

Princeton Public Schools - ISD 477  
Tuesday, August 15, 2017 at 7:00 PM  
Regular School Board Meeting  
District Office Board Room located at City Hall (Please use City Hall Entrance)

**Our Mission**

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

**Our Vision**

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

**1. PROCEDURAL ITEMS**

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

**5. REPORTS**

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

**6. APPROVE AGENDA**

**7. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3

**8. CONSENT AGENDA**

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

- a. Personnel 5
- b. Bills 9
- c. Wire Transfers 15
- d. Treasurer's Report 16
- e. Fundraiser 17
- f. Gifts 19
- g. Student Services Handbook 26
- h. Middle School Handbook 110

**9. INFORMATION**

- a. Middle School Update-Presented by Dan Voce and Jona Deavel 139

b. Spanish Immersion Program Update-Presented by Greg Finck	155
c. Website Design Process and Analytics-Presented by Eric Simmons	163
d. First Reading of Policy- #533, and #534	168
<b>10. ACTION</b>	
a. Director of Teaching and Learning-Presented by Sarah Marxhausen <i>I move to accept the Hiring of Jessica Town-Gunderson as the new         Director of Teaching and Learning.</i>	182
b. Board Development Agreement <i>I move to accept the Board Development Agreement as proposed.</i>	183
<b>11. ADDITIONS TO AGENDA</b>	
<b>12. FUTURE MEETING(s) INFORMATION</b>	
Negotiations-August 23-4:30	
Food Service Negotiations-August 24-3:30	
Secondary Open House-August 30-3:00	
Primary Open House-August 31-3:00	
<b>13. MOTION TO CLOSED BOARD MEETING FOR NEGOTIATIONS STRATEGY</b>	
<i>-Pursuant to Minnesota Statutes Section 13D.05, Subdivision 2(b), I     move to close the meeting for negotiations strategies.</i>	
<b>14. OPEN MEETING</b>	
<b>15. ADJOURN</b>	

August 1, 2017

### Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **1st day of August, at 7:00 p.m.** in the District Center Board Room.

Roll Call: Members Present: Howard Vaillancourt, Deb Ulm, Eric Minks, Craig Johnson and Sue VanHooser

Members Absent: Chad Young, Eric Strandberg

Others present: Superintendent Julia Espe, Director of Human Resources Sarah Marxhausen

Student Council Representative: No

Citizen Comments: None

### REPORTS

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

Howard Vaillancourt	Teaching and Learning candidate final interview, Certified Negotiations meeting
Deb Ulm	Agenda Planning, Finance meeting, Teaching and Learning candidate final interview, Certified Negotiations meeting
Eric Minks	Finance meeting

Student Council Report: None

Superintendent Report: Julia Espe discussed that the renovations have started for the tennis courts at both the middle school and the high school. They are on schedule to be finished at the end of the month. Dedication plaques are finished and were installed throughout the buildings. Preparation has started for back to school.

### APPROVE AGENDA

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

### DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Eric Minks seconded by Craig Johnson, **to approve the July 18th Regular Board meeting/Study Sessions as presented.** Motion passed unanimously.

**CONSENT AGENDA**

Motion made by Craig Johnson, seconded by Howard Vaillancourt **to approve the consent agenda as presented.** *Personnel, District Cell Phone Reimbursements, Princeton Event Workers, Native American Indian Liaison Agreement, and Fundraiser.* Motion passed unanimously.

**INFORMATION**

**Possible Future Options: Facilities Discussion-** Julia Espe reviewed the information that was presented at the study session on July 18th. The information included the long range planning and the process that would take place for any possible future needs of the facilities. The next step is to look at more details regarding the swimming pool.

**Outdoor Classroom:** Tom Ostroot, Becky Pollard, Jackie Lenk, and Sue Hix presented to the board on the outdoor classroom. They discussed how the new outdoor classroom might look at the Primary School and Intermediate School, and they discussed the benefits of having a dedicated space for outdoor learning.

**ACTION- None**

**Additions to the agenda:** None

**Future Meetings:**

Negotiations-August 2-4:30

Policy meeting-August 15th- 5:30

**ADJOURN-** Motion to adjourn was made by Eric Minks, seconded by Craig Johnson. Meeting was adjourned at 7:48 p.m.

\_\_\_\_\_  
Chair Deb Ulm

\_\_\_\_\_  
Clerk Eric Minks

Recorder-Kari Plafcan

**08.15.2017**

Last Name	First Name	Status	Building	Job Title	Group	Replacing	Effective Date	Wage
Alickson	Tammy	Resignation	Family Center	SpEd Para	Para	N/A	8.8.27	
Allen	Amy	New Hire	Intermediate School	Dean of Students	PEA	Sadie Snodgrass	2017-2018	\$25,200.00
Baird	Brenda	Extra Duty	Intermediate School	Yearbook	Advisor/Coach	N/A	9.5.17	\$1,177.00
Balsley	Allen	Change in Assignment	High School	from 1.045 to 1.09 Dean of Students	PEA	N/A	9.5.17	no change
Beckers	David	New Hire	Intermediate School	Playground/Lunch Para	Para	Lukas Leciejewski	9.5.17	\$14.24/hr
Borak	Annika	Extra Duty	High School	Head Girls Swim/Dive Coach	Athletics	Sarah Durch	8.17-11.17	\$3,758.00
Cielinski	Stephanie	New Hire	High School	SpEd Teacher	PEA	Brett Triplett	9.5.17	\$40,880.00
Clemons	Sara	Extra Duty	High School	Assistant Cross Country Coach	Athletics	Tom Ostroot	8.17-11.17	\$3,006.00
Donais	Karen	Extra Duty	Primary School	Yearbook (.5)	Advisor/Coach	N/A	9.5.17	\$588.50
Dopp	Crysta	New Hire	Family Center	SACC Lead (Summer Only)		N/A	7.1.17-8.25.17	\$13.21/Hr
Dorr	Kelley	Extra Duty	Intermediate School	BOK program	Advisor/Coach	N/A	9.5.17	\$1,202.00
Gaedy	Max	Resignation	District Center	Custodian	Custodian	N/A	8.2.17	
Gatewood	Jodi	Extra Duty	Middle School	Bus Transfer Supervision		N/A	9.5.17	\$1,227.00
Groebner	Jody	Resignation	High School	SpEd Para	Para	N/A	8.30.17	
Hazelton	Chris	Extra Duty	Primary School	Yearbook (.5)	Advisor/Coach	N/A	9.5.17	\$588.50
Jacobson	Lora	New Hire	Primary School	Long Term Substitute Kindergarten	PEA	Samantha Long	9.5.17	\$37,576.00
Johnson	Erin	Extra Duty	District Wide	REACH Grant (United Way) Coordinator		N/A	2017-2018	\$600.00
Kiloran	Cathy	Extra Duty	Primary School	Math League	Advisor/Coach	N/A	9.5.17	\$1,301.00
Kracker	Matt	Extra Duty	Middle School	Bus Transfer Supervision		N/A	9.5.17	\$1,301.00
Myers	Kim	Extra Duty	Intermediate School	Newspaper	Advisor/Coach	N/A	9.5.17	\$1,669.00
Norton	Cathy	Extra Duty	Intermediate School	Math League	Advisor/Coach	N/A	9.5.17	\$1,301.00
Norton	Cathy	Extra Duty	Intermediate School	Destination Immagination	Advisor/Coach	N/A	9.5.17	\$1,301.00
Ryan	Sarah	Extra Duty	Intermediate School	4th Gr. Vocal Music	Advisor/Coach	N/A	9.5.17	\$868.00
Ryan	Sarah	Extra Duty	Intermediate School	5th Gr. Vocal Music	Advisor/Coach	N/A	9.5.17	\$868.00
Skuzacek	Laura	Extra Duty	Intermediate School	Student Council	Advisor/Coach	N/A	9.5.17	\$785.00
Snyder	Benjamin	Resignation	Middle School	SpEd Para	Para	N/A	8.8.17	
Snyder	Benjamin	New Hire	High School	SpEd Teacher (.5)	PEA	Claudia Seurer	9.5.17	\$19,915.28
Vogel	Kari	Extra Duty	Middle School	Bus Transfer Supervision		N/A	9.5.17	\$1,301.00
Zytkovicz	Josie	Extra Duty	Intermediate School	BOK program	Advisor/Coach	N/A	9.5.17	\$1,202.00

Last Name	First Name	Status	Building	ATPPS Career Ladder Positions	Group	Replacing	Effective Date	Wage
Sandin	Lori	Extra Duty	District Wide	ATPPS Steering Co-Chair	Advisor/Coach	N/A	2017-2018	\$500.00
Lehmann	Katie	Extra Duty	District Wide	Mentor Coordinator	Advisor/Coach	N/A	2017-2018	\$1,000.00
Bell	Larissa	Extra Duty	District Wide	Data Coach Coordinator	Advisor/Coach	N/A	2017-2018	\$1,000.00
Burling	Jodi	Extra Duty	District Wide	Tech Coach coordinator	Advisor/Coach	N/A	2017-2018	\$1,000.00
Joseph	Jade	Extra Duty	District Wide	PLC Coordinator	Advisor/Coach	N/A	2017-2018	\$1,000.00
Borich	John	Extra Duty	District Wide	Teacher Coach Coordinator	Advisor/Coach	N/A	2017-2018	\$1,000.00
Maples	Elaine	Extra Duty	District Wide	ER & D Coordinator	Advisor/Coach	N/A	2017-2018	\$200/per course
Glaser	Tiffany	Extra Duty	Student Services/Family Center	ATPPS Steering	Advisor/Coach	N/A	2017-2018	\$750.00
Sandin	Lori	Extra Duty	Student Services/Family Center	ATPPS Steering	Advisor/Coach	N/A	2017-2018	\$750.00
Ruzek	Janna	Extra Duty	Primary School	ATPPS Steering	Advisor/Coach	N/A	2017-2018	\$750.00

Bahe	Mary	Extra Duty	Primary School	ATPPS Steering	Advisor/Coach	N/A	2017-2018	\$750.00
Ryan	Sarah	Extra Duty	Intermediate School	ATPPS Steering	Advisor/Coach	N/A	2017-2018	\$750.00
Gatewood	Jodi	Extra Duty	Middle School	ATPPS Steering	Advisor/Coach	N/A	2017-2018	\$750.00
Seurer	Mike	Extra Duty	Middle School	ATPPS Steering	Advisor/Coach	N/A	2017-2018	\$750.00
Meidle	Mimi	Extra Duty	Middle School	ATPPS Steering	Advisor/Coach	N/A	2017-2018	\$750.00
Durch	Sarah	Extra Duty	High School	ATPPS Steering	Advisor/Coach	N/A	2017-2018	\$750.00
Sandin	Lori	Extra Duty	Student Services/Family Center	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Olson	JoEllen	Extra Duty	Student Services/Family Center	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Scheffel	Shelley	Extra Duty	Primary School	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Ruzek	Janna	Extra Duty	Primary School	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Busch	Amy	Extra Duty	Primary School	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Ryan	Sarah	Extra Duty	Intermediate School	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Doyle	Denise	Extra Duty	Intermediate School	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Norton	Cathy	Extra Duty	Intermediate School	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Roby	Becky	Extra Duty	Middle School	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Seurer	Mike	Extra Duty	Middle School	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Gatewood	Jodi	Extra Duty	Middle School	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Borich	Brandon	Extra Duty	High School	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Lehmann	Katie	Extra Duty	High School	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Durch	Sarah	Extra Duty	High School	ATPPS Site Team	Advisor/Coach	N/A	2017-2018	\$2,550.00
Lorentz	Terri	Extra Duty	Student Services/Family Center	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Julson	Sarah	Extra Duty	Primary School	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Bahe	Mary	Extra Duty	Primary School	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Busch	Amy	Extra Duty	Primary School	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Pollard	Becky	Extra Duty	Intermediate School	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Harvala	Angela	Extra Duty	Intermediate School	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Pidde	Tracy	Extra Duty	Intermediate School	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Bergstrom	Courtney	Extra Duty	Middle School	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Gatewood	Jodi	Extra Duty	Middle School	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Majerus	Michelle	Extra Duty	Middle School	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Maples	Elaine	Extra Duty	High School	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Levering	Andrea	Extra Duty	High School	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Bell	Larissa	Extra Duty	High School	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Lupkes	Jessica	Extra Duty	High School	Data Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Wooley	Heather	Extra Duty	Student Services/Family Center	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Kraft	Samantha	Extra Duty	Primary School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Porttiin	Annie	Extra Duty	Primary School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Cook	Nicole	Extra Duty	Primary School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Baird	Brenda	Extra Duty	Intermediate School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Ryan	Erin	Extra Duty	Intermediate School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Franson	Erin	Extra Duty	Intermediate School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Anderson	Rachel	Extra Duty	Intermediate School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Arens	Shannon	Extra Duty	Middle School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Clifton	John	Extra Duty	Middle School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Borich	John	Extra Duty	Middle School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00

Majerus	Michelle	Extra Duty	Middle School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Muus	Brittney	Extra Duty	High School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Joseph	Jade	Extra Duty	High School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Walker	Tammie	Extra Duty	High School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Smith	Amy	Extra Duty	High School	Tech Coach	Advisor/Coach	N/A	2017-2018	\$700.00
Lorentz	Terri	Extra Duty	Student Services/Family Center	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Korkemeier-Howard	Amy	Extra Duty	Student Services/Family Center	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
McCullough	Crissy	Extra Duty	Student Services/Family Center	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Sandin	Lori	Extra Duty	Student Services/Family Center	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Hagen	Michelle	Extra Duty	Primary School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Zachman	Melinda	Extra Duty	Primary School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Jorgenson	Ann	Extra Duty	Primary School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Strandberg	Jackie	Extra Duty	Primary School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Linden	Tracie	Extra Duty	Primary School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Johnson	Megan	Extra Duty	Primary School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Bartholomaus	Susan	Extra Duty	Primary School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Ward	Mary	Extra Duty	Primary School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Gadacz	Brianna	Extra Duty	Primary School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Ford	Michelle	Extra Duty	Intermediate School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Lenk	Jackie	Extra Duty	Intermediate School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Voshell	Dee	Extra Duty	Intermediate School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Smith	Carol	Extra Duty	Intermediate School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Skuzacek	Laura	Extra Duty	Intermediate School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Doyle	Denise	Extra Duty	Intermediate School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Kisch	Melissa	Extra Duty	Intermediate School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Baird	Brenda	Extra Duty	Intermediate School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Vrana	Diane	Extra Duty	Intermediate School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Pidde	Tracy	Extra Duty	Intermediate School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Kluempke	Cindy	Extra Duty	Intermediate School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Gatewood	Jodi	Extra Duty	Middle School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Benner	Bobbi	Extra Duty	Middle School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Cloutier	Brett	Extra Duty	Middle School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Seurer	Mike	Extra Duty	Middle School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Roby	Becky	Extra Duty	Middle School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Hallberg	Laura	Extra Duty	Middle School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Miller	Jane	Extra Duty	Middle School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Arens	Shannon	Extra Duty	Middle School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Zimmer	Jesse	Extra Duty	Middle School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Bell	Larissa	Extra Duty	High School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Karasch	Stacie	Extra Duty	High School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Esterberg	Lisa	Extra Duty	High School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Daubner	Nathan	Extra Duty	High School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Jacobs	Erik	Extra Duty	High School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Lupkes	Jessica	Extra Duty	High School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Beck	Sara	Extra Duty	High School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00

Johnstone	Lori	Extra Duty	High School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Maples	Elaine	Extra Duty	High School	PLC Facilitator	Advisor/Coach	N/A	2017-2018	\$700.00
Olson	JoEllen	Extra Duty	Student Services/Family Center	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Grammond	Carrie	Extra Duty	Student Services/Family Center	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Lorentz	Terri	Extra Duty	Student Services/Family Center	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Sandin	Lori	Extra Duty	Student Services/Family Center	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Brovold	Cindy	Extra Duty	Primary School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Ruzek	Janna	Extra Duty	Primary School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Lindell	Michelle	Extra Duty	Primary School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Gadacz	Brianna	Extra Duty	Primary School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Kiloran	Cathy Jo	Extra Duty	Primary School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Swedzinski	Lisa	Extra Duty	Primary School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Bahe	Mary	Extra Duty	Primary School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Ruzek	Chad	Extra Duty	Intermediate School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Ryan	Erin	Extra Duty	Intermediate School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Jensen	Desirae	Extra Duty	Intermediate School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Johnson	Lisa	Extra Duty	Intermediate School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Baird	Brenda	Extra Duty	Intermediate School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Walerius	Nicole	Extra Duty	Intermediate School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Schmatz	Cindy	Extra Duty	Intermediate School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Vogel	Kari	Extra Duty	Middle School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Steinbrecher	Jon	Extra Duty	Middle School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Borich	John	Extra Duty	Middle School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Gatewood	Jodi	Extra Duty	Middle School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Meidl	Mimi	Extra Duty	Middle School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Bergstrom	Courtney	Extra Duty	Middle School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Cloutier	Brett	Extra Duty	Middle School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Murkve	Alex	Extra Duty	High School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Geving	Joyce	Extra Duty	High School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Johnstone	Lori	Extra Duty	High School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Mattick	Thor	Extra Duty	High School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Borich	Brandon	Extra Duty	High School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Beck	Sara	Extra Duty	High School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Joseph	Jade	Extra Duty	High School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00
Storbakken	Leif	Extra Duty	High School	Teacher Coach	Advisor/Coach	N/A	2017-2018	\$2,000.00

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

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$827,291.00
02	Food Service	\$8,827.45
04	Community Service	\$27,639.27
10	Student Activities	\$35,303.69
<b>Report Total</b>		<b>\$899,061.41</b>

**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	72150	166033	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	07/20/2017	17,630.40
			72149	166034	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	07/20/2017	250,850.50
			72151	166035	Check	1	1031	2	ACCU/CUT	Yes	Yes	No	USD	07/20/2017	160.00
			72191	166036	Check	1	7706	3	AMAZON.COM	Yes	Yes	No	USD	07/20/2017	1,785.75
			72153	166037	Check	1	1140	3	AMERICAN RED CROSS	Yes	Yes	No	USD	07/20/2017	140.00
			72192	166038	Check	1	8410	2	BATTERIES PLUS BULBS	Yes	Yes	No	USD	07/20/2017	119.90
			72160	166039	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	Yes	No	USD	07/20/2017	87.50
			72173	166040	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	07/20/2017	1,470.00
			72163	166041	Check	1	14336	1	COLE PAPERS, INC.	Yes	Yes	No	USD	07/20/2017	1,754.50
			72161	166042	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	07/20/2017	31.49
			72162	166043	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	07/20/2017	105.31
			72174	166044	Check	1	2265	4	ECKROTH MUSIC CO.	Yes	Yes	No	USD	07/20/2017	56.00
			72175	166045	Check	1	2955		HANDYMAN'S INC.	Yes	Yes	No	USD	07/20/2017	491.52
			72165	166046	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	Yes	No	USD	07/20/2017	861.77
			72176	166047	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	Yes	No	USD	07/20/2017	900.00
			72152	166048	Check	1	11134		I.S.D. #6079	Yes	Yes	No	USD	07/20/2017	125,964.00
			72170	166049	Check	1	15620	1	IDEAL SERVICE	Yes	Yes	No	USD	07/20/2017	387.50
			72172	166050	Check	1	15642		LARSON ENGINEERING, INC.	Yes	Yes	No	USD	07/20/2017	3,000.00
			72181	166051	Check	1	4331		M.A.S.P.	Yes	No	No	USD	07/20/2017	40.00
			72178	166052	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	07/20/2017	150.00
			72177	166053	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	07/20/2017	15.03
			72179	166054	Check	1	4087		MCDOWALL COMPANY	Yes	Yes	No	USD	07/20/2017	992.00
			72154	166055	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	07/20/2017	225.19
			72180	166056	Check	1	4273		MINNESOTA CLAY CO.	Yes	Yes	No	USD	07/20/2017	461.52
			72182	166057	Check	1	4536		NARDINI FIRE EQUIPMENT CO	Yes	Yes	No	USD	07/20/2017	447.00
			72159	166058	Check	1	13774		NORTH CENTRAL TRANSPORTATION	Yes	Yes	No	USD	07/20/2017	775.00
			72156	166059	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	07/20/2017	29,359.52
			72193	166060	Check	1	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	07/20/2017	3.99
			72183	166061	Check	1	5214	1	QUILL CORPORATION	Yes	Yes	No	USD	07/20/2017	29.37
			72184	166062	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	07/20/2017	9,186.71
			72185	166063	Check	1	5553		SCHOLASTIC INC.	Yes	Yes	No	USD	07/20/2017	2,700.00
			72186	166064	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	Yes	No	USD	07/20/2017	2,174.00
			72155	166065	Check	1	13123		SD PROMOTIONS	Yes	Yes	No	USD	07/20/2017	1,231.80
			72171	166066	Check	1	15641	1	SIGNART CO. INC.	Yes	Yes	No	USD	07/20/2017	988.23
			72168	166067	Check	1	15161		SOUTHSIDE ELECTRIC, INC	Yes	Yes	No	USD	07/20/2017	3,580.00
			72169	166068	Check	1	15502		SPORTSBOARDS	Yes	Yes	No	USD	07/20/2017	1,612.00
			72166	166069	Check	1	14750		SUBURBAN ELEVATOR	Yes	Yes	No	USD	07/20/2017	189.00
			72164	166070	Check	1	14439	1	TAYLOR PUBLISHING CO	Yes	Yes	No	USD	07/20/2017	10,640.84
			72187	166071	Check	1	6079		TEAM SPORTING GOODS INC	Yes	Yes	No	USD	07/20/2017	122.32
			72157	166072	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	Yes	No	USD	07/20/2017	10.00
			72167	166073	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	07/20/2017	190.24

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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	72188	166074	Check	1	6294	3	UNITED STATES TREASURY	Yes	Yes	No	USD	07/20/2017	1,339.62
			72158	166075	Check	1	13685		VELOCITY STREETWEAR	Yes	Yes	No	USD	07/20/2017	333.00
			72189	166076	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	Yes	No	USD	07/20/2017	5,559.69
			72190	166077	Check	1	6537		WHOLESALE TOOL CO INC	Yes	Yes	No	USD	07/20/2017	358.29
			72194	166078	Check	1	13216		LAURICH CARLA	Yes	No	No	USD	07/20/2017	339.68
			72197	166079	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	07/26/2017	7,745.65
			72205	166080	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	07/31/2017	67.14
			72206	166081	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	07/31/2017	119.43
			72207	166082	Check	1	4584	2	NCPERS MINNESOTA	Yes	No	No	USD	07/31/2017	64.00
			72208	166083	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	07/31/2017	96.00
			72209	166084	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	07/31/2017	2.00
			72224	166085	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	07/27/2017	1,270.64
			72218	166086	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	07/27/2017	2,173.93
			72219	166087	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	07/27/2017	25.73
			72220	166088	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	07/27/2017	27.01
			72225	166089	Check	1	9621	2	DISCOVER	Yes	No	No	USD	07/27/2017	29.95
			72210	166090	Check	1	10908	1	G & K SERVICES	Yes	Yes	No	USD	07/27/2017	209.74
			72213	166091	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	07/27/2017	562.53
			72212	166092	Check	1	15390		KAJEET, INC.	Yes	No	No	USD	07/27/2017	6,940.50
			72214	166093	Check	1	3623		KOEHLER & DRAMM INC.	Yes	Yes	No	USD	07/27/2017	123.81
			72215	166094	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	07/27/2017	150.00
			72216	166095	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	07/27/2017	848.00
			72217	166096	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	07/27/2017	848.00
			72223	166097	Check	1	7268	5	M.C.C.A.	Yes	No	No	USD	07/27/2017	100.00
			72211	166098	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	07/27/2017	85.00
			72221	166099	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	07/27/2017	229.89
			72222	166100	Check	1	6889		PRINCETON LIONS	Yes	No	No	USD	07/27/2017	180.00
			72267	166101	Check	1	3392		JANSSEN DENICE	Yes	No	No	USD	07/31/2017	300.00
			72268	166102	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	07/31/2017	76.44
			72276	166103	Check	1	13851		AGILE SPORTS TECHNOLOGIES	Yes	No	No	USD	08/04/2017	4,099.00
			72298	166104	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	08/04/2017	188.98
			72303	166105	Check	1	8410	2	BATTERIES PLUS BULBS	Yes	No	No	USD	08/04/2017	53.90
			72289	166106	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	08/04/2017	5,354.00
			72290	166107	Check	1	1996		CTAM	Yes	No	No	USD	08/04/2017	55.00
			72271	166108	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	08/04/2017	477.73
			72285	166109	Check	1	15683		DOBE DIANNE	Yes	No	No	USD	08/04/2017	65.00
			72292	166110	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	08/04/2017	23.00
			72304	166111	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	08/04/2017	325.61
			72279	166112	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	No	No	USD	08/04/2017	226.40
			72282	166113	Check	1	15680		GEERTGEN MARCELLA	Yes	No	No	USD	08/04/2017	65.00
			72293	166114	Check	1	2853		GRIMES	Yes	No	No	USD	08/04/2017	65.90

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0477	001	72294	166115	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	08/04/2017	1,133.51
		72278	166116	Check	1	14951		HEARTLAND	Yes	No	No	USD	08/04/2017	242.50
		72270	166117	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	08/04/2017	3,721.48
		72283	166118	Check	1	15681		JAROSZ MARLICE	Yes	No	No	USD	08/04/2017	65.00
		72277	166119	Check	1	13871	2	JOHN BAYLOR TEST PREP	Yes	No	No	USD	08/04/2017	7,500.00
		72296	166120	Check	1	4107	2	M.C.T.M.	Yes	No	No	USD	08/04/2017	600.00
		72295	166121	Check	1	4039		MASE	Yes	No	No	USD	08/04/2017	575.00
		72272	166122	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	08/04/2017	239.51
		72291	166123	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	08/04/2017	100.00
		72297	166124	Check	1	4517		MUSIC THEATRE INTERNATIONAL	Yes	No	No	USD	08/04/2017	4,441.25
		72284	166125	Check	1	15682		NAGY RAMONA	Yes	No	No	USD	08/04/2017	65.00
		72281	166126	Check	1	15673		NELSON FLOYD J.	Yes	No	No	USD	08/04/2017	600.00
		72274	166127	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	08/04/2017	41,200.52
		72299	166128	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	08/04/2017	27.00
		72301	166129	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	08/04/2017	86,468.65
		72300	166130	Check	1	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	08/04/2017	1,087.96
		72275	166131	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	08/04/2017	1,665.00
		72286	166132	Check	1	15684		SEANDER CONSTANCE	Yes	No	No	USD	08/04/2017	130.00
		72302	166133	Check	1	5883		ST. CLOUD TIMES	Yes	No	No	USD	08/04/2017	300.03
		72280	166134	Check	1	15654		THOMPSON ANGELA	Yes	No	No	USD	08/04/2017	110.00
		72288	166135	Check	1	15686		THOMPSON LEAH	Yes	No	No	USD	08/04/2017	135.00
		72287	166136	Check	1	15685		VIGEN PAT	Yes	No	No	USD	08/04/2017	65.00
		72273	166137	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	08/04/2017	455.24
		72312	166138	Check	1	1040		ACT PLAN	Yes	No	No	USD	08/15/2017	13,747.50
		72314	166139	Check	1	1072	1	AIM ELECTRONICS INC.	Yes	No	No	USD	08/15/2017	16,020.00
		72355	166140	Check	1	15661		AMBROSE VIDEO	Yes	No	No	USD	08/15/2017	260.99
		72318	166141	Check	1	1140	1	AMERICAN RED CROSS - MINNESOT	Yes	No	No	USD	08/15/2017	27.00
		72320	166142	Check	1	11590	1	APPERSON	Yes	No	No	USD	08/15/2017	651.88
		72323	166143	Check	1	1243	1	ASCD	Yes	No	No	USD	08/15/2017	1,015.48
		72311	166144	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	08/15/2017	564.86
		72327	166145	Check	1	12622		CARTRIDGE WORLD MN, INC.	Yes	No	No	USD	08/15/2017	79.99
		72368	166146	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	08/15/2017	19,461.41
		72347	166147	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	No	USD	08/15/2017	4,800.00
		72334	166148	Check	1	13773		COIL'S FLAGS & FLAGPOLES	Yes	No	No	USD	08/15/2017	317.00
		72340	166149	Check	1	14336	1	COLE PAPERS, INC.	Yes	No	No	USD	08/15/2017	1,871.00
		72317	166150	Check	1	11074	2	COMPUTER EXPLORERS	Yes	No	No	USD	08/15/2017	540.00
		72309	166151	Check	1	10069		DALCO	Yes	No	No	USD	08/15/2017	3,448.18
		72360	166152	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	08/15/2017	112.70
		72333	166153	Check	1	13741		EDMENTUM	Yes	No	No	USD	08/15/2017	6,072.00
		72361	166154	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	08/15/2017	199.62
		72326	166155	Check	1	12619	1	ERIC ARMIN INC	Yes	No	No	USD	08/15/2017	106.94

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		72363	166157	Check	1	2557		FLINN SCIENTIFIC INC.	Yes	No	No	USD	08/15/2017	1,798.52
		72338	166158	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	08/15/2017	119.31
		72364	166159	Check	1	2770	2	GOODIN COMPANY	Yes	No	No	USD	08/15/2017	286.35
		72365	166160	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	08/15/2017	31.05
		72378	166161	Check	1	6645		GRAINGER	Yes	No	No	USD	08/15/2017	992.16
		72337	166162	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	08/15/2017	278.75
		72349	166163	Check	1	15470	1	GREENWOOD CORY	Yes	No	No	USD	08/15/2017	500.00
		72342	166164	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	08/15/2017	1,241.05
		72348	166165	Check	1	15415		INDEPENDENT EMERGENCY SERVIC	Yes	No	No	USD	08/15/2017	43.08
		72380	166166	Check	1	7661	3	INNOVATIVE MODULAR SOLUTIONS	Yes	No	No	USD	08/15/2017	21,603.00
		72315	166167	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	08/15/2017	9,914.77
		72310	166168	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	08/15/2017	416.67
		72325	166169	Check	1	12552		IXL LEARNING	Yes	No	No	USD	08/15/2017	16,050.00
		72366	166170	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	08/15/2017	61.89
		72321	166171	Check	1	11696		JAGUAR EDUCATIONAL	Yes	No	No	USD	08/15/2017	352.88
		72343	166172	Check	1	14797		JOHNSTONE SUPPLY	Yes	No	No	USD	08/15/2017	869.00
		72336	166173	Check	1	13828		JUMPN GYMNASTICS	Yes	No	No	USD	08/15/2017	8,269.60
		72367	166174	Check	1	3701		LAKESHORE	Yes	No	No	USD	08/15/2017	250.59
		72351	166175	Check	1	15642		LARSON ENGINEERING, INC.	Yes	No	No	USD	08/15/2017	4,800.00
		72329	166176	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	08/15/2017	5,974.08
		72313	166177	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	08/15/2017	261.08
		72319	166178	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	08/15/2017	2,246.80
		72369	166179	Check	1	4388		MN STATE HIGH SCHOOL LEAGUE	Yes	No	No	USD	08/15/2017	910.00
		72353	166180	Check	1	15653	1	NAVIANCE, INC.	Yes	No	No	USD	08/15/2017	10,838.86
		72357	166181	Check	1	15675		NEWSELA, INC	Yes	No	No	USD	08/15/2017	7,700.00
		72344	166182	Check	1	14817		NORTH AMERICAN ADVENTURE	Yes	No	No	USD	08/15/2017	124.80
		72350	166183	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	08/15/2017	834.78
		72345	166184	Check	1	15221	1	PEARSON	Yes	No	No	USD	08/15/2017	15,140.58
		72370	166185	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	08/15/2017	252.00
		72371	166186	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	08/15/2017	1,348.54
		72372	166187	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	08/15/2017	675.72
		72330	166188	Check	1	12648		REBYL SPORTS, INC.	Yes	No	No	USD	08/15/2017	297.50
		72354	166189	Check	1	15660		REJUV MEDICAL	Yes	No	No	USD	08/15/2017	2,100.00
		72316	166190	Check	1	10923	1	ROCHESTER 100 INC	Yes	No	No	USD	08/15/2017	925.00
		72332	166191	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	08/15/2017	6,036.08
		72322	166192	Check	1	12091	1	RYDIN DECAL	Yes	No	No	USD	08/15/2017	413.25
		72382	166193	Check	1	9776		SAFEWAY CONSTRUCTION, INC	Yes	No	No	USD	08/15/2017	4,100.00
		72379	166194	Check	1	7135	1	SCHOOL DATEBOOKS INC	Yes	No	No	USD	08/15/2017	5,631.78
		72352	166195	Check	1	15643		SCHOOL MATE	Yes	No	No	USD	08/15/2017	860.00
		72373	166196	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	08/15/2017	1,549.58

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		72383	166198	Check	1	9813		SCIENCE EXPLORERS	Yes	No	No	USD	08/15/2017	552.00
		72328	166199	Check	1	12635	1	SHI INTERNATIONAL CORP.	Yes	No	No	USD	08/15/2017	9,591.40
		72341	166200	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	08/15/2017	20.25
		72374	166202	Check	1	6015		SUPREME SCHOOL SUPPLY CO.	Yes	No	No	USD	08/15/2017	742.97
		72359	166203	Check	1	15687		SYSTEMATIC TECHNOLOGIES LLC	Yes	No	No	USD	08/15/2017	500.00
		72375	166204	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	08/15/2017	1,193.00
		72381	166205	Check	1	8412	1	TREND	Yes	No	No	USD	08/15/2017	50.83
		72346	166206	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	08/15/2017	667.00
		72339	166207	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	08/15/2017	3,034.72
		72356	166208	Check	1	15672		VKIDZ HOLDINGS, INC.	Yes	No	No	USD	08/15/2017	59.95
		72376	166209	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	No	No	USD	08/15/2017	347.56
		72377	166210	Check	1	6505		WEST MUSIC COMPANY	Yes	No	No	USD	08/15/2017	518.00
		72335	166211	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	08/15/2017	115.78
		72324	166212	Check	1	12451		YOUTH ENRICHMENT LEAGUE	Yes	No	No	USD	08/15/2017	588.00
		72391	166213	Check	1	15677		STRAUSS SUSAN	Yes	No	No	USD	08/15/2017	3,500.00
		72392	166214	Check	1	15677		STRAUSS SUSAN	Yes	No	No	USD	08/15/2017	7,000.00
													Bank Total: 001	<b>\$899,061.41</b>
													Report Total:	<b>\$899,061.41</b>

# Princeton Public Schools - ISD #477

## Wire Transfer Report

August 15, 2017

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
7/14/2017	\$ 469,284.47	ACH File Transfer
7/14/2017	\$ 171,578.69	Federal Tax Wire Transfer
7/14/2017	\$ 27,307.17	State Tax Wire Transfer
7/14/2017	\$ 8,947.40	Select Account HSA
7/14/2017	\$ 87,429.10	TRA File Transfer
7/14/2017	\$ 17,542.05	PERA File Transfer
7/14/2017	\$ 241.50	MN Child Support File Transfer
7/14/2017	\$ 35,850.46	TSA File Transfer
7/31/2017	\$ 466,984.02	ACH File Transfer
7/31/2017	\$ 171,522.45	Federal Tax Wire Transfer
7/31/2017	\$ 27,145.43	State Tax Wire Transfer
7/31/2017	\$ 8,947.40	Select Account H S A
7/31/2017	\$ 87,722.38	TRA File Transfer
7/31/2017	\$ 16,680.29	PERA File Transfer
7/31/2017	\$ 241.50	MN Child Support File Transfer
7/31/2017	\$ 34,590.94	TSA File Transfer
8/3/2017	\$ 13,114.08	BMO Harris Bank - (Pcards)
8/2/2017	\$ 10.00	MN Revenue - (Sales tax)
7/6/2017	\$ 1,687.55	SelectAccount
7/13/2017	\$ 1,085.84	SelectAccount
7/20/2017	\$ 1,504.20	SelectAccount
7/20/2017	\$ 212.98	SelectAccount
7/27/2017	\$ 1,375.41	SelectAccount
	\$	
	\$	
<b>TOTAL</b>	<b>\$ 1,651,005.31</b>	

**PRINCETON PUBLIC SCHOOLS  
TREASURER'S REPORT  
MONTHLY CASH FLOW REPORT FOR JULY 2017**

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>MONTHLY RECEIPTS</b>	<b>MONTHLY DISBURSEMENTS</b>	<b>JOURNAL ENTRIES</b>	<b>ENDING BALANCE</b>
<b>01 General</b>	10,965,086.44	943,846.88	2,465,834.24	(808.11)	9,443,099.08
<b>02 Food Service</b>	456,376.93	9,626.34	28,749.41	(25.00)	437,253.86
<b>04 Community Service</b>	453,958.42	76,022.26	155,940.05	0.00	374,040.63
<b>06 Building Fund</b>	267,869.51	73.59	0.00	0.00	267,943.10
<b>07 Debt Service</b>	2,394,707.73	27,393.74	855,405.27	0.00	1,566,696.20
<b>10 Activities</b>	152,037.82	6,491.40	27,650.99	0.00	130,878.23
<b>TOTAL</b>	14,690,036.85	1,063,454.21	3,533,579.96		12,219,911.10

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>246,266.77</b>
<b>MSDLAF+</b>	<b>657,003.89</b>
<b>Investments (Fd01)</b>	<b>11,147,875.03</b>
<b>Investments (Fd06)</b>	<b><u>267,943.10</u></b>
	<b>12,319,088.79</b>
<b>O/S Accts Pay Checks</b>	<b>(38,603.99)</b>
<b>O/S Payroll Checks</b>	<b>(3,753.25)</b>
<b>O/S Wires</b>	<b>(61,540.95)</b>
<b>NSF Checks</b>	<b><u>4,720.50</u></b>
<b>TOTAL</b>	<b>12,219,911.10</b>

# Fundraising Approval Form

511

Date of fundraiser: <u>9-27-17</u>	Projected profit:	Amount earned:		
Group or organization proposing the fundraiser: <u>Princeton Primary</u>		Item(s) being sold: <u>N/A</u>		
Company/organization supplying items to be sold: <u>N/A - Walk-A-Thon</u>				
The money raised will be used for: <u>Field Trips and Student Activities</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>		
		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Yes</td> <td style="width: 50%; border: none;">No</td> </tr> </table>	Yes	No
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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">X</td> <td style="width: 50%;"></td> </tr> </table>	X	
X				
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">N/A</td> <td style="width: 50%;"></td> </tr> </table>	N/A	
N/A				
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product. ( <u>No product being sold</u> )	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">X</td> <td style="width: 50%; text-align: center;">(N/A)</td> </tr> </table>	X	(N/A)
X	(N/A)			
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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">X</td> <td style="width: 50%;"></td> </tr> </table>	X	
X				
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">X</td> <td style="width: 50%;"></td> </tr> </table>	X	
X				
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">X</td> <td style="width: 50%;"></td> </tr> </table>	X	
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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">X</td> <td style="width: 50%;"></td> </tr> </table>	X	
X				
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">X</td> <td style="width: 50%;"></td> </tr> </table>	X	
X				
I have reviewed Policy #511 Fundraising and agree to its provisions: <div style="float: right; text-align: right;"> </div>				
Date: <u>7-26-17</u>		Teacher/Sponsor Signature: <u>Lisa A. Bekius</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. <div style="float: right; text-align: right;"> <u>                    </u> APPROVED      <u>                    </u> NOT APPROVED                     </div>				
Date: <u>7/26/17</u>		Administrator Signature: <u>Greg Fenick</u>		
Date: <u>8.1.17</u>		Superintendent Signature: <u>Julia Espe</u>		
Date:		School Board Chair Signature:		

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>2017-18 school Year</i>		Projected profit: <i>1,800</i>	Amount earned:	
Group or organization proposing the fundraiser: <i>Princeton Track &amp; field</i>			Item(s) being sold: <i>Ads</i>	
Company/organization supplying items to be sold: <i>Fall, Winter, and Spring Sports Calendar of Events - Ads for poster</i>				
The money raised will be used for: <i>Misc equipment/training supplies beyond instructional supplies budget</i>				
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:				
			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.		X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			NA
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			NA
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			NA
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		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.			NA
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date: <i>7/17/17</i>		Teacher/Sponsor Signature: <i>Tom Ostroff</i>		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED				
Date: <i>7/18/17</i>		Administrator Signature: <i>Darin J. Leach</i>		
Date: <i>8.3.17</i>		Superintendent Signature: <i>Julia Espe</i>		
Date:		School Board Chair Signature:		

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: Central Minnesota Manufacturers Association Fund  
(Central Minnesota Community Foundation)

Description of gift: \$1,000 check # 44764

Pre-Condition, Condition, or Limitation on use: \_\_\_\_\_

How this gift specifically relates to the program or school: VEX Robotics

This gift meets all requirements of Policy 706 \_\_\_\_\_

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
Principal or Director

Accepted  Not Accepted Julia Espe Date: 7.12.17  
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

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: Princeton Used Clothing Center

Description of gift: \$500

Pre-Condition, Condition, or Limitation on use:

Use toward student planners

How this gift specifically relates to the program or school: supports the cost of student planners which includes the handbook for all students.

This gift meets all requirements of Policy 706

Accepted  Not Accepted Bart Mueker Staff Name  
Principal or Director Date: 7-10-17

Accepted  Not Accepted Julia Espe  
Superintendent Date: 7.18.17

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: On To College with John Baylor & (Betsy Bahn) (Jim Sheehan)

Description of gift: - 6100.00 off of the total  
for the 2017-2018 John Baylor Prep

Pre-Condition, Condition, or Limitation on use: \_\_\_\_\_  
\_\_\_\_\_

How this gift specifically relates to the program or school: unlimited online access  
to ACT Prep, ACT Fundamentals Prep, Aspire Prep, SAT/PSAT  
Prep Online At home access for students!

This gift meets all requirements of Policy 706 \_\_\_\_\_

Staff Name

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
Principal or Director

Accepted  Not Accepted Julia Espe Date: 8.3.17  
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

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: Dave Wittwer ~~Wittner~~ (Wingnut Tattoo)  
- father of participant

Description of gift: \$ 1,000 - check coming

Pre-Condition, Condition, or Limitation on use:  
Elementary VEX IQ program - sponsorship of tournament on December 9<sup>th</sup>

How this gift specifically relates to the program or school: Allows us to host a Robotics tournament in Princeton

This gift meets all requirements of Policy 706

Accepted  Not Accepted *[Signature]* Brenda Baird  
Principal or Director Staff Name Date: 8/8/17

Accepted  Not Accepted *[Signature]* Julia Espe  
Superintendent Date: 8.10.17

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: America's Farmers Grow Rural Education  
(Monsanto Grant)

Description of gift: \$ 10,000 - check coming

Pre-Condition, Condition, or Limitation on use:

Use for Elementary & Middle School  
VEX Robotics - specific to budget presented  
in grant request

How this gift specifically relates to the program or school: VEX Robotics programs

This gift meets all requirements of Policy 706

Accepted  Not Accepted Brenda Baird  
Principal or Director Staff Name Date: 8/8/17

Accepted  Not Accepted Julia Espe  
Superintendent Date: 8.10.17

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: Great River Energy

Description of gift: \$500.00 - check attached

Pre-Condition, Condition, or Limitation on use:

For VEX IQ Elementary Robotics

How this gift specifically relates to the program or school:

Purchasing of equipment, registration fees, etc.  
for VEX IQ Robotics

This gift meets all requirements of Policy 706

Accepted  Not Accepted *[Signature]* Brenda Baird  
Principal or Director Staff Name Date: 8/8/17

Accepted  Not Accepted *[Signature]* Julia Espe  
Superintendent Date: 8.10.17

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: The Kula Foundation

Q2 Red Robin Donations

Description of gift: 2 Checks, # 68171 \$0.534 To Princeton  
middle Level ALC / # 109775 \$9.65 To Princeton  
middle School TOTAL: \$10.18

Pre-Condition, Condition, or Limitation on use:

Student Activities

# 10-310-298-202-000-099

How this gift specifically relates to the program or school:

We will use the funds for student  
needs in our Student Activity fund.

This gift meets all requirements of Policy 706

Accepted  Not Accepted

[Signature]  
Principal or Director

Date: 7/20/17

Accepted  Not Accepted

[Signature]  
Superintendent

Date: 8/1/17

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: May 14, 2013

# Student Services 2017-18 Handbook

## Summary of Changes

1. Updated logo, colors, and fonts in accordance with District Style Guide.
2. Added Strategic Plan Goals
3. Updated Staff & Board directory
4. Updated Graduation Requirements & added Early Grad paragraph from HS handbook (page 13)
5. Added time limit for incompletes (page 15)
6. Changed “Dropping Courses” to “Schedule Adjustments” and aligned requirements with that of the HS. (page 15)
7. Updated PSEO eligibility requirements to match the HS & current MDE information. (page 16)
8. Updated statutes MN 120A.22 and 260A.02 based on current statute verbiage. (page 23)
9. Added parental permission to “Leaving School” section. (page 25)
10. Added parental participation to “Formal Withdrawal” section. (page 25)
11. Updated policy terminology for policies 413, 514, 418, 501, 502, and 515
12. Added Directory Information Restriction Request to “Forms” section in back of handbook. (page 69)
13. Added section pertaining to District Provided Digital Learning Devices (page 35)
14. Added lunch ordering procedure. (page 37)
15. Updated Health Services procedures to pertain to Student Services building. (page 39)
16. Updated Academy Honesty to match HS (page 44)
17. Revised ALC attendance section to address leaving campus without excuse. (page 46)
18. Added ALC term dates to “Course Credit” section. (page 51)
19. Revised ALC “Illness” & “Injury” section to pertain to Student Services building. (page 52)
20. Revised ALC “Electronic Devices” section (page 53)
21. Removed paragraph from Educational Options “Electronic Devices” section
22. Added MDE homeschool rule to Online Academy “Program Overview” (page 57)
23. Added paragraph addressing FT Online students seeking supplemental enrollment at PHS (page 58)
24. Added paragraph addressing registration process for PHS students into POA (page 59)

25. Updated OA "Device Agreement" section to address distribution and collection of chromebooks. Also updated invoicing timeline. Added Device Agreement to "Forms" section in back of handbook. (page 61 & 70)



**PRINCETON**

**STUDENT SERVICES**

**Student and Family Handbook**

**2017-2018**

## **Princeton Public Schools Mission**

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

## **Vision**

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

## **Strategic Plan Goals**

- Goal 1- Provide personalized instruction for every student.*
- Goal 2- Prepare 21st Century students to be College & Career ready.*
- Goal 3- Implement Innovative Programming.*
- Goal 4- Guarantee creative & relevant digital learning.*
- Goal 5- Communication*



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# WELCOME TO PRINCETON STUDENT SERVICES

---

Dear Students and Parents/Guardians,

Princeton Student Services provides supported learning opportunities through the Princeton Online Academy, Princeton Area Learning Center, Educational Options at Accurate Home Care, and special education services throughout the Princeton School District including the Onward Program.

Courses are aligned with Minnesota K-12 Academic Standards. Students are required to meet state standards as prescribed in the areas of Language Arts, Mathematics, Science, Social Studies, Fine Arts, and Health and Physical Education in order to ensure grade progression and graduation.

This handbook serves as a reference guide for students and parents. Although it does not address all question 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 from the Student Services department.

Student Services reserves the right to modify procedures when the administration determines the changes are in the best interest of the school community. Such changes will be communicated to students, parents, and staff in a timely and appropriate fashion.

We hope you have an enjoyable and productive school year!

Sincerely,

Erin Dohrmann  
Director of Student Services

## School Board

Craig Johnson	Director	763-634-2550	craig.johnson@isd477.org
Eric Minks	Clerk	763-238-1571	eric.minks@isd477.org
Eric Strandberg	Treasurer	763-226-7664	eric.strandberg@isd477.org
Deb Ulm	Chair	763-234-7645	deb.ulm@isd477.org
Howard Vaillancourt	Director	763-389-3627	howard.vaillancourt@isd477.org
Sue VanHooser	Acting Clerk	763-389-5271	sue.vanhooer@isd477.org
Chad Young	Vice Chair	763-389-4217	chad.young@isd477.org

## Staff Directory

To reach the Student Services department, please email [student-services@isd477.org](mailto:student-services@isd477.org).

To reach the Special Education department please email [sped@isd477.org](mailto:sped@isd477.org).

Erin Dohrmann	Director of Student Services	763-389-6191	erin.dohrmann@isd477.org
Kit Girtz	Speech/Language Pathologist-Accurate	763-389-6738	katheryn.girtz@isd477.org
Roy Hanenburg	Special Education Teacher	763-389-6083	roy.hanenburg@isd477.org
Timothy Hasser	Teacher-Accurate Home Care	866-214-3800 x7103	timothy.hasser@isd477.org
Kim Hoskins	Special Education Secretary	763-389-7224	kim.hoskins@isd477.org
Terri Kerwin	Teacher-Princeton Online Academy	763-389-6180	terri.kerwin@isd477.org
Rick Kielty	Teacher-Area Learning Center	763-389-6094	rick.kielty@isd477.org
Gary Loch	Cultural Liaison	763-389-7186	gary.loch@isd477.org
Emily McKinnon	Student Services Secretary	763-389-6719	emily.mckinnon@isd477.org
Steve Milam	Special Education Coordinator	763-389-6730	steve.milam@isd477.org
JoAnn Moats	Developmental Adapted Physical Education Teacher	763-389-6161	joann.moats@isd477.org
Sarah Moffat	Guidance Counselor	7630389-6063	sarah.moffat@isd477.org
Jean Roof	Teacher-Onward Program	763-389-6003	jean.roof@isd477.org

Lori Sandin	Special Education Assessment Specialist	763-389-6194	lori.sandin@isd477.org
Cindy Scott	Speech/Language Pathologist-Onward	763-389-6738	cindy.scott@isd477.org
Christina Vaughn	Teacher-Accurate Home Care	866-214-3800 x7103	christina.vaughn@isd477.org
Nicole Wyganowski	District Nurse	763-389-6195	nichole.wyganowski@isd477.org
TBD	Teacher-Online Academy		

## Emergency School Closing

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

**Radio:** WCCO 830 AM  
WQPM 1300 AM / KLCI 106.1 FM  
KBEK 95.5 FM  
KCLD 104.7 FM / KZPK 98.9 FM / KCML 99.9 FM  
WWJO 98.1 FM / WJON 1240 AM

**Television:** WCCO-4  
KSTP-5 / KSTC-45  
KMSP / FOX-9  
KARE-11

**Websites:** [www.isd477.org](http://www.isd477.org)  
[www.wcco.com](http://www.wcco.com)  
[www.kare11.com](http://www.kare11.com)

# Calendar

## Princeton Public Schools

### 2017-2018 School Calendar

July 2017						
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 2017						
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		

September 2017						
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						

October 2017						
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				

November 2017						
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		

December 2017						
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						

January 2018						
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			

February 2018						
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			

March 2018						
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

April 2018						
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					

May 2018						
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		

June 2018						
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

 School Closed  
 Last Day of Trimester

 Staff Development Day  
 First and Last Day of School

Aug 22-24 New Teacher Workshop  
 Aug 29-31 Staff Development Days  
 Sep 4 Labor Day - No School for Staff/Students  
 Sep 5 First Day of School for Students  
 Oct 19-20 MEA -- No School for Staff/Students  
 Oct 23 Staff Development Day - No School for Students  
 Nov 22 Staff Development Day - No School for Students  
 Nov 23-24 Thanksgiving Break -- No School for Staff/Students  
 Nov 30 Last Day of Trimester 1  
 Dec 1 Staff Development/Grading - No School for Students  
 Dec 22-Jan 1 Winter Break -- No School for Staff/Students

Jan 15 Staff Development Day - No School for Students  
 Feb 19 No School for Staff/Students  
 March 2 Last Day of Trimester 2  
 March 5 Staff Development Day - No School for Students  
 March 6 Staff Development/Grading - No School for Students  
 March 29-Apr 2 Spring Break - No School for Staff/Students  
 May 25 High School Graduation  
 May 28 Memorial Day -- No School for Staff/Students  
 May 31 Last Day of School  
 June 1 Staff Development/Grading - No School for Students

Totals: 171 student days; T1 = 57 days, T2 56 days, T3 58 days

Updated 1/3/17

## Student Enrollment Information and Process

### Enrollment Process:

Students who are currently attending Princeton Public Schools should meet with their school counselor regarding options available through the Department of Student Services. Students who are not residents of Princeton Public Schools should complete the enrollment packet found on the district website and submit it to the Department of Student Services. Specific questions about forms found within the enrollment packet can be answered by calling 763-389-6719.

Acceptance is contingent upon the receipt of the completed enrollment packet from the family and all required documents. The enrollment packet includes:

- Princeton Public Schools Student Enrollment Form
- Handbook Review Form
- Technology & Device Agreement
- School Bus Registration Form
- Application for Educational Benefits
- Pupil Immunization Form
- MDE Statewide Enrollment Options Form (*for students not living in Princeton*)
- Release of Information (*for students attending Educational Options at Accurate Home Care*)

*Additional enrollment procedures can be found within the supplemental section for each Student Services program.*

Upon acceptance of your enrollment and receipt of your enrollment packet, the following steps will occur:

- Your enrollment packet is reviewed by school staff and your academic records are requested from your previous school or district.
- You will meet with a representative of the Department of Student Services staff to design your program and build your schedule.
- Your services will begin within 3-5 business days to ensure food service, transportation, and electronic learning devices (as required) are coordinated for students, and cumulative and immunization records are received and in compliance with district procedures.

Note: As a result of the U.S. Supreme Court Ruling, school personnel may not deny admission to a student during initial enrollment or any other time on basis of undocumented status; or

require parents or students to disclose their immigration status or social security numbers, which may expose undocumented status (458 U.S. 1131{1982}).

## ACADEMICS

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### Instructional Services

Princeton Student Services provides supported learning opportunities including the Princeton Online Academy, Princeton Area Learning Center, and Princeton Education Options available through Accurate Home Care. Special education services are also available at each building within the Princeton district and through the Onward Program.

Student Services provides Minnesota licensed teachers to meet the academic needs of our students during the traditional school day, through extended day and summer options, online, and by appointment. A school counselor is available to assist with appropriate class selection and provide academic counseling to assist students with post-secondary placement and career exploration. Special Education services are available for students who have an Individualized Education Program (IEP).

### Transfer Credits

Official transcripts are required in order to properly transfer credits into your program. Credit acceptance depends on the course content, number of credits, and the current school district and state graduation requirements.

### Graduation Requirements

Upon completion of the enrollment process and at the end of each school year, students will receive a record of credits earned. Students/Parents may also request this record by contacting school counseling staff. This record includes the courses the student has completed and credits earned toward graduation. It is possible that the credit totals may be different than the previous schools attended, as Princeton Student Services courses are based on 1 credit per class/trimester, with a total of 54-68 credits needed for graduation, depending upon graduation year. Students do not lose credits when transferring schools, although credit conversions and graduation requirements do differ between school districts.

To receive a diploma from Princeton Public Schools, each student is required to receive the following credits per category for a total of 54-68 credits (depending on graduation year) in addition to meeting Minnesota state graduation requirements:

	Class of <u>2018</u>	Class of <u>2019</u>	Class of <u>2020</u>	Class of 2021 & beyond
English/Language Arts	8	8	8	9
Mathematics	6	6	6	9
Social Studies	7	7	7	7
Science	6	6	6	7
Health & Physical Education	3	3	3	3
Family & Consumer Sciences	1	1	1	1
Arts	2	2	2	2
Electives	21	24	27	30
<b>Total Credits:</b>	<b>54</b>	<b>57</b>	<b>60</b>	<b>68</b>

## 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.

## State Testing

The Minnesota Comprehensive Assessments (MCA) and the alternate assessment Minnesota Test of Academic Skills (MTAS) are state tests which help districts measure student progress toward achieving the Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment called the MTAS if determined appropriate by the IEP team.

The required MCA tests are:

- Grade 3: Reading, Mathematics
- Grade 4: Reading and Mathematics

Grade 5: Reading, Mathematics and Science  
Grade 6: Reading and Mathematics  
Grade 7: Reading and Mathematics  
Grade 8: Reading, Mathematics and Science  
Grade 10: Reading and Science  
Grade 11: Mathematics

Career & College Readiness:

Grade 10: Pre-ACT  
Grade 11: ACT with Writing

Testing for students attending the Online Academy will occur at the Student Services building for students living in the Princeton area. For students outside the area, mobile testing centers are arranged within a one hour drive for students to take the test(s). Staff will work with families to coordinate these testing dates.

Students enrolled in the ALC or Educational Options will complete tests in their classroom on dates designated on the District testing calendar.

## **Personal Learning Plan**

As part of the registration process for high school students, counseling staff will review students' transcripts and work with student/parents to set future college and career goals. Every student will develop a Personal Learning Plan (PLP) designed to meet their unique individual needs. Program staff will review the plans periodically with each student to make sure it is relevant to their changing needs as they progress through their program. Parents may review the PLP with school staff during a conference or upon request.

## **Course Extensions**

Course extension requests must be completed and received by the school 7 calendar days prior to the end of an academic term. Grades will be reported as Incomplete during the extension period. Course extensions will not exceed two (2) weeks.

## **Incompletes**

A mark of incomplete may be given to students who need additional time to complete coursework. An incomplete grade means that the student has not completed the work for that grading period. A deadline for submitting the required work will be established by the teacher, not to exceed two (2) weeks. 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.

## Schedule Adjustments

All full time students are required to carry a minimum of five credits and are encouraged to carry six credits while they are registered in a Student Services program. Students should make an appointment with their guidance counselor to change their schedule.

No classes may be added after the first five days of each trimester, unless full time enrollment is approved after the start of the trimester. Students carrying six credits a trimester may drop one class without penalty through the first six weeks of each trimester. After this time, classes dropped with earn a grade of “F” and will affect the student’s GPA.

Students under the age of 18 wishing to drop a course must have a parent or legal guardian submit a written request to the school counselor within five of enrollment in the course. A course drop is not official until it has been expressly approved by the school counselor. This written request must include the following:

Student Name  
Parent Name (if the student is 18 or under)  
Reason for request  
The course(s) the student wishes to drop

Once the school counselor has approved the drop of a course(s), parents and students will receive written confirmation that the drop is official. Students must continue to work in all courses until the drop has been confirmed. Students wishing to withdraw from ALL of their classes must following the procedures set forth in the withdrawal procedures.

## Repeating Courses

If a student does not pass a class with a 60% or higher overall grade, the student will have the option of repeating the course. Students who fail a course are responsible for working with their school counselor to be re-enrolled in the course. Students and families are responsible for ensuring that all graduation requirements have been met through successful course completion. If a student does not meet the expected requirements of an elective course, students can choose to repeat the same elective for a better grade or choose a different course.

## **Credit Recovery**

High School students who are behind in credits needed for graduation can request participation in the after school and/or summer credit recovery program. The number of allowable credits earned through credit recovery are based on the program the student is enrolled in at the time of the request:

- ALC-3 Credits per year

- Educational Options-Contact Resident District

- Online-Full-time or supplemental-3 Credits per year

- Onward-Does Not Apply

## **Concern Conference**

Students demonstrating concerns related to attendance or who are unable to meet academic or behavioral expectations will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement. If concerns continue, the student may be referred to the Student Support Team for a possible special education evaluation.

## **Post-Secondary Enrollment Option (PSEO)**

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their

school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.

### **How to Enroll in PSEO**

Interested and eligible 11th- and 12th-grade students should contact the postsecondary institution to find out their eligibility requirements, which courses are offered and what the application process is at that institution. Access the list of Participating Postsecondary Institutions 2016-2017 for a list of schools and their contact information. Interested and eligible public 10th-grade students should contact the postsecondary institution to find out which Career and Technical (CTE) courses are offered and what the application process is at that institution.

To assist the district in planning, students are required to inform their district of their intent to enroll in PSEO courses during the following school year by May 30. Students should seek guidance from their high school counselor to determine if PSEO is the right fit for them and their academic plan. Interested students must complete the Postsecondary Enrollment Options Program Registration Form 2016-17.

### **PSEO State-Approved Early/Middle College Programs**

PSEO State- Approved Early/Middle College Programs allow eligible students to earn a high school diploma while also earning postsecondary credits or conferring a degree or credential including a certificate, diploma or an associate's degree. Students are considered eligible if they are enrolled in a core school day State-Approved Alternative Program (SAAP) under the graduation incentives program as defined by MDE. Access a list of currently approved PSEO State-Approved Early/Middle College Programs in Minnesota.

### **PSEO for 10th Graders to take Career and Technical Education (CTE) courses**

Legislation allows eligible 10th-grade students to enroll initially in one Career and Technical Education (CTE) course through PSEO. If the student earns a "C" or higher grade in this first course, she/he is eligible to take additional CTE courses while in 10th grade. In order to be eligible, a 10th-grade student must have met the proficiency level of "meets or exceeds" on the 8th-grade MCA reading test. If the student did not take the MCA, another reading assessment accepted by the enrolling postsecondary institution can be substituted.

## **Commencement**

Any student wishing to participate in graduation ceremonies must complete all graduation requirements prior to commencement, in accordance with timeline established by the program administrator. All school property (books, equipment, Chromebooks, 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.

Students attending the ALC who are not residents of Princeton will be invited to participate in the graduation ceremony if they have requested a diploma from Princeton Public Schools.

Students attending Educational Options who are not residents of Princeton will need to work with their resident district to access details related to the commencement requirements of their home district.

Students attending the Online Academy as full time students will be invited to participate in the graduation ceremonies. Supplemental students who are not also enrolled in Princeton High School will need to work with their resident district or home school program to access details related to their commencement requirements.

Students enrolled in the Onward program typically participate in the commencement ceremony at the conclusion of their senior year. A diploma is issued when the student exits the Onward program.

Students enrolled at Princeton High School with supplemental online courses are eligible for consideration as part of Princeton High School class rank.

## **Special Education Services for Students**

Students with disabilities identified as eligible for special education services will be provided specialized instruction and services appropriate to their needs and the program in which they are enrolled through the implementation of an Individualized Education Program (IEP). Special Education teams work actively together to ensure that students participating in special education receive a free appropriate public education in their least restrictive environment.

The IEP team for an individual student will include:

- 1) the parent (and/or student if over 18)
- 2) the student's teacher
- 3) appropriate special education staff and support personnel
- 4) a school administrator or designee

The IEP team may also include professionals from the community who provide services to the student (e.g. therapists, physicians, county case managers) and/or other school staff.

If you suspect that your child has a disability, please contact Erin Dohrmann, Director of Student Services, to request assistance. Students may be referred to the Student Support Team for an evaluation by parents, teachers, special education staff, outside agency personnel already serving the student, or by the student (adult).

### **Special Education Records**

When a student reaches graduation or age 21, a request to have special education records destroyed can be made. This request can be made by the student (age 18 or older) or by a person assigned as guardian to the student.

To request that special education records be destroyed, please write to:

Erin Dohrmann  
Director of Student Services  
706 First Street  
Princeton, MN 55371

Access to student records will be subject to provisions set forth in Policy #515-*Protection and Privacy of Student Records*. To request access, please write to:

Erin Dohrmann  
Director of Student Services  
706 First Street  
Princeton, MN 55371

# GRADING

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## Progress Report

Students and parents may check student progress by logging into Skyward. Additionally, students using Odysseyware may log into Odysseyware for course progress.

## Grade Calculation Guideline

Teachers will establish the guidelines for determining letter grades. Students will be informed of these guidelines at the beginning of each course. 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

B - very good

C - satisfactory

D - lowest passing mark

F - failure

I - incomplete

P/F - pass/fail

W - withdrawal from course with no penalty

# ATTENDANCE

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The department of Student Services staff believe 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 procedure is to encourage regular school attendance as defined by the educational program the student is enrolled.

Being considered “in attendance” in any of the educational programs offered through the Department of Students services will be defined by the schedule and course delivery options within each program. Specific information about documenting attendance for each program can be found in the supplemental sections of this handbook.

## Legal Statutes Related to Student Attendance

Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance. Minnesota Law (MN 120A.22 Subd. 5) provides that every child between seven and seventeen years of age must receive instruction unless the child has graduated.

## Definitions

**Absence** – The failure of a student to attend school for any day or part of a day, virtually, via one of the school’s course delivery systems, and/or the failure to complete coursework. Whether an absence is excused or unexcused (as defined below), students are required to make up all work and continue toward successful completion of coursework in order to receive credit in accordance with the policy which governs the granting of credits. Students completing coursework through an independent study at the ALC or online students can avoid having absences (whether excused or unexcused) by making adequate weekly progress in their assigned coursework or by working ahead in their coursework. When Online students anticipate future excused absences, they should work ahead in the weeks prior to the future excused absence in order to stay on track. When students encounter an unforeseen absence, they will need to make up that work time within three school days of each absence, following an excused or unexcused absence.

**Excused absence** – An acceptable absence as determined by the school. The burden of proof for a student being excused from school is placed on the parent/guardian of the student. Determination of the excused nature of the absence is left to the administrator’s discretion. Parents are encouraged to report excused absences immediately when their child misses

school. Parents are allowed ten school days to make a request for excused legitimate absences.

The following reasons are examples which are recognized by the school as legitimate:

- Parent/doctor verified illness: an absence verified by a parent/guardian or doctor, in writing within three days of the absence. The excuse must specify the health condition and why it prevents attendance.
- Family emergencies: an absence resulting from a serious illness, injury or death of an immediate family member.
- School directed activities: absences for field trips, athletic trips, music trips or other school activities planned by the school.
- Prearranged family vacations: an exceptional circumstance which requires families to take a vacation during the school year. A pre-approved absence must be submitted by email from the legal guardian/parent to the administrator 14 days in advance and be approved by the school prior the absence in order for the absence to be excused. Work should be completed in advance of the absence in preparation for the absence.
- Court appearances: an absence by a student who has been court ordered to appear and the absence has been previously arranged by the parent/guardian with the school. Proof of court order and of actual appearance is required to verify this type of absence.
- Computer problems: an absence by a student whose computer access is not working. This problem must be resolved within 24 hours. A maximum of 1 day can be excused for this reason. This applies to Online Academy and Independent Study students only.
- Exceptional circumstances: any other circumstances where permission may be granted at the discretion of the administrator, which is coordinated by the student with the administrator, in advance or as the occasion arises. Example would be childbirth, hospitalization, detention center, etc.

**Unexcused absence** - An absence for reasons that are not recognized by the school authorities as legitimate. Unexcused absences are tracked for truancy and enrollment purposes. After any unexcused absence occurs, students are expected to return to successful completion of coursework in order to avoid truancy consequences and/or losing their enrollment.

The following are examples of unacceptable reasons for absence:

- Car trouble
- Overslept; alarm did not work
- Shopping
- Required to perform duties at home (i.e. babysitting, cleaning, or caring for a relative) that interfere with student's ability to complete schoolwork
- Family vacation (not pre-approved); Visiting

- Work
- No email or call from the parent/guardian verifying the absence
- Computer issues of more than one 24 hour period
- Personal (no reason given)
- Truancy, as defined in this document
- Other absences as determined on a case by case basis

**Extended absences** – An absence of more than five consecutive school days. Students who accrue more than five consecutive absences must provide documentation for the absences to be considered excused absences. Students who are unable to provide this documentation are subject to attendance and truancy policies. Students who accrue **ten** consecutive absences will be warned that they are jeopardizing their enrollment. Students who accrue **fifteen** consecutive unexcused absences will be dropped from enrollment. No credit is earned in the time the student is not enrolled. A student absent for an extended period of time due to illness is eligible for a leave of absence. Parents should contact the administrator to make these arrangements. If a student has suffered an extended long term illness and required work has not been completed, the student may request an extension seven days prior to the end of the term. The administrator has the authority to grant or to deny the extension based on individual student circumstance.

**Truancy** - Under Minnesota State Law, a child who misses seven or more class periods or seven days without a valid excuse is considered a habitual truant.

According to Minnesota Statute Law, "Every child between seven and 16 years of age must receive instruction. The parent of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship."

In Minnesota, the parent or guardian of a child is obligated to compel the child to attend school or face the possibility of criminal prosecution under the Compulsory Attendance Statute. It is your right to meet with school officials to discuss possible solutions to your child's truancy.

**Continuing Truant** - Minn. Stat. 260A.02 provides that "Continuing truant" means a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for:

- (1) three days if the child is in elementary school; or
- (2) three or more class periods on three days if the child is in middle school, junior high school, or high school.

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. 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.

**Habitual Truant** - Minn. Stat. 260C.007 Subd. 19 provides that a "Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section 120A.22, subdivision 8. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

## **Absence Reporting Procedures**

If your child will be absent, we ask that you contact us at 763-389-6719 before the start of the school day. If you are unable to call the school, be sure to send a note with your child when they return to school. Your child will be considered unexcused if no contact can be made.

## **District Procedures Regarding Truancy**

### **3 unexcused absences**

After 3 unexcused absences, a letter will be sent to the parent/guardian to inform them of continuing truancy. A concern conference will be scheduled. Depending on the policies and procedures of a student's county of residence, the student will be referred to the county for early intervention when appropriate for the specific county.

### **7 unexcused absences**

After 7 unexcused absences, a second letter noting habitual truancy will be sent to parent/guardian and a Truancy Petition will be sent to the county attorney. A concern conference will be scheduled. The school cooperates with the county from this point forward and a school official attends court upon request of the county attorney.

### **5 occurrences of tardiness per trimester:**

The School Administrator will schedule a concern conference with the parents/guardians to discuss the importance of timeliness.

### **15 excused or unexcused:**

Due to the excessive number absences in one year, any further absences will require a doctor's note presented within 2 days of the return to school.

### **15 Consecutive Unexcused:**

Enrollment in Minnesota schools requires attendance. By law, students who accrue 15 consecutive unexcused absences are dropped from school enrollment. This policy applies to all students regardless of the age of the student.

### **For students who are 18 years of age and older:**

Truancy does not apply; however, attendance is still monitored in order to comply with the Minnesota Statute concerning enrollment in the school.

- When a student has accrued **five days of consecutive unexcused absences**, the school sends notification, via U.S. Mail, to the student and parents/guardians regarding the absences along with the warning that continued absence totally 15 consecutive schools days will result in loss of enrollment. A concern conference will be scheduled.
- When a student has accrued **seven cumulative days of unexcused absences**, the student is considered a habitual truant.
- When a student has accrued **ten days of consecutive unexcused absences**, the school sends notification, via U.S. Mail, to the student and parents/guardians regarding the absences along with the warning that continued absence totally 15 consecutive schools days will result in their loss of enrollment. A concern conference will be scheduled.
- When a student has accrued **15 days of consecutive unexcused absences**, the school drops the students from enrollment and sends notification, via U.S. Mail, to the student and parents/guardians of that fact.

## **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 Student Services office via their teacher. If a student leaves school for any reason without receiving permission from the office, the absence that results will be regarded as unexcused. Students attending a seat-based program must be signed out by a parent or guardian before leaving the building.

## **School Withdrawal Policy: Transferring**

Students transferring to another academic institution should contact the enrolling school or district to complete the enrollment process.

- As a courtesy, parent(s) or adult student may contact the counselor to notify Princeton Student Services of the change.

- Only after the Department of Student Services office has received a Notification of Change in Student Enrollment form from the school district that the student will be attending, will the student be completely withdrawn from all courses.
- Students must continue to work in their courses until the withdrawal has been approved.

## **Formal Withdrawal**

Students age 17 and older planning to formally withdraw from school should contact the counselor to initiate the process.

1. Contact the school counselor
2. Meet to discuss educational options.
3. Complete formal withdrawal form with appropriate signatures and return the form to the school counselor.
4. Parent participation is required for students under the age of 18.
5. Parent participation is strongly encouraged for students 18 years and older.

# **PARTICIPATION IN ACTIVITIES AT PRINCETON MIDDLE & PRINCETON HIGH SCHOOL**

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Students enrolled in Student Services programs have the option of enrolling in activities through Princeton Middle School and Princeton High School. Activities programs are considered an integral part of the total educational process. The purpose of the programs is to provide educational experiences which complement that process and help students attain the goals of 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.

Princeton ALC and Online students who are in good standing are eligible to participate in activities with approval from Director of Student Services and administration of Princeton Middle School or Princeton High School. Students enrolled at Educational Options may also be eligible to participate in Princeton activities. An individual meeting is recommended to determine eligibility status.

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

Minnesota State High School League ([www.mshsl.org](http://www.mshsl.org))

District 477 Policies 510 & 597 ([www.isd477.org](http://www.isd477.org))

NCAA ([www.ncaa.org](http://www.ncaa.org))

Princeton High School Activities Department Policies ([www.isd477.org](http://www.isd477.org))

Timeline for participants:

1. Online meeting and registration completed
2. Current physical (within the last 3 years) on file at the PHS Activities Office
3. Fee(s) paid prior to the first contest (coaches/advisors may choose to have fees paid earlier).

Please refer to the Princeton Middle School and Princeton High School Student Handbook for details regarding activities communication, attendance, equipment/uniforms/costumes, activities transportation, fees/costs, and other important information.

Registration information can be requested by contacting:

Debbie Jenson  
PHS Activities Office  
Phone: 763-389-6002  
Email: [debbie.jenson@isd477.org](mailto:debbie.jenson@isd477.org)  
Web: <https://princetonhigh-ar.schooltoday.com/>

## DISTRICT POLICIES

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### Mandated Reporting by School Officials

Minnesota Statute Section 262.556, Subd. 3 requires that “A professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, correctional supervision, probation and correctional services, or law enforcement [...]” must report physical abuse, sexual abuse and neglect of children. This law stipulates that if school officials have “[...] have reason to believe a child is being neglected or physically or sexually abused...(they) shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, or the county sheriff.”

### Harassment and Violence

(ISD 477 Policy 413 - Revised Sept 2016)

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.

A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses, inflicts, threatens to inflict, or attempts to inflict violence upon, 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.)

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.

"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:

- has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, or 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, 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.isd477.org](http://www.isd477.org).)

## **Bullying Prohibition**

(ISD 477 Policy 514 - Revised Aug 2015)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented.

(Policy 514 can be found in its entirety on the district website at [www.isd477.org](http://www.isd477.org).)

### **Chemical Use and Abuse Policy**

(ISD 477 Policy 417 - Revised June 2013)

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

### **Drug Free Workplace / School Policy**

(ISD 477 Policy 418 - Revised Sept 2016)

Use or possession of controlled substances, toxic substances, medical cannabis 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. A violation of

this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic Substances, controlled substances, or medical cannabis in any school location.

- “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.
- “Medical cannabis” means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- “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, except medical cannabis, must comply with the school district’s student medication policy (See Policy 516-Student Medications).

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

## **Tobacco-Free Environment Policy**

(ISD 477 Policy 419 - Revised May 2015)

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, or 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.isd477.org](http://www.isd477.org).)

## **Prohibition of Weapons**

(ISD 477 Policy 501 - Revised March 2017)

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. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

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

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

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

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

The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

(Policy 501 can be found in its entirety on the district's website at [www.isd477.org](http://www.isd477.org).)

## **Search of Student Lockers, Desks, Personal Possessions and Student's Person**

(ISD 477 Policy 502 - Revised Aug 2015)

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

## **Student Records (Family Educational Rights & Privacy Act)**

(Refer to ISD 477 Policy 515 - Revised March 2017)

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.

The procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000. Directory information is not considered private data.

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

1. The right to inspect and review the student's education records;

2. 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;
3. 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;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. 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;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI of this policy.

To opt out of your child's directory information being disclosed, please complete the Directory Information Restriction Request form on page 69 of this handbook.

(Policy 515 can be found in its entirety on the district's website at [www.isd477.org](http://www.isd477.org).)

### **Nondiscrimination Policy**

Princeton Student Services shall not discriminate or deny entrance to any program, or activity on the basis of sex, race, color, handicapping condition, or national origin.

### **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.

### **Resources for Students and Families**

Minnesota Career Information System: <http://mncis.intocareers.org>

Crisis Connection: <http://www.crisis.org>

Minnesota Public Libraries MnKnows: <http://www.mnknows.org>

The MNKnows site also includes: Electronic Library for Minnesota: <http://www.elm4you.org>

Ask MN (a free online service for information or research help from a MN librarian):

<http://www.askmn.org>

eFolioMinnesota: <http://www.efoliominnesota.com>

## Technology Awareness

Staff and Students 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.

- Princeton Student Services 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.
- Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- Use related to instructional, administrative and other support activities considered consistent with the mission of the district.
- Communication between staff, students, parents and guardians using digital tools intentionally supported by the district for professional communication to enhance or support student learning.

## Access to Internet

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.

### UNACCEPTABLE USES

- 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.
- Information or materials that could cause damage or danger of disruption to the educational process;

- 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.
- Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
- 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.
- Users will not use the school district system to violate copyright laws or usage licensing agreements.
- A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.
- 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 premises to the extent that student learning or the school environment is substantially and materially disrupted.

## **District Provided Digital Learning Devices**

Digital learning and instruction is the focus at Princeton Student Services to help all students develop the skills necessary to succeed in an ever-changing world. With a focus on student success, the digital learning plan at Princeton Student Services includes putting digital learning devices (Chromebooks & iPads) into the hands of students. Digital learning devices allow students access to tools and resources required to succeed in a tech-savvy world.

Digital learning devices will be distributed to students only after a Tech & Device Use Agreement is reviewed and signed by the student and a parent/guardian (form can be found at the end of this handbook). Devices are only allocated for students who are not already participating in a technology One-to-One program at another Princeton school. Priority given to full-time Student Services students, and on a first come, first serve basis.

See the Agreement for details pertaining to device protection plans, distribution timelines, and acceptable terms of use.

## **Security Information**

All the data you provide to us is protected to ensure both the privacy and security of your data. Princeton Public Schools uses state-of-the art technology to keep your personal information as secure as possible to ensure that no one will be able to tamper with, intercept, or access your data. Remember to keep your account information private and secure.

## **Criminal 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.

## **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 Chromebooks, art equipment, books, science or art equipment, etc. Defective equipment should be brought to the attention of the teacher or office immediately.

## **Meal Information**

Princeton Student Services classrooms are part of a closed campus. Students completing seat-based courses are not allowed to leave campus at any time without permission from the office. Students leaving campus or failing to follow proper procedure for leaving for lunch are subject to the consequences of the attendance/discipline procedures. 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 to purchase breakfast, lunch, and milk. 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 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 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 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.

### **Breakfast Program**

School breakfast is offered every school day. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast. Breakfast is available for students attending the ALC and Educational Options. Breakfast will be delivered to the educational site.

### **Student Lunch Menus**

Students attending the ALC, Educational Options, and the Onward Program will have access school lunch. A menu with lunch choices will be made available through the classroom teacher. Lunches will be ordered at least one week in advance. Lunches will be delivered to the educational site.

Daily attendance for lunch ordering purposes will be taking during first period. Student and/or Parent/Guardian is responsible for contacting the school if:

1. Student will not be present during first period but is still requesting lunch, or
2. Student is not scheduled first period and will be absent, and therefore would like to cancel their lunch order.

The student services attendance office can be reached via phone at 763-389-6719 or by text at 763-220-2221.

### **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.

### **Contacting a Student During the School Day**

If you need to leave a message for a student during the school day please call 763-389-6719. Messages will be relayed to the student via their classroom teacher. Urgent messages will be given priority, although the school cannot guarantee that messages will reach the student by any particular time.

### **Visitors**

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

Accurate Home Care is a private facility. Clearance to see a student attending Accurate Home Care must be made by contacting the supervisor on site.

## **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.

Students attending Educational Options will practice fire drills under the direction of the Accurate Home Care Staff.

## **Tornado Warning and Drills**

To ensure that students and staff are prepared for possible tornado events, Princeton Student Services 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 and 2-way radio.
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.

Students attending Educational Options will practice tornado drills under the direction of the Accurate Home Care Staff.

## **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 lockdowns, therefore students are expected to respond immediately to staff direction during drills. Drills are typically conducted with little disruption to the school day.

Students attending Educational Options will practice lockdown drills under the direction of the Accurate Home Care Staff.

## Student Parking

Students attending the ALC are permitted to park in the Student Services lot 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 attending the ALC are required to park in the Student Services lot.
2. 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.
3. 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.
4. Students 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.
  - a. 1st violation: 10 school days
  - b. 2nd violation: Remainder of school year
5. Vehicles may be towed, at owner's expense, for failure to pay fine(s) or repeated violations.

School officials may conduct patrols of parking lot 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. (For more information, see Policy 527 at [www.princeton@isd477.org](mailto:www.princeton@isd477.org))

## Health Services

The District School Nurse and Health Services Assistants welcome any communication or question related to student health. Parents/guardians who have a student attending the ALC or Onward Program with health concerns should make the District Nurse 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.

District School Nurse 763-389-6195

Health Services website: [www.isd477.org](http://www.isd477.org), click on District Office, Department, Health Services. Contains information about immunizations, illness, medication, diseases, and downloadable forms.

### **Use of Health Services**

A student attending the ALC or Onward Program may utilize Health Services for a medical concern, injury, or for information/referral for a specific health care. Students requesting permission to speak with the District Nurse are required to receive a pass from their teacher and report to the office for support. The school nurse will then be contacted for on-site assistance.

Students attending Educational Options will be provided support by the Accurate Home Care staff. Parents should communicate directly with Accurate Home Care regarding medication management or health concerns.

### **Health Services Update Form**

A Health Services Update form will be mailed or sent home with the student as part of the beginning of school year registration process. The emergency contacts need to be updated each year and a parent/guardian signature is required for emergency treatment. Please return the form 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 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**

Some students attending the ALC or Onward Program 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 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 office. If you are unable to bring the medication in person (and your child is in Middle School or High School), please call the 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.

Medication administration for students enrolled in Educational Options will be managed by staff employed by Accurate Home Care.

### **Child with a Health Concern**

If your child attends the ALC or Onward Program, please make your child's health concerns known to the District School Nurse. Provide the office with current Health Care Provider's orders along with prescribed medication. Please communicate any changes that occur during the school year.

The District Nurse will assist in the development of an Individual Health Plan for your child at school each school year, and any time that changes occur within your child's health order. You will be asked to 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. These forms can be found on the Health Services page at [isd477.org](http://isd477.org).

Health information about your child will be shared with school 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 any health concerns, information, and emergency medication with transportation staff to ensure the safety of your child while being transported.

Any health concerns for students attending Educational Options will be assessed and managed by the Accurate Home Care staff.

### **Allergy Aware School**

Parent/guardian of students attending the ALC or Onward program 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).

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.

Any concerns related to allergies of students attending Educational Options will be assessed and managed by the Accurate Home Care staff.

### **Immunizations**

The State of Minnesota mandates that all students show evidence of required immunizations in order to attend public school unless they have a legal or medical exemption. Make sure your child’s immunizations are current. Call the Health Office or School District Nurse with any questions or concerns. Immunization information and forms can be found on the Health

Services website: [www.princeton@isd477.org](mailto:www.princeton@isd477.org), click on Departments, Health Services, Immunization information and resources or on the Minnesota Department of Health website: [www.health.state.mn.us/immunize](http://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.

### Bus Expectations

Transportation to and from school is a privilege, not a right. Students are expected to follow the rules set out by the transportation company. Consequences for not following the rules range from a warning to having transportation privileges taken away. 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

**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

**4th Offense:** Loss of bus service

### 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.

# Student Responsibilities

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## Academic Honesty

Students accessing educational programs through the Department of Student Services are expected know the definition of plagiarism and academic dishonesty. Students are expected to achieve success with integrity. Academic dishonesty is a serious violation of academic standards and is not acceptable.

### Definition of Plagiarism:

- Plagiarism is to commit academic theft and to steal another's ideas or words and pass them off as one's own ideas or words.
- When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source.
- Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit.
- Some Internet users believe that anything available online is public domain. This is not true. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.
- One website that is very helpful to use for help is [www.owlatpurdue.com](http://www.owlatpurdue.com)  
This website has everything you need for both MLA and APA formats.

### Academic dishonesty includes:

- Cheating on assignments or exams
- Assisting another student in cheating on assignments or exams
- Plagiarism (See above definition)
- Submitting the same (or substantially the same) written work as another student
- Submitting the same (or substantially the same) written work in more than one course without prior consent of all instructors concerned
- Vandalizing another student's work, and using without attribution, a computer concept or program.

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

**First Offense:** No credit given for the assignment/test/activity/project on which the academic dishonesty occurred. Parent/Guardian will also be notified.

**Second Offense:** No credit given for the assignment/ test/ activity/ project on which academic dishonesty occurred. Students overall course grade will be lowered by one grade level. Parent/Guardian will be notified.

**Third Offense:** Grade of “F” will be applied for the trimester in the class in which the incident of academic dishonesty occurred. Students may appeal such action to the Director of Student Services within three days of the notice of removal.

All written and proven reports of academic dishonesty shall become part of the student's disciplinary file. Incidents of academic dishonesty shall be cumulative (meaning they will be kept track of and tallied). Academic dishonesty reports will include all classes, all trimesters, and all years of enrollment. Parents will be informed of each incident by the teacher and consequences will be assigned by the Director of Student Services.

## **Student Expectations**

The Department of Student Services 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.

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.

## **Responses to Student Conduct**

Students attending programs offered by the Department of Student Services are responsible for their own actions and behavior. Students are expected to demonstrate respect and responsibility and to follow school rules. Disruptive and destructive behaviors are not acceptable on site, online, or at Princeton School District events.

The administration of the Department of Student Services recognizes that it is impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behaviors or dress that, in our best judgment, are distracting, destructive, inappropriate or in conflict with our mission as an educational institution. Students who violate this code of conduct are subject to school

disciplinary action, including suspension and/or expulsion, as well as referral to local authorities for possible criminal prosecution.

### **Harassment**

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

### **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/or school administration, parent notification, a concern conference, 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. An administrator (or staff member in charge) will try to reach a parent/guardian the same afternoon or evening should a student be asked to leave an event. Students may be prohibited from attending activities for a time as part of the school consequence. Athletes who are removed while attending as fans will also be subject to the Code of Conduct portion of the Minnesota State High School League rules.

### **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.

### **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 and/or grooming is considered to be inappropriate will be asked to change and may be sent home from school.

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.

### **Off Campus/Off Limits**

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

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

### **Bomb Threat**

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.

# Supplemental Section: Area Learning Center

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## Program Overview

Students attending the Princeton Area Learning Center (ALC) are offered multiple program options. Students are able to earn credit through a seat-based schedule, independent study, work-based learning experiences, project-based learning including volunteer opportunities and personal development, or a hybrid of all options.

Students from any Minnesota school district can attend the Princeton Area Learning Center once a referral is completed and submitted by your high school guidance counselor.

According to the State of Minnesota Department of Education, eligible students meet any of the following criteria:

- (1) performs substantially below the performance level for pupils of the same age in a locally determined achievement test;*

- (2) is behind in satisfactorily completing coursework or obtaining credits for graduation;
- (3) is pregnant or is a parent;
- (4) has been assessed as chemically dependent;
- (5) has been excluded or expelled according to sections 121A.40 to 121A.56;
- (6) has been referred by a school district for enrollment in an eligible program or a program pursuant to section 124D.69;
- (7) is a victim of physical or sexual abuse;
- (8) has experienced mental health problems;
- (9) has experienced homelessness sometime within six months before requesting a transfer to an eligible program;
- (10) speaks English as a second language or has limited English proficiency;
- (11) has withdrawn from school or has been chronically truant; or
- (12) is being treated in a hospital in the seven-county metropolitan area for cancer or other life threatening illness or is the sibling of an eligible pupil who is being currently treated.

If a student is receiving special education services, the Individualized Education Program (IEP) team should meet to review the current IEP and determine if the educational program offered at the ALC is appropriate and determine what necessary changes would be need to be made to ensure a an appropriate educational program is provided in that setting.

## **Individual Student Program Design**

Once a student has been enrolled into the ALC, a transcript review will be completed. Students, their parents/guardians, and school staff will meet to create a Continual Learning Plan (CLP). The CLP will identify student strengths and needs. It will also establish goals for the student and how those goals will be monitored. A course of study will be created based on the goals established by the CLP. The team will determine the best program options for the student.

## **Program Options**

### Seat Based Option

A seat-based program is one in which students are scheduled to be at the ALC for a specified time period on a daily basis. All students under the age of 16 must be enrolled in a seat-based program.

#### Seat-Time Daily Schedule

Drop off and Breakfast 7:45-8:00  
Period 1: 8:00-9:00-Personal Development  
Period 2: 9:00-10:00-Math / Elective  
Period 3: 10:00-11:00-Science / Elective  
Lunch: 11:00-11:30  
Period 4: 11:30-12:30-English / Elective  
Period 5: 12:30-1:30-Social Studies / Elective  
Period 6: 1:30-2:30-Elective  
Closure & Cleanup: 2:30-2:45  
Dismissal: 2:45

#### Independent Study Option

Independent study is an instructional delivery method whereby the majority of the coursework is completed on an individualized, independent basis that has consistent and ongoing teacher contact. Students meet with a teacher at least weekly, are assigned course work, and, upon successful completion of the course work, are granted credit and attendance. Students may work within the ALC classroom during the week or elect to work off campus. Flexibility with attendance is one advantage of this program option.

The Independent Study Proposal form must be completed and approved by the Director of Student Services prior to the student beginning the course. Independent Study courses are available for core content.

#### Work-Based Learning Option

Work-based learning is a means by which students in grades 10 through 12 can earn credit in a work setting. It is a two-part program in that a related seminar must be taken concurrently until knowledge in all competency areas is demonstrated. Typically the credits earned are electives.

#### Project-Based Learning Option

Project-Based Learning is an individualized, self-paced instructional method that allows students to design and propose a series of activities that, upon teacher approval and completion, results in credit. Teachers retain authority to modify the project proposal, assess

completed work and award credit. This may include a variety of program options including volunteer activities and personal development activities. Depending on the activities being completed, students may elect to leave school to complete coursework. Students who complete coursework at school will be provided an area to work. All rules related to student incentives apply.

The Project-Based Learning Credit Request Form must be completed and approved by the Director of Student Services prior to the student beginning the course. Project-based learning courses are available for elective credit.

#### Online Coursework Through Princeton Online Academy

Students have to opportunity to take courses, core or elective, through Princeton Online Academy (POA). Instructors from POA will oversee the course and be available either in person or virtually for support. Students can complete coursework at school or offsite. Students who complete coursework at school will be provided an area to work. All rules related to student incentives apply.

### **Attendance**

Students attending seat-based courses are expected to arrive to class on time and attend school daily. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found on page 17 of this handbook.

Students earning credit through an independent study or project based course will be required to complete specific course requirements in order to be awarded credit for attendance. In addition to completing required tasks, students must meet with his/her teacher a minimum of once each week for every course taken as an independent study. This time will be used to review completed tasks, give feedback on tasks completed, address questions about the course content, and discuss expectations for the next series of tasks to be assigned. It will be expected that students will meet with the teacher on campus unless arrangements have been made for the meeting to occur through other means.

Students earning credit through Work-Based Learning must demonstrate attendance at work a minimum of fifteen hours each week. This will be documented through providing a copy of a time card or pay stub.

Attendance will be generated based on the percentage of work completed each week given the educational option selected. If students have documented absences occurring within two consecutive weeks, a concern conference will be held to discuss the absences and determine the appropriate interventions needed to improve attendance.

Students who leave campus without permission will not be allowed to re-enter for the remainder of the day, or be allowed to access district-provided transportation services.

## Course Credits

The school year is divided into three trimesters. Students are able to earn up to six credits per trimester. Each trimester will be divided into three terms of 18-20 days. Credit for required attendance and work completed will be generated each term (.33 credits). Term dates are defined below:

### Trimester 1

Sept 5-29 - Term 1

Oct 2-27 - Term 2

Oct 30-Nov 30 - Term 3

### Trimester 2

Dec 4-Jan 5 - Term 4

Jan 8-Feb 2 - Term 5

Feb 5-Mar 2 - Term 6

### Trimester 3

Mar 5-Apr 6 - Term 7

Apr 9-May 4 - Term 8

May 7-31 - Term 9

Additional instruction through credit recovery courses is also available to students during the summer months, and through courses offered after school during the school year. Students carrying a full load during the school year are able to earn an additional three credits each year through credit recovery.

Students attending the ALC may elect to earn a diploma from Princeton Public Schools or their resident district. Credit and graduation requirements will be based on the requirements of the district where the diploma will be awarded.

## **Grading**

Students will be awarded grades based on their demonstration of achievement of the content assigned in each course. At the end of each trimester, the accumulated grades from each term within the trimester will be compiled to award a trimester grade. If a student is dropped from enrollment or withdraws before the end of a term, a grade will not be awarded for that term.

Student achievement will also be measured using ongoing formative assessments. Rubrics will be used to assist students and parents with measuring overall knowledge of content standards being assessed within each course.

## **Concern Conference**

Students with concerns related to attendance or who are unable to meet academic or behavioral expectations of the ALC will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement. If concerns continue, the student may be referred to the Student Support Team for a possible special education evaluation. Other education options may also be discussed as needed and appropriate.

## **Student Parking**

Area Learning Center students are permitted to park in the Student Services parking lot.

## **Illness**

Students who become ill during the school day must report to the front office. The Administrative Assistant will consult with the District Nurse to 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 front office.

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 Administrative 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 who are 18 or older will be allowed to sign themselves out of school when ill, without parental permission.

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.
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**

If an injury occurs at school, the Administrative Assistant will determine whether or not a student attending the ALC 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.

## **Electronic Devices**

Personal electronic devices and cell phones have become more common in the educational setting. These items may become easily lost or stolen. 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 are prohibited from using cell phones during instructional time, unless given permission to do so by their teacher. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 763-389-6719 and their child will be called to the office to retrieve the message.

Students will be required to use earbuds when listening to audio/content. Students who are using devices during instructional time without a teacher's consent will be asked to put the device away. If ongoing disruptions occur as a result of device use, a concern conference will be scheduled.

## **Supplemental Section-Educational Options**

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### **Program Overview**

Students are able to access academic instruction as part of the therapeutic program at Accurate Home Care through Educational Options. Accurate Home Care is a private therapeutic program. Students gain access to this program through private insurance, private pay, medical insurance, or a court order.

Students who are residents of Princeton Public Schools attending Accurate Home Care for therapeutic services may continue to receive their educational service in their current school building, attend the Area Learning Center if grade 9 or older, or seek enrollment at Educational Options through their school counselor.

Students from any Minnesota school district can attend Educational Options once consent is provided by their resident school district. Transportation to Accurate Home Care is provided by the resident district, private transportation, or the student's family.

If a student is receiving special education services, the Individualized Education Program (IEP) team should meet to review the current IEP and determine if the educational program offered at Educational Options is appropriate and determine what necessary changes would be need to be made to ensure an appropriate program is provided in that setting.

### **Individual Student Program Design**

The Educational Options classrooms are part of the Accurate Home Care program. Accurate Home Care staff are present in the educational classrooms to support students as they

continue to work on their therapeutic goals. Accurate staff are invited to participate in team meetings. Recommendations for discharge from Educational Options are made by the student's parents and Accurate staff. The Educational Options staff provide recommendations and current educational progress information as part of the discharge summary. A release of information will be signed by the parent or guardian to allow communication between the Educational Options staff and the Accurate Home Care staff.

Students receive three hours of educational instruction each day. Core instruction in English Language Arts, math, social studies, and science are offered. Course content is based on the MN Academic Standards. Social skills and organizational skills are also reinforced through daily instruction.

## **Student Schedule**

Drop off and Breakfast 7:45-8:00

8:00-11:00

    K-6 Education

    7-12 Therapy

Lunch: 11:00-11:30

11:30-2:30

    K-6 Therapy

    7-12 Education

Dismissal: 2:30

## **Attendance**

Attendance is reported daily for participation in educational services. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found on page 17 of this handbook. Students are not marked absent or tardy if they are working with Accurate staff.

## **Course Credits**

The school year is divided into three trimesters. A grade is generated for students at the end of each trimester. The number of hours of work completed in each course will also be reported.

When students transition back to their resident district, parents and school staff will need to determine the credits earned based on the graduation requirements of the resident district.

High school students are encouraged to work with resident district staff to review their graduation plan and make any necessary revisions based on their time spent at Accurate Home Care. Students may elect to talk with their resident district about possible credit for time spent in therapy. Students may also want to consider enrolling in credit recovery programs available in their resident district.

## **Grading**

Students will be awarded grades based on their demonstration of achievement of the content assigned in each course. Grades will be awarded at the end of each trimester based on a traditional percentage scale.

Student achievement will also be measured using ongoing formative assessments. Rubrics will be used to assist students and parents with measuring overall knowledge of content standards being assessed within each course.

## **Concern Conference**

Students with concerns related to attendance or who are unable to meet academic or behavioral expectations will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement. If concerns continue, the student may be referred to the Student Support Team for a possible special education evaluation.

## **Illness / Injury**

Any concerns related to illness or injury of students attending Educational Options will be assessed and managed by the Accurate Home Care staff.

## **Electronic Devices**

Personal electronic devices and cell phones have become more common in the educational setting. These items may become easily lost or stolen. Students are encouraged to secure

these items by locking them in a locker during the school day. Electronic devices that disrupt or distract from the learning environment will be confiscated.

Students attending Educational Options will be required to follow all guidelines related to electronic devices directed by Accurate Home Care.

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.

## Supplemental Section: Online Academy

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### Program Overview

Princeton Online Academy is an online program that offers students curriculum via the internet for students in grades 3-12. We provide a comprehensive selection of core courses and electives.

Each course is taught by a certified online teacher who interacts personally with students via a variety of online course tools. Interactions include a course website, discussion forums, email, online chat tools, links to other web-based resource or activities, by phone and in person support.

Online courses can be accessed at any time during the day or night. The courses also allow some flexibility with self-pacing, so you can complete requirement as quickly as you would like within assignment time periods. Additionally, teachers may direct you to participate in group work with other students during specific weeks of the trimester.

Students can access instruction through a full-time program or a supplemental program. Supplemental students may be enrolled in home school, private school, or public school. Students who are attending Princeton High School seeking a supplemental program should consult with their school counselor about enrollment. A supplemental student may enroll with an online learning provider for up to 50% of their courses each trimester.

Students from any Minnesota school district can attend Princeton Online Academy through a full-time or supplemental program. Students attending a public school outside of Princeton should work with their school counselor to access supplemental courses.

All classes are accessible online via Google Classroom and Odysseyware. After being enrolled, students will receive a welcome email containing their username and password which are required to access the online courses. During this communication, the student will receive student account login and credentials and the Princeton Student Services Handbook.

Students are enrolled in a home-school program are able to enroll in Online Academy courses but must complete the coursework at a school site. A minimum of five hours per week, per course, must be done within a Princeton School District building.

## **Individual Student Program Design**

A course of study will be designed for each student based on their grade and enrollment status. Beginning in grade nine, a personal learning plan will be developed for each student which considers future career goals as part of the plan development.

If a student is receiving special education services, the Individualized Education Program (IEP) team should meet to review the current IEP and determine if the educational program offered through the Online Academy is appropriate. The IEP team should also determine what necessary changes would be need to be made to the IEP to ensure an appropriate program is provided.

Support from Online Academy staff is available in person or online during learning lab hours.

## **Online Academy Students Enrolling at Another School**

Full Time Online Academy students who wish to register for supplemental courses will be required to follow the scheduling calendar.

Trimester 1-Students should indicate interest in pursuing coursework at the high school on their pre-registration form. Official schedule changes must be completed by appointment with your guidance counselor in August or during the first two days of the trimester.

Trimester 2-High school course requests must be made within the last two weeks of trimester one. Course changes are completed by appointment with your guidance counselor.

Trimester 3-High school course requests must be made within the last two weeks of trimester two. Course changes are completed by appointment with your guidance counselor.

Students wishing to take supplemental courses at Princeton High School can only do so at during period one or six.

## **Attendance**

A school week for the Online Academy is seven days long (Monday-Sunday). Assigned work can be completed any hour of any day within the seven day period including weekends. However, the work must be turned in within the grading period in order to be counted in that grading period for attendance purposes. The grading period ends at 11:59 pm on Sunday.

Attendance in Online Academy is based on the activities/assignments completed each week. Course instructors will review the completed tasks each week and determine student attendance based on those submissions. Any unfinished tasks will be counted as an absence unless excused absences were reported to the Online Academy. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found on page 21 of this handbook.

Students are expected to complete the assignments each week in order to avoid unexcused absences. Students who wait until the end trimester to complete work may be reported to their county of residence as a habitual truant if absences were not reported as excused during the trimester.

### **PHS Supplemental Student Course Progress**

Students at Princeton High School have the option of enrolling in Princeton Online Academy courses as part of their course schedule. Students enrolled in an online course will be assigned to a classroom at Princeton High School as part of the scheduling process.

Students taking online courses assigned to periods at the beginning or end of the school day may arrive late or leave early with written parent permission. This also includes students with multiple online classes or OJT at the start or end of the day. This privilege is only available to students who are passing their online course(s) and meeting the weekly expectations for completing coursework.

Course progress is reviewed weekly by the Online Academy staff. In the event that a student is not completing assigned coursework or is not earning a passing score, the privilege of late arrival or early departure may be revoked. Parents and students will be notified of this change via phone or email. The option of reinstating this privilege will be considered by the Online Academy staff as part of the scheduling process for future trimesters.

Students from PHS wishing to register for supplemental online courses will be required to follow the scheduling calendar.

Trimester 1-Students should indicate interest in pursuing online coursework on their pre-registration form. Official schedule changes must be completed by appointment with your guidance counselor in August or during the first two days of the trimester.

Trimester 2-Online course requests must be made within the last two weeks of trimester one. Course changes are completed by appointment with your guidance counselor.

Trimester 3-Online course requests must be made within the last two weeks of trimester two. Course changes are completed by appointment with your guidance counselor.

Supplemental online courses apply toward Incentive Day. Absences will be recorded for students who do not make adequate progress each week on online coursework.

To register into courses at the Online Academy, Princeton High School students must consult with their guidance counselor and request a schedule adjustment, in accordance with the HS Student Handbook. Student will not be able to begin coursework until a completed registration packet is signed by guidance counselor, and is received by Student Services and. Please allow 24-48 hours for course to be activated if added after the start of the trimester.

## **Course Credits**

The school year is divided into three trimesters. A grade is generated for students at the end of each trimester. If a student withdraws from a course during the trimester, a grade will be generated for the work completed, only if at least  $\frac{1}{3}$  of the course has been completed.

For supplemental students, final grades are submitted to the local school district counselor within 10 days of the end of the trimester.

## **Concern Conference**

Students with concerns related to attendance or who are unable to meet academic or behavioral expectations will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement. If concerns continue, the student may be referred to the Student Support Team for a possible special education evaluation.

## **Technology Awareness**

Along with global access comes availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all the materials. Ultimately, staff and students are responsible for compliance with the established standards when using media and informational resources.

## Technical Requirements

The Online Academy online classroom provides a rich, interactive experience for students. Students need access to the Internet. Students and families will be able to access wireless Internet on a public network any time of day when they are inside or within close proximity of the indoor wireless network range outside of all Princeton Public School District buildings. Students will be provided a Google Apps for Education account for collaborating, creating and communicating. Google Apps for Education will provide students access to word processing, spreadsheet, presentation and other student-creation tools. Email, video and other online communication will focus on built-in communication tools within Google Apps for Education. Students choosing to participate in the online program will have access to a drop-in learning lab with internet ready computers. The learning lab will be staffed as needed to assist students with course work. WIFI hotspots may also be requested for use at no cost to students.

Minimum software requirements for participation in the online program entail access to the internet and an Internet-capable device (tablet, laptop, desktop, etc.) with the most-updated version of a current web-browser (ex. Chrome, Firefox). A headset with microphone and webcam are encouraged, though not necessary.

Students enrolled in the Online Academy will be offered an electronic device during their participation in the online course. The device is provided and supported by the school district, though basic software updates and maintenance will be the responsibility of the user. Per 290.0674, State Education Credit, an individual is allowed a tax credit up to a certain percentage of the cost of a device that can be used for Princeton Online Academy as a qualified education-related expense. <https://www.revisor.mn.gov/statutes/?id=290.0674>

Before a device will be issued to the student, a Tech & Device Use Agreement form must be reviewed and signed by the student and parent. Parents/Guardians must designate on this form how a costs associated with damage, loss, or theft of the device will be managed.

## Device Use Agreement

A copy of the Tech & Device Use Agreement is available on page 70 of handbook.

### Expectations for use

Digital learning and instruction is the focus at Princeton Online Academy. To ensure student success and accessibility to coursework, Princeton Online Academy allows students access to

digital learning devices (Chromebooks). Use of the school's Chromebooks are not required if student has access to personal devices.

### **Ownership**

The digital learning device, power supply, and supporting equipment are the property of Princeton Online Academy. Internet and online services provided at the on-site learning lab are filtered by the school network administration. *Devices are not filtered at home or connections outside of ISD 477.* Parents should be active participants in their children's internet access outside of school.

### **Timeline**

Students will have 24/7 access to digital learning devices while actively enrolled in Princeton Online Academy. Chromebooks will be distributed only after student/family signs the Tech & Device Use Agreement.

Distribution timeline is as follows:

- Full time students can obtain Chromebooks at Open House.
- PHS Supplementary students can obtain Chromebooks at orientation, which occurs the 2nd day of each trimester. Orientation date will be announced prior to the start of each trimester.
- Alternatively, Chromebooks can be picked up at the Student Services office.
- If a student lives outside the boundaries of the Princeton School District and is unable to attend Open House, Chromebooks can be shipped upon approval of Director of Student Services.

Returning of Chromebooks:

- Chromebooks are due back to the Online Academy by last day of the trimester unless the student is continuing Online coursework in the following trimester.
- Chromebooks must also be returned immediately upon date of withdrawal from the Online Academy
  - Student/Parent will return the Chromebook to the Student Services Office.
  - If Chromebook was shipped to student, Student Services Secretary will mail/email shipping label with return instructions within 1 week of end of term/withdrawal.

### **Repair and Replacement**

Report problems with your device to your teacher immediately. Maintenance and repair will be done by district technicians or sent out for repair by a third party as necessary.

### **Damage/Loss of Chromebook:**

- Upon return, If damage is discovered (ie. cracked screen) the family will be invoiced according to fee schedule explained in Online Academy Device Use Agreement
- If Chromebook is not returned by required date:
  - Family will be sent a reminder letter that Chromebook needs to be returned.
  - If Chromebook is still not returned after 30 days, family will be sent an invoice for full replacement of Chromebook.

### **Invoicing & Collections**

If after 30 days Student Services has not received payment on invoiced loss/damage a 2nd invoice will be mailed. If an additional 30 day period passes without payment, a final invoice will be mailed. If no response or payment is received thereafter, Princeton Online Academy will transfer payment to Collections Agency.

### **Service/Repair & Protection**

Report problems with your device to your teacher immediately. Maintenance and repairs will be done by district technicians or sent out for repair by a third party as necessary.

In an effort to protect families from unknown expenses that may occur from accidental damage while a digital learning device is in the care of your child, the district offers device protection and we encourage all families to use it.

### **Fee Schedule**

If protection plan is declined, family agrees to pay the full amount for repairs or replacement due to damage, theft, and all other losses. Fee schedule is as follows:

- Screen Replacement: \$90.00
- Chromebook (full replacement): \$275.00
- Chargers / cords: At cost
- SmartSpot Device \$100.00

### **Student Parking**

Students accessing the Online Academy Learning lab are permitted to park in the public lot at the Student Services Building.

### **Netiquette**

Netiquette is etiquette, or appropriate behavior and manners on the internet. When using the Internet, there are widely accepted rules and behaviors to follow. At times being online can feel

“pretend” because you cannot see the person you are communicating with. It is important to make a positive impression, and to maintain that behavior as an online student. How you interact and behave online is seen by both instructors and students. Students must remember they are dealing with “real” people online and they should use the same manners they would use in a traditional school setting. It also important to note that once students log in to their school accounts, all communication via chat and email are recorded.

Below are some general netiquette guidelines to follow:

**Remember the person on the other end of the computer.** Students are responsible for good behavior while logged into the online learning platform, just as they are in a traditional school building. Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language. Do not threaten or disrespect an instructor or administrator. These actions not only violate the policy, but may violate penal laws in the United States. (f.s. 847.001 Obscene Literature; Profanity).

**Think before you send or submit.** It is illegal to create harmful computer viruses. This violates the privacy of others. Never transmit or publish any information or content that you think will be harmful. This violates school policy and also violates penal laws in the United States. (f.s. 815 Computer-Related Crimes). Never publish any information, software, or content that violates the rights of others.

**Be respectful.** Never view files that were not intended for your use. Post discussion board threads that are a reflection of your understanding of the topic at hand in a respectful and intellectual manner. Write in complete sentences with proper grammar. Remember that writing in all CAPS reflects a yelling tone and is both disrespectful and inappropriate in online communication. Instead, use italics when you are making a particularly important point.

**The internet is not private.** While Princeton Online Academy works to ensure data privacy, email must not always be considered private. Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper. The information that you put on the internet, whether in school or outside of school (e.g. social networking), exists forever.

**Many websites and pages are copyrighted.** Do not violate the terms and conditions of any web site you access. Always cite the works of others that you use in discussions,

conversations, and the course work you submit.

**Do not give out personal information** to non-Princeton Online Academy staff. For example, you should not share the following outside of school: Your full name, home phone number, home address, email address, etc.

## Supplemental Section-Onward

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### Program Overview

The Princeton Onward Program is an instructional option available to students who are receiving special education services, have completed their high school coursework, and will continue to access educational services focusing on work skills and independent living skills. In order to access the Onward Program, the student's Individualized Education Program (IEP) must determine this educational placement is necessary.

### Individual Student Program Design

An IEP will be designed for each student which considers future career and independent living goals and student needs. Activities and experiences offered to the student during the school day will be based on the IEP developed by the team. The IEP will be updated at least annually. The IEP team will also determine an expected date of graduation which will be unique to the needs of the student. If determined necessary by the team, students will be eligible to remain in the Onward program through the age of 21. If a student has a summer birthday falling on or after July 1, the student will be eligible for educational services for the next school year ceasing on the last day of school.

### Schedule

Students will begin their day at 8:00 and are dismissed at 2:40 each school day. Students will not follow a traditional bell schedule while attending the Onward program. A flexible schedule is designed to accommodate classroom instruction, community outings, and work experiences.

### Attendance

Attendance will be recorded for students participating in the Onward program. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found on page 17 of this handbook. Truancy will not be reported for students ages 17 or over. Even though truancy will not be reported to the county of residence for students ages 17 or over, a concern conference will be called if absenteeism is impacting student achievement of goals and skills.

## **Course Credits**

The school year is divided into three trimesters. A grade is generated for students at the end of each trimester. If a student withdraws from a course during the trimester, a grade will be generated for the work completed.

## **Grading**

Students will be awarded grades based on their demonstration of achievement of the content assigned in each course. Grades will be awarded at the end of each trimester based on a traditional percentage scale.

Student achievement will also be measured using ongoing formative assessments. Rubrics will be used to assist students and parents with measuring overall knowledge of content standards being assessed within each course.

## **Concern Conference**

Students with concerns related to attendance or who are unable to meet academic or behavioral expectations will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18 or where conservatorship or guardianship has been awarded to a parent or another party. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement.

## **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.

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 a student attending Onward program 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.

## **Electronic Devices**

Personal electronic devices and cell phones have become more common in the educational setting. These items may become easily lost or stolen. Students are encouraged to secure these items by locking them in a locker during the school day. 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 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 with sim card and battery intact. Parents of a student who has his/her cell phone confiscated repeatedly will be contacted and may be required to pick up the phone at school. There is a significant risk that electronic devices will be lost or stolen at school. If a phone or music player is confiscated during the day and the item is stolen or lost, the student bears the burden of loss. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 763-389-6719 and their child will be called to the office to retrieve the message.

## Forms

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Forms found in this section:

Directory Information Restriction Request

Tech & Device Agreement

# Directory Information Restriction Request

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For Princeton School District #477

PLEASE SIGN AND RETURN THIS FORM IF YOU CHOOSE TO RESTRICT PUBLIC ACCESS TO YOUR CHILD'S DIRECTORY INFORMATION.

Student's Name:

---

First

Middle

Last

Specific category or categories of Directory Information which is NOT to be made public without the parent's or eligible student's prior written consent; (i.e. "You may print information for athletic programs but may not release information to military recruiters or 'Who's Who in American High Schools'."):

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Parent/Guardian Name (printed)

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Parent/Guardian Signature

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Date

# Tech & Device Agreement

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## TECHNOLOGY AGREEMENT

Access to technology at Princeton Public Schools is established for educational purposes. All technologies and digital resources must be used in support of the educational mission of the district. Access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Technology use will comply with the District Internet Acceptable Use and Safety Policy and guidelines. Click here to access the Princeton Internet Acceptable Use and Safety policy or you may access at [www.isd477.org](http://www.isd477.org).

Successful completion of online coursework depends on access to a digital device and a reliable Internet connection. Chromebooks and other equipment are available to Online Academy students to complete coursework, or coursework can be accessed on compatible personal devices.

Select One:

- elect to use a district-provided Chromebook or equipment (complete Device Agreement below)
- have my own device

I have reliable access to the Internet on a wireless (wifi) network at home or a nearby location.

\_\_\_\_\_ Yes \_\_\_\_\_ No

I have read all the policies and guidelines and understand my responsibilities as a student and parent in the school-provided device and technology program.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

## DEVICE AGREEMENT

(only complete if requesting a district-provided device)

### Expectations for Use

Digital learning and instruction is the focus at Princeton Online Academy to help all students develop the skills necessary to succeed in an ever-changing world. With a focus on student success, the digital learning plan at Princeton Online Academy includes putting digital learning devices (Chromebooks) into the hands of students. Digital learning devices allow Online Academy students access to tools and resources required to succeed in an online classroom.

I acknowledge and agree to abide by the Internet Acceptable Use (524) policy, both at home and at school, and:

- I will use the device as directed by teachers or other school staff.
- I will report any damage or device problems to a teacher or media center staff as soon as possible.
- I understand that use of the device and access to school networks may be restricted or revoked for abusive or inappropriate use of technologies.

- I understand that the school is not responsible for any personal data overages or charges incurred by using networks outside of school.
- I understand and agree that devices and accessories not returned on the date of student withdrawal from school or on date of device collection may be reported stolen to the local police department.
- I understand that I am responsible for the device.

Ownership

The digital learning device, power supply and supporting equipment are the property of Princeton Online Academy. Internet and online services are filtered on school networks, but devices are not filtered at-home or on connections outside of ISD 477. Parents should be active participants in their children’s Internet access outside of school.

Timeline

Students will have access to digital learning devices while actively enrolled in Princeton Online Academy for the 2016-17 school year. Students are expected to return equipment back to the Online Academy following completion of the academic year, or upon withdrawal/transfer from the school.

Repair and Replacement

Report problems with your device to your teacher immediately. Maintenance and repairs will be done by district technicians or sent out for repair by a third party as necessary.

Service and Protection Plan Options: Please select one option

In an effort to protect families from unknown expenses that may occur from accidental damage while a digital learning device is in the care of your child, the district is offering device protection and we encourage all families to use it.

\_\_\_ **Option 1: Service and Protection Plan**

\$40 nonrefundable annual service and protection plan fee to cover the cost of repair and accidental damage. The protection plan will cover the device for two incidents of accidental damage. It does not cover lost or stolen devices, chargers, or cases. Family annual maximum is \$80 (The fee is waived for families that qualify for free or reduced lunch).

\_\_\_ **Option 2: Personal Coverage**

Parents/guardians may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damages. Please consult with your insurance agent for details about your personal coverage of the student device and the deductible amount. Proof of insurance must be attached to this form.

\_\_\_ **Option 3: No Coverage (Individual Liability)**

You agree to pay the full amount for repairs or replacement due to damage, theft and all other losses. Fee schedule is as follows:

- Screen replacement is \$90
- Chromebook (full replacement) is \$275
- SmartSpot device is \$100
- Lost or replacement chargers and cords will be charged to the student/parent at full replacement cost.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only** -----

Payment Method:

- F&R
- Check #
- Cash

Payment Date: \_\_\_\_\_

Asset #: \_\_\_\_\_

Return Date: \_\_\_\_\_

Notate any damage or other issues:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**PRINCETON MIDDLE SCHOOL**

1100 4th Avenue North, Princeton, MN 55371

Dan Voce, Principal 763-389-6750

Jona Deavel Assistant Principal 763-389-

July 24, 2017

Re: Middle School Handbook Changes

Dear Dr. Espe and School Board Members,

Below are the recommended changes for the 2017-18 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. In addition, the middle school and high school collaborated to align our handbooks, part of this included developing sections to promote consistency at the Secondary level.

**Section 1 : Welcome**

1. Updated the following: contact information, middle school logo, added the following:

- a. **District Strategic Goals**

Princeton has developed a strategic plan based around our core values, mission, and vision. From the strategic plan, the following five goals have been developed: personalized instruction, college and career readiness, innovative programming, digital learning, and communication.

- b. **Emergency School Closings**

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 websites 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 **Websites:** [www.princeton@isd477.org](http://www.princeton@isd477.org), [www.wcco.com](http://www.wcco.com), [www.kare11.com](http://www.kare11.com).

- c. **Contact Information**

**Board of Education:** Deb Ulm, Chair 763-234-7645, [deb.ulm@isd477.org](mailto:deb.ulm@isd477.org), Chad Young 763-389-4217, [chad.young@isd477.org](mailto:chad.young@isd477.org), Craig Johnson 763-634-2550, [craig.johnson@isd477.org](mailto:craig.johnson@isd477.org), Eric Strandberg 763-226-7664, [eric.strandberg@isd477.org](mailto:eric.strandberg@isd477.org), Eric Minks 763-238-1571, [eric.minks@isd477.org](mailto:eric.minks@isd477.org), Sue VanHooser 763-389-5271, [sue.vanhooser@isd477.org](mailto:sue.vanhooser@isd477.org), Howard Vaillancourt 763-389-3627, [howard.vaillancourt@isd477.org](mailto:howard.vaillancourt@isd477.org)

**Superintendent of Schools:** Julia Espe 763-389-6184, [julia.espe@isd477.org](mailto:julia.espe@isd477.org)

- d. **Middle School 2017-18 Calendar**

- e. **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.)

- f. **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. (For complete policy, see District Policy 515).

**g. 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.

**h. Visitors**

Any person other than Princeton middle 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. We accept only those visitors who have legitimate business at the school. Visitors wishing to see middle school 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.

**i. 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.)

**j. Contacting a student during the school day**

If you need to leave a message for a student during the school day please call 389-6704. Students are given messages throughout the day. Urgent messages will be given priority, although the school cannot guarantee that messages will reach the student by any particular time. Please go through the office to deliver messages to your child.

**Section 2: Code of Conduct**

**1. Updated the following:**

**a. Health Services-**

- i. Name changes- North Elementary to Princeton Intermediate, South Elementary to Princeton Primary
- ii. Take out: 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.
- iii. Take out: scoliosis screening

**b. Student Planner and Passes**

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. The planner should be shared daily with parents. Replacement cost for a lost or damaged planner is \$5.00 and may be purchased in the office. If a student needs to leave class, they will need to ask permission for from the classroom teacher and a pass will be given per discretion of staff. 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).

**c. Cell Phones and Other Personal Electronic Devices**

Students are allowed to use their cell phones or other personal electronic devices anytime before 8:10 a.m. and after 3:00 p.m. Students may have these devices with them at school, but they must be kept in their lockers and on silent. All students now have the use of their chromebooks to be used during school hours for academic purposes. 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 chromebook, cell phone, or other devices 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 student does have a cell phone or other personal device outside of their locker during the school day, this item will be confiscated and returned to the student at the end of the day. If this would happen a second time, the student's parent or guardian will be required to pick the item up at school. If students wish to contact a parent or guardian during the school day, phones are available in the front office.

#### **d. 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 may not be worn to school. **Pants need to be worn on hips and/or at waist level, no underwear may show. Shorts and skirts need to be at a respectable length. If items are deemed too short by administration, students will be asked to change into alternative clothing. 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.

## **2. Added the following:**

### **a. 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.

### **b. LockDown 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 a lockdown, therefore students are expected to respond immediately to staff direction during drills. Drills are typically conducted with little disruption to the school day.

### **c. 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.

### **d. 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 **three** weeks at a time. If they are 30 days overdue, a notice will be mailed home and no other items may be checked out until it is resolved. A maximum of three items can be checked out at a time, this includes hot spots. 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.

### **e. Bullying Prohibition, add:**

Offensive Behavior is encouraged to be reported. Each time a report is received, it will be investigated and appropriate action will be taken as needed. This can be done online at our middle school website or through the middle school office. In addition, on our website, there is a comprehensive list of tiered interventions, and responses to student management that outlines district-wide supports.

**f. Terroristic Threats**

Princeton middle 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.

**g. 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.)

**h. 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.

**Section 3: District Policies**

1. Updated and included the following policies: Harassment and Violence Prohibition, Drug-Free Workplace, Drug-Free School, Tobacco Free Environment, Search of Students' Lockers/Possessions, Student Attendance, and Protection and Privacy of Pupil Records

Respectfully Submitted,

Princeton Middle School Administration



# PRINCETON

MIDDLE SCHOOL

**2017-2018**

**1100 4th Avenue North**

**Princeton, MN 55371**

**Phone (763)389-3704**

**Fax (763) 389-6737**

[www.princeton.k12.mn.us](http://www.princeton.k12.mn.us)

**Office Hours: 7:55-3:55**

## WELCOME

Dear Students and Parents:

Welcome to the Princeton Middle School education team! As parents, you are your child's primary teacher, and therefore, 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

Jona Deavel, Assistant Principal

## **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.

## **District Strategic Goals**

Princeton has developed a strategic plan based around our core values, mission, and vision. From the strategic plan, the following five goals have been developed: personalized instruction, college and career readiness, innovative programming, digital learning, and communication.

## **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.

## **Emergency School Closings**

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 websites 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 **Websites:** [www.princeton@isd477.org](http://www.princeton@isd477.org), [www.wcco.com](http://www.wcco.com), [www.kare11.com](http://www.kare11.com).

## **Contact Information**

### **Board of Education:**

<b>Deb Ulm, Chair</b>	763-234-7645, <a href="mailto:deb.ulm@isd477.org">deb.ulm@isd477.org</a>
<b>Chad Young</b>	763-389-4217, <a href="mailto:chad.young@isd477.org">chad.young@isd477.org</a>
<b>Craig Johnson</b>	763-634-2550, <a href="mailto:craig.johnson@isd477.org">craig.johnson@isd477.org</a>
<b>Eric Strandberg</b>	763-226-7664, <a href="mailto:eric.strandberg@isd477.org">eric.strandberg@isd477.org</a>
<b>Eric Minks</b>	763-238-1571, <a href="mailto:eric.minks@isd477.org">eric.minks@isd477.org</a>
<b>Sue VanHooser</b>	763-389-5271, <a href="mailto:sue.vanhooser@isd477.org">sue.vanhooser@isd477.org</a>
<b>Howard Vaillancourt</b>	763-389-3627, <a href="mailto:howard.vaillancourt@isd477.org">howard.vaillancourt@isd477.org</a>

### **Superintendent of Schools**

**Julia Espe** 763-389-6184, [julia.espe@isd477.org](mailto:julia.espe@isd477.org)

### **Middle School Administration**

<b>Dan Voce, Principal</b>	763-389-6750, <a href="mailto:dan.voce@isd477.org">dan.voce@isd477.org</a>
<b>Jona Deavel, Assistant Principal</b>	763-389-675, <a href="mailto:jona.deavel@isd477.org">jona.deavel@isd477.org</a>
<b>Joan Bullivant, Counselor</b>	763- 389-6739, <a href="mailto:joan.bullivant@isd477.org">joan.bullivant@isd477.org</a>
<b>Bobbi Benner, Counselor</b>	763-389-6753, <a href="mailto:bobbi.benner@isd477.org">bobbi.benner@isd477.org</a>

### **School Contacts**

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

**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:

<b>7:45 - 8:05</b>	Breakfast served
<b>8:10 - 8:30</b>	Teacher Advisory
<b>8:35 - 3:00</b>	Core classes and specialists
<b>11:10 - 1:00</b>	Student lunch periods
<b>3:00</b>	End of School Day
<b>3:10</b>	Busses depart.

**For the safety of students, after 3:15 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.**

### Middle School Calendar 2017-18

#### **August**

Wed. 30 Middle School Open House/Photo Day (4:00 - 6:30 pm)

#### **September**

Mon. 4 No School: Labor Day Holiday  
Tues. 5 First Day of School - 6th gr. WEB Orientation  
No School for 7th & 8th Gr. Students  
Wed. 6 First Day of School for 7th and 8th Grade Students

#### **October**

Thur. 12 & Tue. 17 MS Parent/Teacher Conferences (3:30 - 7:00)  
Thur. 19 - Fri. 20 No School: MEA  
Mon. 23 No School: District Staff Development

#### **November**

Fri. 10 End of Qtr. 1  
Wed. 22 No School: District Staff Development  
Thur. & Fri. 23 & 24 No School: Thanksgiving Break

#### **December**

Fri. 1 No School: Building Staff Development Building & Grading  
Fri. 22 No School--Winter Break Begins

#### **January**

Tue. 2 School Resumes  
Mon. 15 No School: MLK Day - District Staff Development  
Fri. 26 End of Qtr. 2/Sem. 1

#### **February**

Mon. 19 No School: Presidents Day  
Tue. 27 MS Student Conferences (3:30 - 7:00)

#### **March**

Thur. 1 MS Student Conferences (3:30-7:00)  
Mon. 5 & Tues. 6 No School: Staff Development  
Wed. 28 End of Qtr. 3  
Thur. 29 & Fri. 30 No School: Spring Break

#### **April**

Mon. 2 No School: Spring Break

#### **May**

Mon. 28 No School: Memorial Day  
Thur. 31 Last Day of School Students/End of Qtr. 4/Sem. 2

### **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 or principal who services them. 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. (For complete policy, see District Policy 515).

### **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).

### **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.

### **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.

### **Visitors**

Any person other than Princeton middle 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. We accept only those visitors who have legitimate business at the school. Visitors wishing to see middle school 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.

### **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 389-6704. Students are given messages throughout the day. Urgent messages will be given priority, although the school cannot guarantee that messages will reach the student by any particular time. Please go through the office to deliver messages to your child.

## **CODE OF CONDUCT**

### **Attendance**

Research has shown there is a direct link between attendance in school and academic success. Additionally, building a lifelong attitude that attendance is important will lead to success on the job! Parents are requested to notify the attendance office by telephone (389-6704) each day of the student's absence or bring a parent note upon returning to school (if a parent does not call the school, the school will call home to verify absence). Any unverified absence is an unexcused absence. The authority to decide whether an absence is excused or unexcused rests with the administration. \* ISD 477 policy 503 regarding student attendance, information about this policy can be found in the policy section of this handbook and on the district's website.

### **Excused and Unexcused Absences**

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

School Response to excused absence concerns:

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

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

School Response to unexcused absence concerns:

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

### **Truancy**

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

### **Tardiness**

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

### **Pre-Arranged Absences**

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

### **Make-Up Work**

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

## **Leaving School During The Day**

Students should provide a parent note or phone call at the start of the day to leave during school hours. Students can be picked up from the following: parent(s), legal guardian(s), emergency contact(s), or a written permission from parent/guardian stating whom will pick up their son/daughter. Students are not allowed to leave school by themselves during the school day. The failure to properly check out of school will be recorded as an unexcused absence.

## **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.

### **Make up 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 and Passes**

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. The planner should be shared daily with parents. Replacement cost for a lost or damaged planner is \$5.00 and may be purchased in the office. If a student needs to leave class, they will need to ask permission from the classroom teacher and a pass will be given per discretion of staff. 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).

## **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.

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

#### **Student Responsibilities**

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

#### **Parent Responsibilities**

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

#### **Action Plan:**

- Teachers will identify students who are in need of academic support.
- Students may lose extra-curricular activities until satisfactory progress is made as determined by administration.
- Students are expected to attend “STEP” (extended school day) until satisfactory progress has been made.
- Failure to meet academic outcomes by the end of the year will result in attendance in summer school programs.
- Failure to meet academic outcomes by the end of summer may result in temporary retention until all outcomes are met.

### **General Expectations**

#### **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. You can deposit lunch money electronically or in person. Deposits made in the cafeteria 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 7:45-8:05 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 15<sup>th</sup>** in order to continue charging meals to that account. No accounts should be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

### **Lunch Account Balances**

You may check your child's lunch account balance at any time using the Parent Access link on the School website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method. There is no minimum payment on line. 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. **New 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	\$2.40	Reduced Lunch	\$0
Breakfast	\$1.45	Reduced Breakfast	\$0
Extra Lunch Milk – Everyone	\$0.40	Adult Lunch	\$4.00
Second Entree	\$1.95	Second Lunch	\$2.95

### **Student Lunch Menus**

Menus are published on the Princeton Public School website [www.princeton.k12.mn.us](http://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 7:45-8:05. 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.

## 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, **Intermediate:** 763-389-6803, **Primary** 763-389-6904

**District School Nurse:** 763-389-6195

**Health Services website:** [www.princeton@isd477.org](http://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 Contact Information

An emergency information 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](http://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. 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](mailto: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](http://www.health.state.mn.us/immunize).

### **Screenings**

Vision and hearing 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.

### **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.

### **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 preventive 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.*

### **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.

### **LockDown 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 a lockdown, 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 Public Schools 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**

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.

### **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.

### **Care of Property**

#### **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 **three** weeks at a time. If they are 30 days overdue, a notice will be mailed home and no other items may be checked out until it is resolved. A maximum of three items can be checked out at a time, this includes hot spots. 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.

### **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.

### **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.

### **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.

## **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**

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

### **Student Conduct and Expectations (ISD 477 Policy 506)**

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. For more information around student conduct and expectations, please see District Policy #506 on the District Website.

### **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.

Offensive Behavior is encouraged to be reported and an online form can be found in the middle school homepage and ISD 477 district website under parents. . Each time a report is received, it will be investigated and appropriate action will be taken as needed. This can be done online at our middle school website or through the middle school office. In addition, on our website, there is a comprehensive list of tiered interventions, and responses to student management that outlines district-wide supports.

#### **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.

#### **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.

#### **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.

#### **Cell Phones & Other Personal Electronic Devices**

Students are allowed to use their cell phones or other personal electronic devices anytime before 8:10 a.m. and after 3:00 p.m. Students may have these devices with them at school, but they must be kept in their lockers and on silent. All students now have the use of their chromebooks to be used during school hours for academic purposes. 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 chromebook, cell phone, or other devices 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 student does have a cell phone or other personal device outside of their locker during the school day, this item will be confiscated and returned to the student at the end of the day. If this would happen a second time, the student's parent or guardian will be required to pick the item up at school. If students wish to contact a parent or guardian during the school day, phones are available in the front office.

### **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 may not be worn to school. **Pants need to be worn on hips and/or at waist level, no underwear may show. Shorts and skirts need to be at a respectable length. If items are deemed too short by administration, students will be asked to change into alternative clothing. 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.

### **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.

### **Profanity/Offensive Language**

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

### **School Disruption**

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

### **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.

### **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.

### **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.

### **Terroristic Threats**

Princeton middle 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.)

### **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.

### **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.

### **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, 1<sup>st</sup> 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)

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

*Receive a pass from 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**

**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 (ie school counselor, assistant principal, etc.)

Princeton district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. (Policy 413 can be found in its entirety on the district website at [www.princeton@isd477.org](http://www.princeton@isd477.org).)

## **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 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 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.

### Drug-Free Workplace, Drug-Free School (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.

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

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](http://www.princeton@isd477.org).)

#### **Tobacco-Free Environment (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](http://www.princeton@isd477.org).)

#### **Prohibition of Weapons (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.

#### **Search of Student Lockers, Desks, Personal Possessions & 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](http://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](http://www.princeton@isd477.org))

### **Student Discipline (ISD 477 Policy 506)**

#### **SUSPENSION**

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

where appropriate, a provision for alternative programs to be implemented upon re-admission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.

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

### **EXPULSION**

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

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

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

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

Note: Policy 506 can be found in it’s entirety on the district website.

### **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.

## **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 7<sup>th</sup> and 8<sup>th</sup> 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 7<sup>th</sup> & 8<sup>th</sup> 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 3<sup>rd</sup> 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.



# PRINCETON

MIDDLE SCHOOL

2017 School Board Update

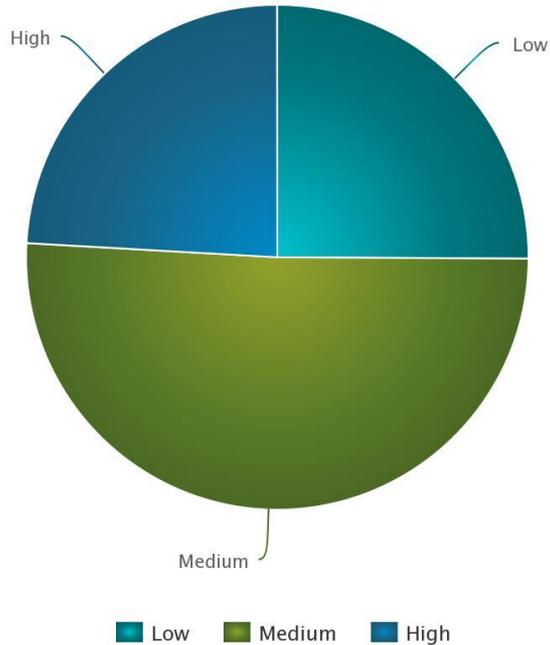


## What impacts student learning/data

1. Learning progression impact
2. Formative assessment impact
3. Student Engagement/Monitoring
4. Student Goal Setting
5. PLC goals and focus
6. Tracking Student Progress towards Goal
7. Guiding Deeper Thinking Strategies
8. Cognitively Complex Tasks

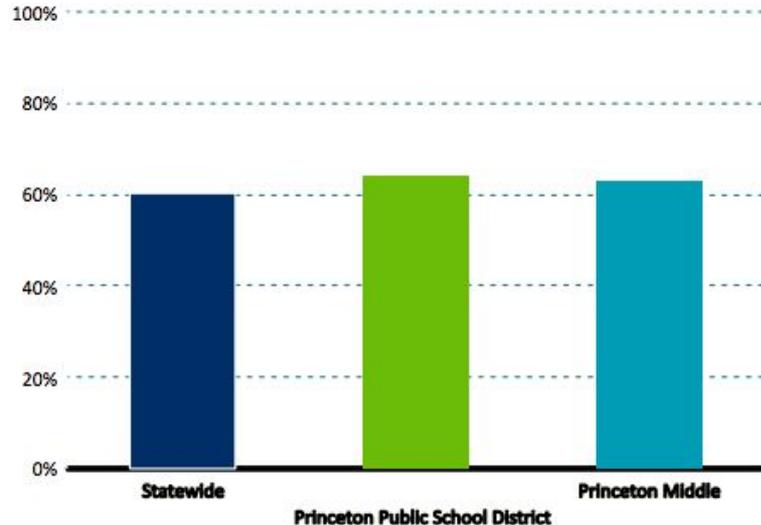


# 2017 School Data - MCA Student Growth



# 2017 School Data - MCA Reading

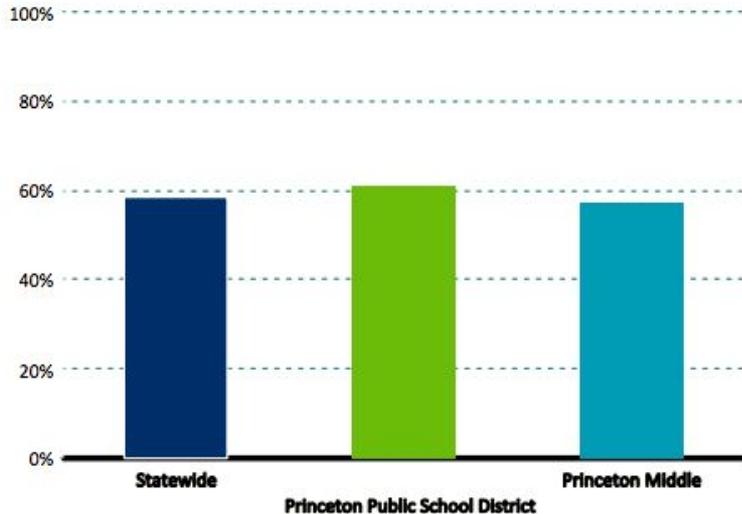
## Summary Proficiency 2017 Reading MCA-III Grade All Grades



Organization	Percent Proficient	Number Tested
Statewide	60.1%	444,812
Princeton Public School District	64.2%	1,717
Princeton Middle	63.0%	710

# 2017 School Data - MCA Math

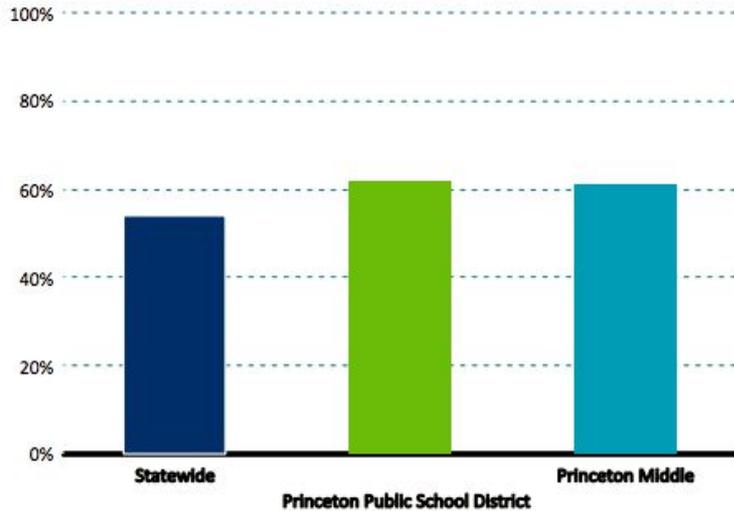
## Summary Proficiency 2017 Math MCA-III Grade All Grades



Organization	Percent Proficient	Number Tested
Statewide	58.6%	440,938
Princeton Public School District	61.4%	1,674
Princeton Middle	57.0%	705

# 2017 School Data - MCA Science

## Summary Proficiency 2017 Science MCA-III Grade All Grades



Organization	Percent Proficient	Number Tested
Statewide	53.9%	184,205
Princeton Public School District	62.1%	758
Princeton Middle	61.2%	250



# School Instructional Learning Goals

1. Learning Progressions
2. Rigor
3. Student Centered Classrooms
4. Common & Formative Assessments
5. Grading for Learning

# Implementing District Strategic Plan and Goals

The infographic features a header with the Princeton Tigers logo and the title "STRATEGIC PLAN GOALS 2016-2017". Below the header are five icons representing key areas: Personalized Instruction (a person with arms raised), College and Career Ready (a graduation cap), Innovative Programming (gears), Digital Learning (a laptop), and Communication (speech bubbles). The central section contains two green boxes: "Mission" (Princeton is an innovative leader in instruction, developing in EVERY learner the ability to succeed in an ever-changing world.) and "Vision" (Princeton will equip every student to be career and college ready through personalized instruction, community partnerships and collaboration.). At the bottom, a row of seven colored circles lists the "Core Values": Connections, Citizenship, Collaborative Leadership, Excellence, Innovation, Integrity, Learning, and Respect.

**PRINCETON TIGERS**

## STRATEGIC PLAN GOALS 2016-2017

**PERSONALIZED INSTRUCTION**

**COLLEGE AND CAREER READY**

**INNOVATIVE PROGRAMMING**

**DIGITAL LEARNING**

**COMMUNICATION**

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

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

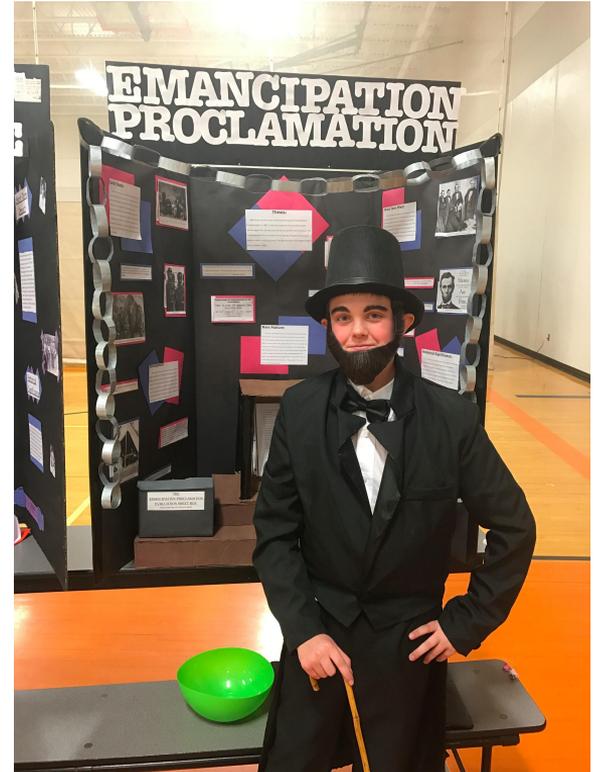
**Core Values**

Connections | Citizenship | Collaborative Leadership | Excellence | Innovation | Integrity | Learning | Respect

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## Goal 1: Personalized instruction

- Learning goals & Progressions
- Advanced Mathematics
- History Day
- MTSS - Behavior & Academic Supports



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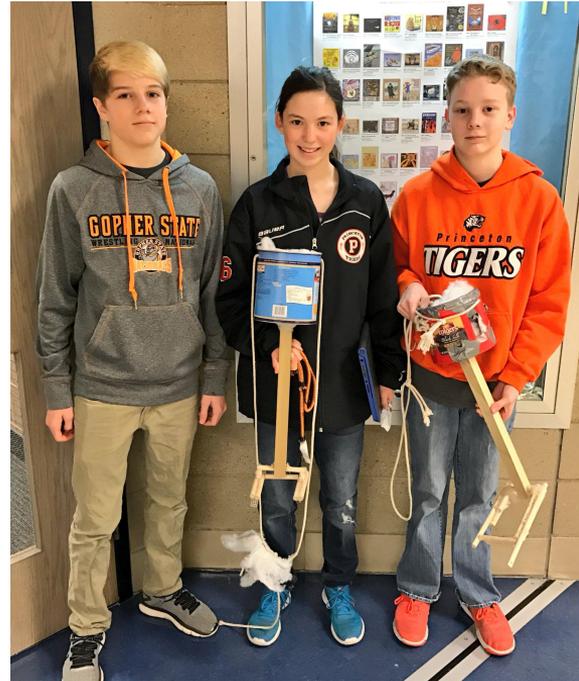
## Goal #2: College & Career Ready

- Ramp Up to Readiness
- STEM Summit
- STEAM
- Citizenship
- Character Education



## Goal #3 - Implement Innovative Curriculum

- Advanced Mathematics
- STEAM
- 1:1 Technology
- Robotics



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## Goal #4 - Digital Learning

- 1:1 Chromebooks
- Digital Citizenship
- Technology Boot Camp
- 3D Printing



## Goal #5 - Improve communications

- Staff Weekly Update
- Social Media - School Webpage
- Parent Newsletters
- Friday Folders



# Character Ed., PBIS & Anti Bullying

- Advisory
- PBIS
- Be Their Voice
- Digital Citizenship



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## Extra-Curricular Activities

- Athletics
- Fine Arts
- Activities





## Additional Links

- [Princeton Middle Video - 2016-17](#)
- [Princeton Middle Data - Report Card](#)

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# Spanish Immersion 2016-17



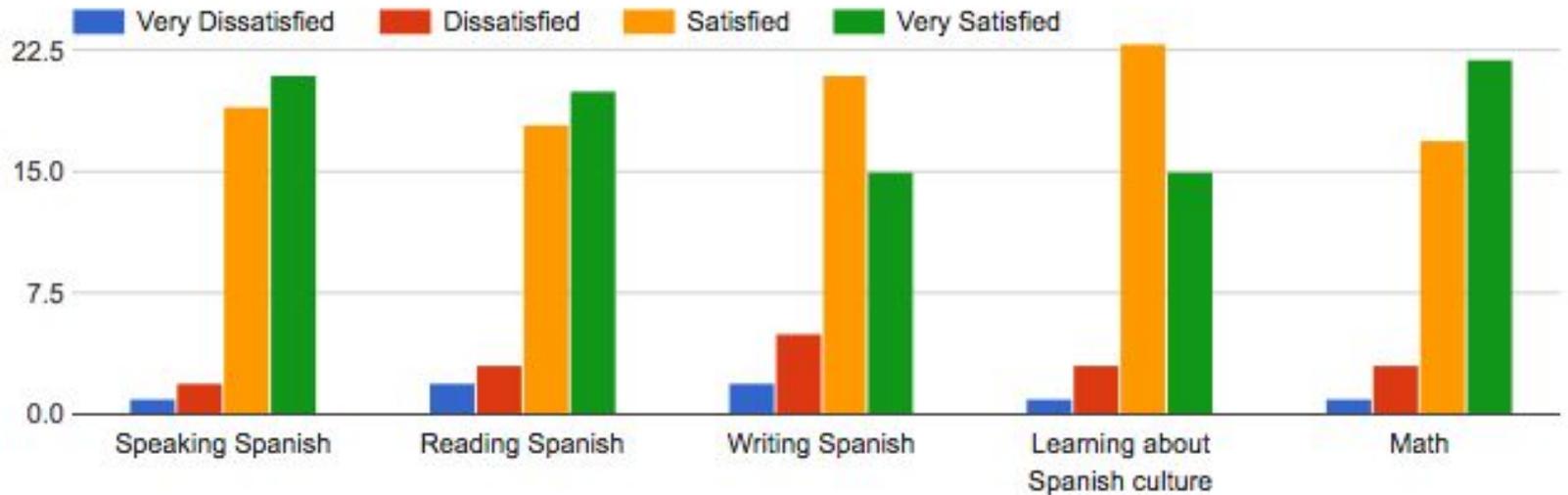
Princeton Public Schools

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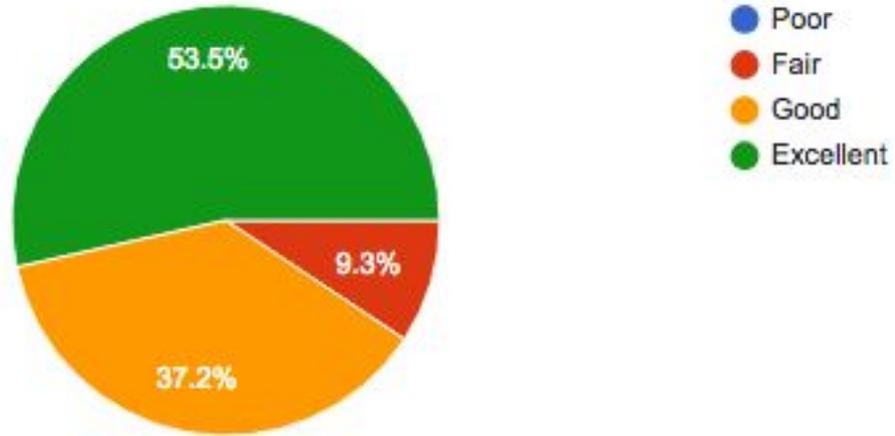
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# How satisfied are you with your child's progress?



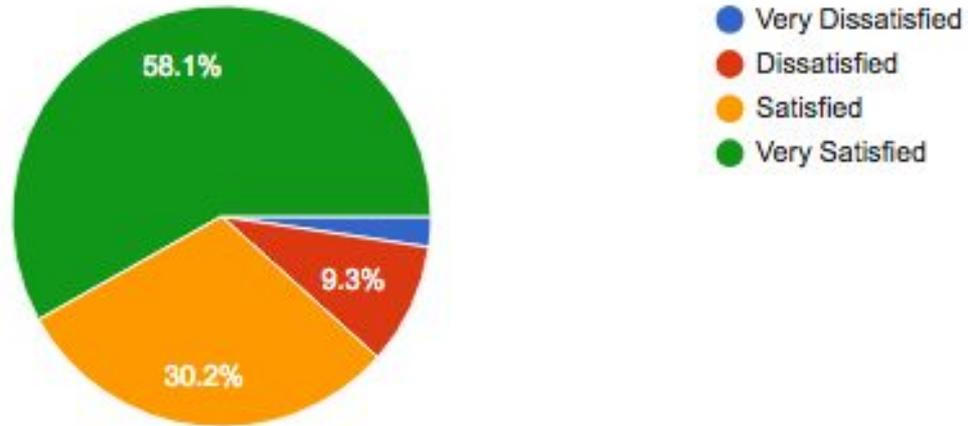
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# How would you rate the quality of instruction?



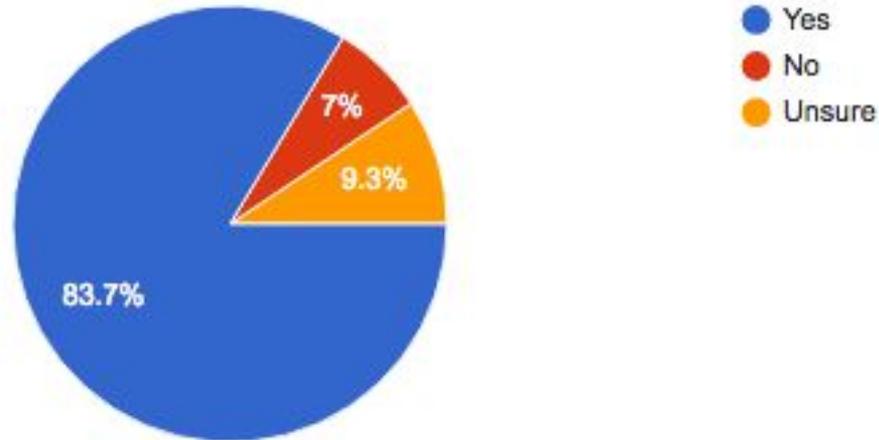
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# Overall, how satisfied are you with the Immersion Program?



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# Would you recommend the Immersion Program to others enrolling in PreK or K?



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# Program Planning 2017-18

- Three teachers from Spain coming through MDE's Visiting Teacher Program (will arrive in August).
  - Curriculum planning time in summer for all grade levels PreK-2. Additional time during school year.
  - Administrators and new teacher(s) will attend Immersion 101 Summer Institute at [CARLA](#) in July.
  - Special Programs Coordinator will attend every PLC meeting.
  - Every classroom will have Para/Amity Intern (native Spanish speaker) support.
    - Will be trained in use of Reading Corps Interventions (i.e. Letter Sound Fluency, Repeated Read Alouds, etc.)
-



Communication: Build an open and welcoming environment that encourages the community to connect with their schools.

# ISD 477 - Website Redesign

## Website Criteria

How can we design a website to engage our community and welcome new families?



■ Responsive (30%) 
 ■ Platform and Features (30%) 
 ■ Navigation and Engagement (40%)

## Countdown to Launch Day 2017



#5	#4	#3	#2	#1
Vendor Selection & Implementation Planning	Website management learning & branding guidelines	Begin moving content and identify page needs	Finalize pages & communicate processes for website updates	Launch Day
April 13	May 1-26	May - June	May - August	Late August 2017 (projected)
Gwen, Julia, Eric, CEL, Board	Gwen, Kelly, Eric, Sonia, Emily, Kari, CEL	Gwen, Kelly, Eric, Sonia, Emily, CEL	Gwen, Kelly, Eric, Sonia, Emily, CEL	Eric, Sonia, Emily, Gwen, Kari

Source : <https://en.wikipedia.org/wiki/Infographic>

powered by



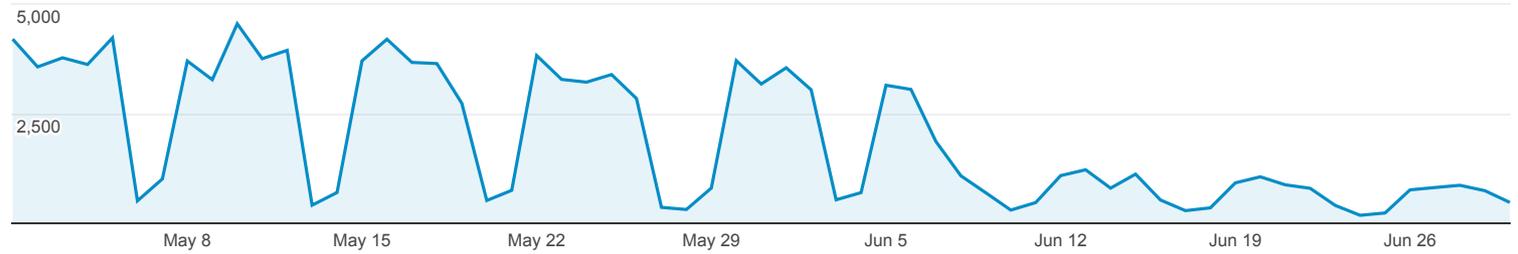
## AK: Content Efficiency Analysis v2

All Users  
100.00% Unique Pageviews

May 1, 2017 - Jun 30, 2017

## Page Business Performance Efficiency

## Unique Pageviews



Page Title	Unique Pageviews	Pageviews	Entrances / Pageviews	Bounce Rate	Avg. Time on Page	Page Value
	117,010 % of Total: 100.00% (117,010)	135,142 % of Total: 100.00% (135,142)	56.42% Avg for View: 56.42% (0.00%)	63.96% Avg for View: 63.96% (0.00%)	00:01:46 Avg for View: 00:01:46 (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. Princeton Public Schools	45,961 (39.28%)	50,549 (37.40%)	87.36%	66.97%	00:01:53	\$0.00 (0.00%)
2. Staff Portal - Princeton Public Schools	10,167 (8.69%)	12,187 (9.02%)	46.30%	77.16%	00:04:13	\$0.00 (0.00%)
3. Teacher Websites - Princeton Public Schools	7,736 (6.61%)	8,359 (6.19%)	28.80%	71.83%	00:01:36	\$0.00 (0.00%)
4. High School - Princeton Public Schools	3,177 (2.72%)	3,976 (2.94%)	38.15%	51.55%	00:01:38	\$0.00 (0.00%)
5. Intermediate School - Princeton Public Schools	2,782 (2.38%)	3,223 (2.38%)	42.35%	53.77%	00:01:21	\$0.00 (0.00%)
6. Middle School - Princeton Public Schools	2,333 (1.99%)	2,760 (2.04%)	38.44%	61.36%	00:01:48	\$0.00 (0.00%)
7. Activities - Princeton Public Schools	2,015 (1.72%)	2,444 (1.81%)	19.27%	67.30%	00:01:21	\$0.00 (0.00%)
8. Community Education - Princeton Public Schools	1,982 (1.69%)	2,336 (1.73%)	52.74%	74.84%	00:03:09	\$0.00 (0.00%)
9. Search results - Princeton Public Schools	1,703 (1.46%)	1,917 (1.42%)	7.62%	64.38%	00:01:05	\$0.00 (0.00%)
10. District Calendar - Princeton Public Schools	1,577 (1.35%)	1,820 (1.35%)	52.03%	75.18%	00:02:35	\$0.00 (0.00%)
11. Human Resources - Princeton Public Schools	1,549 (1.32%)	1,730 (1.28%)	26.59%	62.83%	00:01:20	\$0.00 (0.00%)
12. Online Academy - Princeton Public Schools	1,504 (1.29%)	1,617 (1.20%)	35.06%	90.83%	00:04:43	\$0.00 (0.00%)
13. Primary School - Princeton Public Schools	1,479 (1.26%)	1,791 (1.33%)	47.18%	57.75%	00:01:46	\$0.00 (0.00%)
14. Schools - Princeton Public Schools	1,266 (1.08%)	1,546 (1.14%)	29.30%	13.25%	00:00:23	\$0.00 (0.00%)
15. Staff Directory - Princeton Public Schools	1,219 (1.04%)	1,406 (1.04%)	17.43%	68.16%	00:03:02	\$0.00 (0.00%)
16. Keyboarding - Mrs. Arens - Computer Applications	1,093 (0.93%)	1,486 (1.10%)	9.35%	78.42%	00:04:20	\$0.00 (0.00%)
17. Page not found - Princeton Public Schools	1,079 (0.92%)	1,202 (0.89%)	86.19%	41.22%	00:01:01	\$0.00 (0.00%)
18. Mrs. Arens - Computer Applications	1,048 (0.90%)	1,375 (1.02%)	75.49%	4.91%	00:00:13	\$0.00 (0.00%)
19. School Board - Princeton Public Schools	959 (0.82%)	1,077 (0.80%)	23.77%	75.39%	00:03:53	\$0.00 (0.00%)
20. Parents - Princeton Public Schools	825 (0.71%)	164,955 (0.71%)	46.18%	69.16%	00:01:03	\$0.00 (0.00%)

21. Mr. Cloutier	<b>811</b> (0.69%)	<b>887</b> (0.66%)	87.82%	25.67%	00:00:38	\$0.00 (0.00%)
22. Food Service - Princeton Public Schools	<b>804</b> (0.69%)	<b>867</b> (0.64%)	51.21%	81.98%	00:02:24	\$0.00 (0.00%)
23. Students - Princeton Public Schools	<b>714</b> (0.61%)	<b>936</b> (0.69%)	34.72%	59.38%	00:00:41	\$0.00 (0.00%)
24. Daily Agenda (China and East Asia Unit) - Mr. Cloutier	<b>691</b> (0.59%)	<b>818</b> (0.61%)	19.19%	80.89%	00:04:30	\$0.00 (0.00%)
25. Departments - Princeton Public Schools	<b>570</b> (0.49%)	<b>767</b> (0.57%)	15.78%	29.75%	00:00:22	\$0.00 (0.00%)

Rows 1 - 25 of 1579

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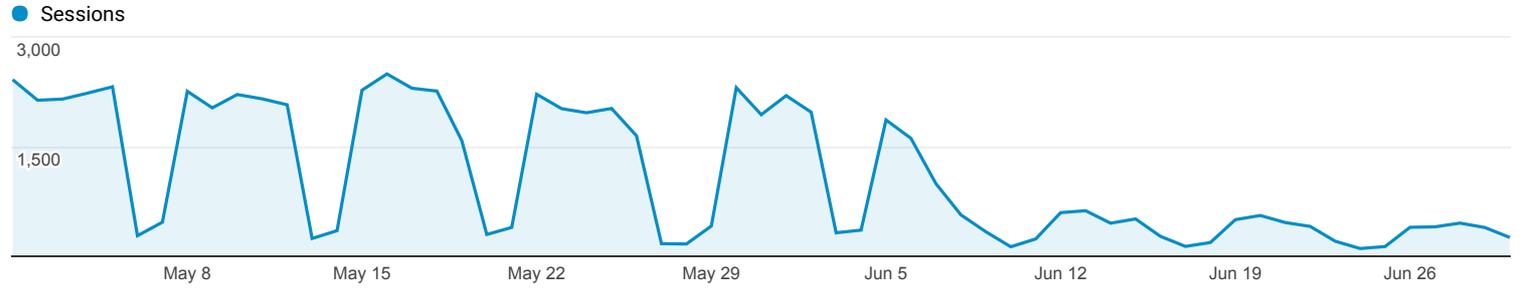


### Time of Day / Day of Week Transaction Report

All Users  
100.00% Sessions

May 1, 2017 - Jun 30, 2017

Day of Week



Day of Week Name	Sessions	Sessions
	67,237 % of Total: 100.00% (67,237)	67,237 % of Total: 100.00% (67,237)
1. Tuesday	14,144	21.04%
2. Monday	12,899	19.18%
3. Wednesday	12,889	19.17%
4. Thursday	12,710	18.90%
5. Friday	10,633	15.81%
6. Sunday	2,284	3.40%
7. Saturday	1,678	2.50%

Rows 1 - 7 of 7

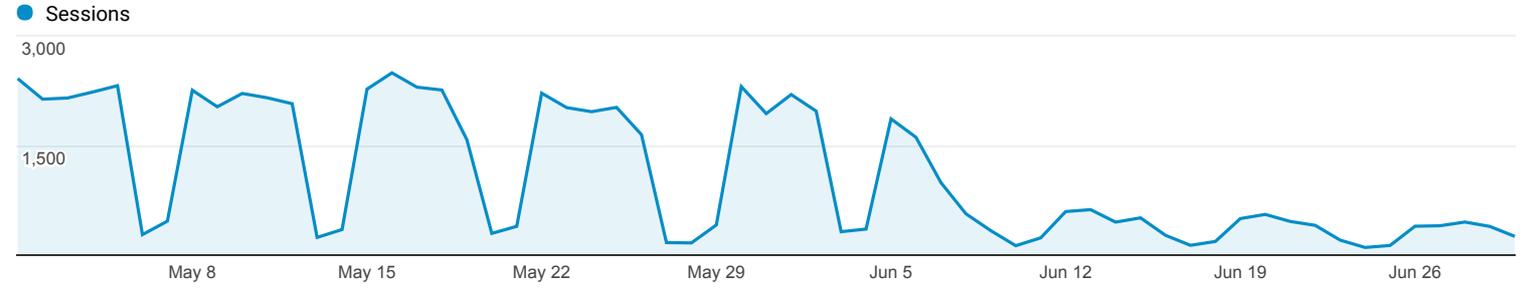
**Overview**

 **All Users**  
 100.00% Sessions

May 1, 2017 - Jun 30, 2017

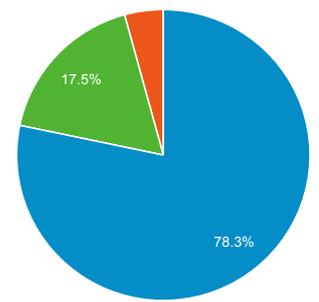
**Explorer**

Summary



Device Category	Sessions	Sessions
	67,237 % of Total: 100.00% (67,237)	67,237 % of Total: 100.00% (67,237)
1. desktop	52,631	78.28%
2. mobile	11,739	17.46%
3. tablet	2,867	4.26%

Contribution to total: Sessions



Rows 1 - 3 of 3

**PRINCETON PUBLIC SCHOOLS  
POLICY 533-WELLNESS**

**I. PURPOSE**

The purpose of this policy is to ~~set forth methods assure a school environment~~ that promotes ~~student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.~~ student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board recognizes that nutrition promotion and education, ~~and~~ physical activity, and other school-based activities that promote student wellness ~~education~~ are essential components of the educational process and that good health fosters student attendance and learning. ~~education.~~
- B. The school environment should promote ~~and protect~~ students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public ~~students, parents, teachers, food service staff, and other interested persons~~ in the development, implementation, and periodic review and update of the ~~implementing, monitoring, and reviewing~~ school district's wellness policy ~~nutrition and physical activity policies.~~
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- G. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
- H. Every effort will be made to promote food preparation that reduces fats, sugars, preservatives, additives or artificial substances.
- I. The School District defines the day as midnight to 30 minutes after the end of the school day (bell).

### III. ~~GUIDELINES~~ WELLNESS GOALS

#### ~~A. Foods and Beverages~~

- ~~1. All foods and beverages made available on campus (including concessions, fundraising items and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans during school hours (bell to bell).~~
- ~~\*Beginning 2007-08, fundraising items, if consumed on school grounds, must follow USDA guidelines.~~
- ~~2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.~~
- ~~3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.~~

- ~~4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced price school meals.~~
- ~~5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.~~
- ~~6. The school district will make every effort to provide students with sufficient time to eat school meals.~~
- ~~7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.~~

~~B. School Food Service Program/Personnel~~

- ~~1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.~~
- ~~2. The school district shall designate the Food Service Director to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.~~
- ~~3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.~~

~~C.A. Nutrition Education and Promotion and Education~~

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:

- a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
  - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage offer all students to make age appropriate, healthy selections of foods and beverages; This includes those sold individually outside the reimbursable school meal programs; Examples are such as through a la carte/ or {snack} lines, vending machines, fundraising events, concession stands, and student stores.
  - ~~3. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.~~

~~DB.~~ Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.

3. Classroom teacher will provide short physical activity breaks between lessons or classes, as appropriate.

4. ~~Students-Schools will have-work toward scheduling-recess before lunch.~~

EC. Communications with Parents

1. The school district recognizes that parents and guardians have a primary ~~and-fundamental~~ role in promoting ~~and-protecting~~ their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

- 
1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
  2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
  3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.

4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to handwashing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food

service program, the school district will provide continuing professional development for all food service personnel in schools.

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### C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered “competitive foods.” Competitive foods include items sold a la carte in the cafeteria, from vending machines, schools stores, and for in- school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (childcare) programs must also comply with the school district’s nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

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### D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
  - a. ~~Celebrations and parties. The school district will provide a list of healthy party ideas~~ A list of non-food ideas will be provided to parents and teachers., including non-food celebration ideas. Birthday celebrations will be non-food celebration.

- b. Daily Classroom snacks brought provided by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
- c. Parent delivers from fast food sources are discourages.

2. Rewards and incentives. Schools will not use foods or beverages as

rewards in the classroom for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

3. Rewards and incentives schoolwide will be at the discretion of Administration.

3.4. Fundraising: The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

#### E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion during the defined school day.

2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

### V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

#### A. Wellness Coordinator

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.

2. The principal administration of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

#### B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

### VI. POLICY IMPLEMENTATION AND MONITORING

#### A. Implementation and Publication

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

#### B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

#### C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
  - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
  - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
  - c. a description of the progress made in attaining the goals of the school's district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

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D. Recordkeeping

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The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and

methods the district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

#### **IV. IMPLEMENTATION AND MONITORING**

- ~~A. After approval by the school board, the wellness policy will be implemented throughout the school district.~~
- ~~B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.~~
- ~~C. The school district's food service program administrator with administrative help will provide an annual report to the superintendent and school board setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.~~
- ~~D. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.~~

**Legal References:** 42 U.S.C. § 1751 et seq. (Richard B. Russell National School Lunch Act)  
42 U.S.C. § 1771 et seq. (Child Nutrition Act of 1966)  
P.L. 108-265 (2004) § 204 (Local Wellness Policy)  
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)  
7 C.F.R. § 210.10 (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

**Local Resources:** Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments

Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)  
USDA Guidelines for Americans is available through the District  
Food Service Director.

Adopted: July 18, 2006

Revised: July 26, 2007

Revised: October 25, 2011

Revised: May 17, 2017

Revised: June 20, 2017

**PRINCETON PUBLIC SCHOOLS  
POLICY 534-FOOD SERVICE MEAL ACCOUNT MAINTENANCE**

**I. PURPOSE**

The purpose of this policy is to establish procedures for meal account maintenance in the provision of meals to students.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of this district to provide nutritious meals to students to promote healthy eating habits and enhance learning.
- B. It is the policy of this district to offer breakfast and lunch meals that meet state and federal guidelines.
- C. It is the policy of the district to develop procedures that allows for prepaid lunch accounts and collection of payments.
- D. Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the school/district prior to the school year. In addition, applications are available at all school locations and the District Center during normal business hours. If household income or size change, families can apply for meal benefits anytime during the school year.

**III. DEVELOPMENT OF DISTRICT PROCEDURES FOR PAYMENTS, CHARGING OF MEALS NOTIFICATION AND COLLECTION OF UNPAID DEBT**

The Director of Business Service shall be responsible for the development and maintenance of procedures related to meal service charges and collection of unpaid debt.

**IV. PAYMENT, CHARGING, AND COLLECTION OF MEAL GUIDELINES**

- A. The district shall establish a method in which families can prepay for meals.

- B. The district recognizes the parent/legal guardian is responsible for the payment of school meals and not the student.
- C. The district will not shame students in order to collect unpaid debt.
- D. The district will make every reasonable effort to collect unpaid debt before sending to a collection agency.

## V. COMMUNICATION OF POLICY

This policy and any pertinent supporting information shall be provided in writing to students and families at the start of each school year.

*Legal References:* Minn. Stat. § 124D.111, Subd.4  
42 U.S.C § 1751 es seq. (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 et seq. (School Lunch Program Regulations)  
7 C.F.R § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)  
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)  
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Adopted: June 20, 2017

**08.15.2017**

Last Name	First Name	Status	Building	Job Title	Group	Replacing	Effective Date	Wage
Town-Gunderson	Jessica	New Hire	District Center	Director of Teaching and Learning	At Will	Julie Willams	8.17.17	\$100,000.00



**Princeton Public Schools**

**ISD 477 Board of Education and Office of Superintendent  
Excellence in Governance, Management, and Consultation  
Professional Development Proposal**

August 11, 2017

*In partnership with*



## Introduction

Princeton Public Schools in Minnesota has recently engaged TeamWorks International, Inc. and its founder and principal, Dennis Cheesebrow in a mid-June, 2017 session for an introduction to the Education Leadership System (ELS) as developed by Dennis Cheesebrow with its focus on development of excellence in governance, management, and consultation to improve student learning and the daily experience of students, families, and staff. A comprehensive proposal for board and administration development was provided to the district in July, 2017, and the Board requested an initial focus on two areas of development for the 2017-18 SY.

### **Session 1: Simple Partnership Tools for the Board and Office of Superintendent**

- Review of Education Leadership System (ELS) and points of excellence in governance, management, and consultation
- Tool # 1: Dealing with doubt and mistrust through the Leadership Choice Framework
- Tool # 2: Differentiation between governance work and management work
- Tool # 3: Informal and non-binding consultation from the Board to the Superintendent
- Tool # 4: Use of Guiding Change document for key district public engagement and initiatives with a unified Board voice

### **Session 2: Using a District 10 Year Model to govern with a long-range view**

- District 10 Year Model and differentiation from an Annual Budget
- Alignment to District Strategic Plan and needed operational resources
- Impact on Board work, communications, and meetings
- Key challenges and opportunities in the near and mid-terms

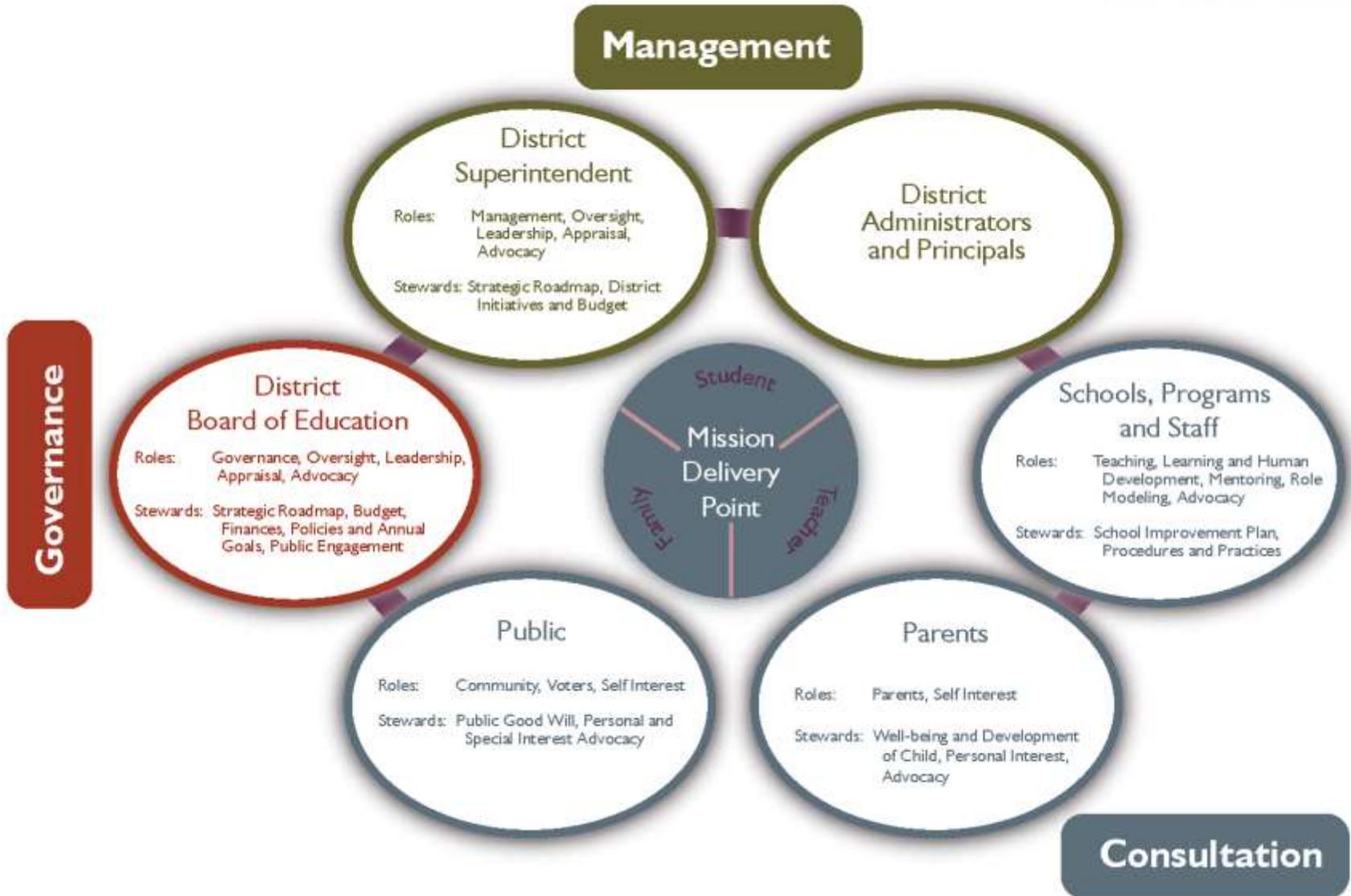
**Fee Estimations**

Two (2) sessions for a total of 4 hours each or 8 hours (including preparation and report if needed) \$ 2,500

A two hour session with administration to develop a 10 Year Model \$ 625

All travel and lodging expenses to be invoiced at cost

ELS Guidebooks @ \$ 20.00 each



# Introduction to TeamWorks International, Inc.

For 23 years, TeamWorks International, Inc. has been working with organizations to enhance their capacity for strategic, constructive change resulting in realization of vision in practical and measurable ways. Our clients come from education, community, religious, business, and government settings but they share a common aspiration; to achieve their goals while remaining healthy, dynamic and accountable.

## OUR MISSION

To enhance the capacity for strategic, constructive change in mission-focused, passion-driven organizations

## OUR APPROACH

- We honor our clients as competent and offer realism, hope and compassion in challenging situations.
- We take the time to really know our clients and their organizations.
- We customize our services specifically for each client and each situation.
- We are co-learners with our clients and recognize the value of their perceptions and insights.
- We have made a conscious choice to engage in this work in these environments and are deeply invested in our clients' success.

## OUR CORE STRATEGIES

<b>Insight Research Services</b>	Insight Services involves the synthesis of client data with relevant external data derived from demographic research, surveys and cultural analyses to deepen clients' understanding of both challenges and opportunities. Our specific Insight Services include GIS mapping, online surveys, customized research and analysis, and Subscription Services.
<b>Vision Delivery Services</b>	An organization can have a great mission, great people and great leadership and still not perform well because of internal misalignment. We help clients integrate their mission, vision, strategies, structures, success systems and leadership practice. We then develop a roadmap for the ongoing organizational journey. Our comprehensive, practical and personalized approach encourages those in governance, management and consultative roles to work in concert for the mission and success of their organization.
<b>Partnership Leadership Services</b>	TeamWorks has earned a national reputation for helping organizations develop the capacity for <i>Leadership through Partnership</i> , a compliment to the traditional "command/control" style of leadership. Through this approach, organizations become more adaptive, responsive and proactive as individuals and groups at different levels of authority begin to use consistent images, language and process in their interactions with one another.
<b>Proprietary FrameWorks™ Series</b>	FrameWorks are graphical images that help guide and support leadership and organizational development. Developed and delivered exclusively by TeamWorks professionals, these simple, memorable images provide both a process and a frame of reference through which leaders can interpret and manage complex webs of situations, environments, people, and influences.

## KEY CONSULTANT

### **Dennis M. Cheesebrow** **Founder and Principal, TeamWorks International**

With more than 20 years of experience serving the education, faith, government, business and human service marketplaces, Dennis Cheesebrow brings a broad array of experience in coaching, consulting, leadership and systems development to each client and audience. His direct style is sprinkled with humor, abundance and a deep appreciation for the human dynamics and potential in organizations and communities.



TeamWorks International is a leading national consultancy in the area of public education and well known for the Education Leadership System™ (ELS): an insightful and pragmatic view into the three authorities of governance, management and consultation. ELS is the model for partnership between six groups of adults to provide for the mission and promise of public education for all students. This structural and systemic approach of aligning the adults for ALL students learning is being applied in urban districts such as Columbus City Schools, Paterson Public Schools, St. Paul Public Schools, Greenwich Public Schools and Santa Fe Public Schools, in addition to more than 30 other suburban and rural school districts across the country. System tools such as the Strategic Roadmap, VisionCards, StrategyCards, and Monitoring Reports are becoming more commonplace among public school districts striving for mission and student success.

TeamWorks International is breaking new ground in continuous improvement in public education through its Insight Services group in assisting districts and communities to more deeply understand the intersection of learning, poverty, race, gender and housing to develop collaborative solutions to increase learning while closing the achievement gap.

Dennis has authored a new book, just released in 2012, titled Partnership; Redefined: Leadership through the Power of & as well as the Educational Leadership System Guidebook (2009) and the FrameWorks Guidebook (2009). He was a contributing author to the book, Voices From The Field: An Introduction to Human Systems Dynamics in 2003. He also holds three U.S. Patents from his 17 years at 3M as an engineer, research laboratory manager and marketing/business manager prior to founding TeamWorks International.