political campaigning by individuals will be permitted on school property.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place and manner of distribution will be solely within the discretion of the Superintendent, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the Superintendent at least five days in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The Superintendent will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the school board. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal Reference: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)

Cross References: *Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)*
Policy 512 (School Sponsored Student Publications)

Adopted: January 10, 2006
 Revised: October 27, 2009
 Revised: April 5, 2012
 Revised: March 17, 2015
 Reviewed: May 17, 2016

Adopted: _____

MSBA/MASA Model Policy 905

Orig. 1996

Revised: _____

Rev. ~~2003~~ 2015

905 ADVERTISING

[Note: School districts should carefully consider whether they wish to allow advertising in school district facilities or publications. Once advertisements are accepted, First Amendment Rights may limit the school district's ability to reject specific advertisements or to regulate the content of advertisements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained ~~on school district property or~~ within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.

- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.
- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

PRINCETON PUBLIC SCHOOLS**REWARDS****I. PURPOSE**

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property.

II. GENERAL STATEMENT OF POLICY

The school board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property. The school board also believes that the fact that the school board may offer a reward may have a deterrent effect on the commission of such crimes.

III. APPROVAL OF OFFERING OF REWARDS

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

IV. ESTABLISHMENT OF PROCEDURES

The superintendent shall develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

Legal References: Minn. Stat. § 123B.02, Subd. 22 (Reward)

Adopted: February 14, 2006
Reviewed: May 17, 2016

Princeton School District

Data Access Policy for Members of the Public

I. PURPOSE

It is the policy of Independent School District 477 that data access will be provided to the public as stipulated by law.

II. PROCEDURES

A. Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

The Data Practices Act also provides that Princeton Public must keep all government data in a way that makes it easy to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

B. How to Make a Data Request

To look at data or request copies of data that Princeton Public Schools keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document. You may make your written request for data by email, mail, and fax or in person with the data request form.

If you choose not to use the data request form, your written request should include:

- that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

Princeton Public Schools cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you

want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

C. How We Respond to a Data Request

Upon receiving your written request, we will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data is not data for the public, we will notify you writing as soon as reasonably possible and state which specific law says the data are not public.
- Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
- Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD- ROM) upon request if we keep the data in electronic format.
- Copy or scan charges are 25 cents per page. We also expect pre-payment for the copies. There will be a \$5.00 fee for a CD-Rom.
- Reports in electronic email versions/PDF format will be charged \$5.00 per file.

Copy/Scan	25 cents per page
CD Rom	\$5.00
PDF	\$5.00 per request

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of

your request, including cost and response time. In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

D. Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Princeton Public Schools will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge. *Minnesota Statutes, section 13.03, subdivision 2(b), requires us to have this document.*

III. DATA PRACTICES CONTACTS

Princeton Public Schools:

Responsible Authority Superintendent

Name: Dr. Julia Espe
 Address: 706 1st St
 Princeton, MN 55371
 Phone: 763-389-6190
 Fax: 763-389-9142
 Email: julia.espe@isd477.org

Data Practices Designee(s) Superintendent Executive Assistant

Name: Kari Plafcan
 Phone: 763-389-6184
 Fax: 763-389-9142
 Email: kari.plafcan@isd477.org

Adopted: April 1, 2014
 Reviewed: May 17, 2016

Data Request Form – Members of the Public

Date of request: _____

I am requesting access to data in the following way:

(Note: Inspection is free but Princeton Public Schools does charge for copies - 25 cents per page).

Inspection • Copies • Both inspection and copies

The data I am requesting is:

(Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form).

Contact Information

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information, we will not be able to begin processing your request until you contact us.

Princeton Public Schools will respond to your request as soon as reasonably possible.

Early Entrance Policy

I. Purpose:

A student must be five years of age on or before September 1 of any year to be eligible to enroll in kindergarten classes. Princeton Public Schools views this age requirement as developmentally appropriate for a child to function successfully in the kindergarten program.

II. General Statement of Policy

Princeton Public Schools is in compliance with the Minnesota Statutes 2002, 120A.20, subdivision 1, which states that no person shall be admitted to any public school as a kindergarten pupil, unless the pupil is at least five years of age on or before September 1 of the calendar year in which the school year for which the pupil seeks admission commences [or as a 1st grade student unless the pupil is at least six years of age on or before September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten;] except that any school board may establish a process for admission of selected students at an earlier age. The early entrance process and criteria have been established for students that request admission at an earlier age.

Legal Reference: M.S. 120A.20

III. Criteria

To be eligible for early entrance to school the student must meet the criteria in the prioritized list below.

- A. Birthday is prior to October 15 of the year students seeks early entrance.
- B. Competency in academic skills is demonstrated by the student on the school readiness assessments which are conducted by school personnel.
- C. Demonstrated success in a preschool program validated by a letter of recommendation from pre-school teacher/director/child care provider etc.

If Student successfully completes A, B, and C, then they will move onto:

- D. The student must demonstrate social and emotional maturity and be free of any serious adjustment problems, as document by professionally trained staff.
- E. The student must achieve a minimum Full Scale I.Q. score of 130, using an individually administered technically adequate instrument.
- F. Must participate in Slide into Kindergarten program the final week of July or first week of August.

Adopted on: October 21, 2014

RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 477 shall begin on Aug. 2nd, 20 16 and shall close on Aug. 16, 20 16. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00** o'clock p.m. on Aug. 16, 20 16.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

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

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 477 shall begin on Aug. 2nd, 20 16, and shall close at 5:00** o'clock p.m. on Aug. 16, 20 16.

The general election shall be held on Tuesday, November 8, 20 16. At that election, 4 members will be elected to the School Board for terms of four (4) years each.

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

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00** o'clock p.m. on Aug. 16, 20 16.

Dated: June 21, 20 16

BY ORDER OF THE SCHOOL BOARD

/s/

School District Clerk

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

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

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