

Princeton Public Schools - ISD 477
Tuesday, June 19, 2018 at 6:00 PM
Work Session
District Office Board Room

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. REPORTS

- a. Board Members Committee Reports
- b. Superintendent Report

5. APPROVE AGENDA

6. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

7. CONSENT AGENDA

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

- a. Personnel 6
 - Gifts 7
- b. Bills 8
- c. Wire Transfers 13
- d. Treasurer's Report 14
- e. American Indian Liaison Joint Agreement 15
- f. Play Experts Research Proposal 19
- g. High School Handbook 35

8. ACTION

9. WORKSHOP

- a. Grievance
- b. Data Requests
- c. Grant Report 2017-18 71

10. FUTURE MEETINGS

Executive Committee- July 10, 4:15 P.M.

Regular Board Meeting- July 17, 2018, 6:00 P.M.

11. ADJOURN

Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Eric Minks on the **5th day of June, at 6:00 p.m.** in the District Center Board Room.

Roll Call: Members Present: Howard Vaillancourt, Deb Ulm, Eric Strandberg, Sue VanHooser, and Eric Minks, Chad Young (arrived at 6:07 pm).
Absent: Craig Johnson

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Sarah Marxhausen, Director of Teaching and Learning Jessica Town-Gunderson.

Citizen Comments: None

REPORTS

Board committee meeting(s) and school events each Board member attended.

Howard Vaillancourt	Greg Finck's Retirement Party & Julia Espe's Retirement Party, Vector Fundraiser, Graduation, Retirement Breakfast.
Eric Strandberg	Graduation, Preschool Graduation, Executive Committee.
Eric Minks	Graduation, Julia Espe's Retirement Party, Grievance Meeting.
Deb Ulm	Grievance Meeting, Graduation, Julia Espe's Retirement party, Retirement Breakfast.
Sue VanHooser	Graduation, Julia Espe's Retirement Party, Rum River Special Education Coop Meeting, Schools for Equity in Education Meeting.

Superintendent Report: Last day of school and graduation went smoothly. Working out transition for Ben Barton to take over in July.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Sue VanHooser seconded by Deb Ulm, **to approve the May 15, regular meeting minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Deb Ulm, seconded by Eric Strandberg, **to approve the consent agenda as presented.** *Personnel, Gifts, Fundraisers, Field Trips, Minnesota State High School League Membership, Intermediate School Handbook, and School Readiness Pay Guide. Motion passed unanimously.*

Discussion: Choir field trip does not conflict with State Speech meet.

INFORMATION

First Reading of Policies- Formatting changes in several policies. New Inclusive Education Program policy was proposed.

Q-Comp Annual Report for 2017-18- Jessica Town-Gunderson presented the Annual Q-Comp report.

2018-19 Staff Development Plan- Jessica Town-Gunderson presented the Staff Development Plan for 2018-19

ACTION

2018-19 Budget

Motion to accept the 2018-19 Budget as proposed was made by Deb Ulm and seconded by Eric Strandberg. Upon roll call the following voted for: Sue VanHooser, Chad Young, Deb Ulm, Eric Minks, Eric Strandberg, and Howard Vaillancourt. Motion passed unanimously.

Rum River Cooperative

Motion to pay the cash flow bill for Rum River Special Education by June 30, 2018 was made by Howard Vaillancourt and seconded by Chad Young. Upon roll call the following voted for: Howard Vaillancourt, Eric Strandberg, Eric Minks, Deb Ulm, Chad Young, and Sue VanHooser. Motion passed unanimously.

Resolution Establishing Dates for Filing Affidavits of Candidacy

Motion to accept the resolution establishing dates for filing affidavits of candidacy was made by Eric Strandberg and seconded by Howard Vaillancourt. Motion passed unanimously.

Transportation Contract Agreement

Motion to accept the transportation contract agreement as proposed was made by Deb

Ulm and Seconded by Sue VanHooser. Motion passed unanimously.

Second Reading of Policies

Motion to accept the second reading of policies as presented was made by Chad Young and seconded by Howard Vaillancourt.

IOWA Certification for Ben Barton

Motion to accept Ben Barton as the Identified Official with Authority for the MDE External User Access Recertification System was made by Chad Young and seconded by Eric Strandberg.

ADDITIONS TO AGENDA- None.

FUTURE MEETINGS INFORMATION

Executive Committee- June 13, 4:15 P.M.

Board Work Session- June 19th, 6:00 P.M.

ADJOURN

Motion to adjourn the meeting was made by Howard Vaillancourt and seconded by Eric Minks. The meeting was adjourned at 6:18 p.m.

Chair Eric Minks

Clerk Sue VanHooser

Recorder- Emily McKinnon

6.19.18

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Schneider	Anita	All	Summer Technology Assistant		N/A	6.11.18-8.2.18	\$14.59/hr
New Hire	Shakespeare	Jane	Intermediate	Full Time Helper	Food Service	Kristen Alfords	7.1.18	\$15.17/hr
New Hire	Weyer	Alyssa	Middle School	STEAM Teacher	PEA	N/A	8.1.18	\$44,503.00
New Hire	Nordine	Chelsey	Primary	First Grade Teacher	PEA		8.28.18	\$40,348.00
New Hire	McMahon	Padraic	High School	.2 English .8 Business Teacher	PEA	Jennrich	8.28.18	\$43,829.00
New Hire	Kude	Tara	High School	.96 Industiral Tech .07 Online	PEA	Dave Paddock	8.28.18	\$60,478.00
New Hire	Richardson	Tracy	High School	SPED Teacher	PEA	Joyce Geving	8.28.18	\$46,448.00

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Walker	Tammie	High School	English Teacher	PEA	N/A	5.31.18	
Resignation	Beehler	Kevin	High School	Science Teacher	PEA	N/A	6.12.18	6.30.18
Resignation	Geving	Joyce	High School	SPED Teacher	PEA	N/A	6.12.18	
Resignation	Hoskins	Breanna	Family Center	SACC Site Supervisor	Community Ed	N/A	6.30.18	
Retiring	Henchen	Kenneth	Primary	Head Custodian	Custodians	N/A	6.30.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Vita	Karla	Middle School	Robotics Coach 1.0 to .5	Activities	N/A	9.1.18	
Change in Assignment	Clyne	Kaitlin	Primary	First Grade Teacher	PEA	Samantha Statz	8.28.18	\$40,348.00
Change in Assignment	Forgey	Miranda	High School	.73 Science / .27 Math Teacher	PEA		8.28.18	
Change in Assignment	Jennrich	Anna	High School	1.0 English	PEA		8.28.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Mathson	Danielle	Middle School	.5 Yearbook Advisor	Activities	Kandy Hollman	9.4.18	\$807.00
Extra Duty	Croteau	Ashley	Middle School	.5 Yearbook Advisor	Activities	Kandy Hollman	9.4.18	\$807.00
Extra Duty	Lupkes	Jessica	High School	Phase 1 HS Redesign Team	Busch Grant	N/A	6.1.18-5.31.19	\$27.50/hr
Extra Duty	Jacobs	Eric	High School	Phase 1 HS Redesign Team	Busch Grant	N/A	6.1.18-5.31.19	\$27.50/hr
Extra Duty	Hamlin	David	High School	Varsity Asst Football Coach	Activities	David Paddock	8.18-11.18	\$3,866.00
Extra Duty	Freeh	Bob	High School	Varsity Asst Football Coach	Activities	Brandon Borich	8.18-11.18	\$3,866.00
Extra Duty	Moehlmann	Scott	High School	Varsity Asst Football Coach	Activities		8.18-11.18	\$3,631.00
Extra Duty	Nelson	Mitch	High School	Girls Soccer Coach	Activities	Kelsey Aydt	8.20.18	\$2,104.00
Extra Duty	Noehre	Amy	Middle School	Girls Soccer Coach	Activities	Caleb Sawatsky	8.20.18	\$2,017.00

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: East Central Energy

Description of gift: Teacher tote full of school supplies for the students & the classroom.

Pre-Condition, Condition, or Limitation on use:
To be used for students

How this gift specifically relates to the program or school: To ease the burden for teachers in our community, who often purchase these items themselves, and provide children the tools they need to succeed in school.

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Staff Name _____ Date: 6-11-18
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 6.13.18
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Revised: October 29, 2013

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

Fund Description	Total
01 General Fund	\$1,262,849.37
02 Food Service	\$97,327.07
04 Community Service	\$36,110.81
10 Student Activities	\$81,256.45
Report Total	\$1,477,543.70

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	76382	169360	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	06/19/2018	2,070.45
		76374	169361	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	06/19/2018	103.50
		76355	169362	Check	1	10069		DALCO	Yes	No	No	USD	06/19/2018	6,239.38
		76375	169363	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	06/19/2018	156.97
		76391	169364	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	06/19/2018	332.77
		76376	169365	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	06/19/2018	452.00
		76377	169366	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	06/19/2018	93.46
		76365	169367	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	06/19/2018	559.80
		76390	169368	Check	1	6645		GRAINGER	Yes	No	No	USD	06/19/2018	1,359.45
		76364	169369	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	06/19/2018	1,075.00
		76378	169370	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	06/19/2018	564.66
		76379	169371	Check	1	3182	3	HOUGHTON-MIFFLIN	Yes	No	No	USD	06/19/2018	767.98
		76371	169372	Check	1	15620	1	IDEAL SERVICE	Yes	No	No	USD	06/19/2018	2,745.00
		76356	169373	Check	1	10909	2	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	06/19/2018	94.74
		76380	169374	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	06/19/2018	30.00
		76368	169375	Check	1	15071	1	JAMIF SOFTWARE, LLC	Yes	No	No	USD	06/19/2018	11,844.11
		76381	169376	Check	1	3825	2	LIFETOUCH NSS	Yes	No	No	USD	06/19/2018	4,200.34
		76367	169377	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	06/19/2018	3,187.50
		76363	169378	Check	1	4206		MIDWEST PLAYSCAPES INC.	Yes	No	No	USD	06/19/2018	71.80
		76384	169379	Check	1	4273		MINNESOTA CLAY CO.	Yes	No	No	USD	06/19/2018	1,878.30
		76358	169380	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	06/19/2018	751.82
		76385	169381	Check	1	4536		NARDINI FIRE EQUIPMENT CO	Yes	No	No	USD	06/19/2018	448.00
		76386	169382	Check	1	4761		OAK GALLERY	Yes	No	No	USD	06/19/2018	1,477.09
		76360	169383	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	06/19/2018	260,448.28
		76370	169384	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	06/19/2018	504.86
		76369	169385	Check	1	15221	2	PEARSON EDUCATION, INC.	Yes	No	No	USD	06/19/2018	795.90
		76359	169386	Check	1	12243		PROVISION MEDIA INC	Yes	No	No	USD	06/19/2018	638.00
		76387	169387	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	06/19/2018	402.57
		76363	169388	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	06/19/2018	2,491.48
		76388	169389	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	06/19/2018	699.90
		76372	169390	Check	1	15713		ST. CLOUD CARTRIDGES	Yes	No	No	USD	06/19/2018	623.96
		76361	169391	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	06/19/2018	695.65
		76357	169392	Check	1	11229	1	ULINE	Yes	No	No	USD	06/19/2018	420.40
		76366	169393	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	06/19/2018	55,512.86
		76389	169394	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	No	No	USD	06/19/2018	5,134.80

Bank Total: 001

\$1,477,543.70

Report Total:

\$1,477,543.70

**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	76231	169278	Check	1	5040		PIZZA BARN	Yes	No	No	USD		06/01/2018	27.68
		76232	169279	Check	1	5107		PRINCETON AUTO CENTER	Yes	No	No	USD		06/01/2018	165.90
		76233	169280	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD		06/01/2018	185.00
		76234	169281	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD		06/01/2018	4,552.83
		76235	169282	Check	1	5139		PRINCETON LANES	Yes	No	No	USD		06/01/2018	932.00
		76236	169283	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD		06/01/2018	24.23
		76237	169284	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD		06/01/2018	117.08
		76238	169285	Check	1	5521		SCANTRON CORPORATION	Yes	No	No	USD		06/01/2018	63.14
		76239	169286	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	No	No	USD		06/01/2018	50.99
		76240	169287	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD		06/01/2018	40.88
		76241	169288	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD		06/01/2018	168.00
		76211	169289	Check	1	14747		SIMPSON JOHN	Yes	No	No	USD		06/01/2018	75.00
		76197	169290	Check	1	12188		SMITH DANIEL	Yes	No	No	USD		06/01/2018	75.00
		76188	169291	Check	1	10090		STAFKI AMY	Yes	No	No	USD		06/01/2018	55.00
		76205	169292	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD		06/01/2018	454.00
		76208	169293	Check	1	14439	1	TAYLOR PUBLISHING CO	Yes	No	No	USD		06/01/2018	16,267.72
		76209	169294	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD		06/01/2018	30,909.74
		76204	169295	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD		06/01/2018	899.75
		76191	169296	Check	1	11229	1	ULINE	Yes	No	No	USD		06/01/2018	155.14
		76245	169297	Check	1	14430		VEX ROBOTICS, INC.	Yes	No	No	USD		06/04/2018	155.95
		76246	169298	Check	1	11053		BIRDIE MARKETING INC	Yes	No	No	USD		06/05/2018	1,420.00
		76248	169299	Check	1	16049		NATIONAL RECOGNITION PRODUCT	Yes	No	No	USD		06/06/2018	2,853.59
		76250	169300	Check	1	9690		BUNKER HILLS GOLF CLUB	Yes	No	No	USD		06/07/2018	34.00
		76249	169301	Check	1	16060		MHSGCA	Yes	No	No	USD		06/07/2018	50.00
		76300	169302	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD		06/08/2018	4,370.77
		76351	169303	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD		06/08/2018	872.52
		76323	169304	Check	1	16061		ANDERSON ARRON	Yes	No	No	USD		06/08/2018	114.85
		76302	169305	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD		06/08/2018	190.34
		76336	169306	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD		06/08/2018	18.99
		76333	169307	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD		06/08/2018	14,197.42
		76326	169308	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD		06/08/2018	174.00
		76322	169309	Check	1	16051		DAIRYLAND DONKEY BALL, LLC	Yes	No	No	USD		06/08/2018	125.00
		76306	169310	Check	1	12344		DAUBNER JENNIFER	Yes	No	No	USD		06/08/2018	421.84
		76304	169311	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD		06/08/2018	2,212.08
		76349	169312	Check	1	7090		DORR LUTHER	Yes	No	No	USD		06/08/2018	400.00
		76327	169313	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD		06/08/2018	53.30
		76328	169314	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD		06/08/2018	50.40
		76320	169315	Check	1	15976		ECO SHRED MN, INC.	Yes	No	No	USD		06/08/2018	101.00
		76301	169316	Check	1	10894		FAIRWAY SHORES GOLF	Yes	No	No	USD		06/08/2018	2,000.00
		76312	169317	Check	1	14833		FASTBRIDGE LEARNING	Yes	No	No	USD		06/08/2018	816.00
		76329	169318	Check	1	2527		FINCK GREG	Yes	No	No	USD		06/08/2018	33.90

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	76133	169194	Check	1	14744		INSTRUMENTALIST AWARDS LLC	Yes	No	No	USD	05/25/2018	248.00
		76147	169195	Check	1	3701		LAKESHORE	Yes	Yes	No	USD	05/25/2018	140.00
		76122	169196	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	Yes	No	USD	05/25/2018	180.78
		76125	169197	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	05/25/2018	225.22
		76164	169198	Check	1	9130	2	MINNESOTA WEARABLES	Yes	Yes	No	USD	05/25/2018	900.00
		76117	169199	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	05/25/2018	168.15
		76159	169200	Check	1	8294		MISSISSIPPI 8 CONFERENCE	Yes	No	No	USD	05/25/2018	1,362.05
		76148	169201	Check	1	4363	6	MN HISTORICAL SOCIETY	Yes	No	No	USD	05/25/2018	2,109.00
		76163	169202	Check	1	8945		MOHN MONICA	Yes	No	No	USD	05/25/2018	75.00
		76119	169203	Check	1	12456		OGREN RICHARD M.	Yes	Yes	No	USD	05/25/2018	52.00
		76158	169204	Check	1	7479		OSTROOT RICHARD	Yes	No	No	USD	05/25/2018	150.00
		76126	169205	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	05/25/2018	12,796.02
		76150	169206	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	05/25/2018	2,285.74
		76151	169207	Check	1	5040		PIZZA BARN	Yes	No	No	USD	05/25/2018	140.00
		76123	169208	Check	1	12648		REBYL SPORTS, INC.	Yes	Yes	No	USD	05/25/2018	1,527.00
		76140	169209	Check	1	16041	1	ROBIN BONDHUS	Yes	No	No	USD	05/25/2018	500.00
		76152	169210	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	Yes	No	USD	05/25/2018	8.00
		76153	169211	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	05/25/2018	570.32
		76165	169212	Check	1	9494	1	SNA	Yes	Yes	No	USD	05/25/2018	100.00
		76130	169213	Check	1	14062		STEEL SALES CORP.	Yes	Yes	No	USD	05/25/2018	1,258.20
		76139	169214	Check	1	16040		SWANNIES GOLF APPAREL CO.	Yes	No	No	USD	05/25/2018	2,317.00
		76132	169215	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	05/25/2018	57,437.82
		76154	169216	Check	1	6079		TEAM SPORTING GOODS INC	Yes	Yes	No	USD	05/25/2018	13,500.00
		76137	169217	Check	1	15852		THE MCCALL PATTERN COMPANY, II	Yes	Yes	No	USD	05/25/2018	65.55
		76155	169218	Check	1	6202		TRANS-MISSISSIPPI BIOLOGICAL	Yes	No	No	USD	05/25/2018	87.46
		76156	169219	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	Yes	No	USD	05/25/2018	182.34
		76138	169220	Check	1	15938	1	TRIMARK	Yes	Yes	No	USD	05/25/2018	2,166.78
		76157	169221	Check	1	6231		TRIO SUPPLY COMPANY	Yes	Yes	No	USD	05/25/2018	1,646.58
		76116	169222	Check	1	11229	1	ULINE	Yes	No	No	USD	05/25/2018	721.81
		76136	169223	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	05/25/2018	830.00
		76114	169225	Check	1	10660		WILD MOUNTAIN	Yes	No	No	USD	05/25/2018	1,645.00
		76166	169226	Check	1	14756		NATIONAL JOINT POWERS ALLIANCI	Yes	No	No	USD	05/29/2018	268,945.33
		76167	169227	Check	1	14756		NATIONAL JOINT POWERS ALLIANCI	Yes	No	No	USD	05/29/2018	267,636.21
		76175	169228	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD	05/31/2018	188.56
		76180	169229	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	05/31/2018	934.22
		76177	169230	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	05/31/2018	67.14
		76178	169231	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	05/31/2018	182.18
		76179	169232	Check	1	4584	2	NCPERS MINNESOTA	Yes	No	No	USD	05/31/2018	64.00
		76181	169233	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	05/31/2018	19,946.37
		76182	169234	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	05/31/2018	1,445.34
		76183	169235	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	05/31/2018	2,971.23

**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	76026	169111	Check	1	16027		SCHMIDT RICHARD	Yes	Yes	No	USD	05/11/2018	140.00
		76040	169112	Check	1	5523	6	SCHOLASTIC BOOK CLUBS INC	Yes	Yes	No	USD	05/11/2018	123.00
		76018	169113	Check	1	14747		SIMPSON JOHN	Yes	Yes	No	USD	05/11/2018	75.00
		76004	169114	Check	1	10993		SMITH KEVIN L	Yes	Yes	No	USD	05/11/2018	90.00
		76008	169115	Check	1	12385		THOMPSON KENDRA	Yes	No	No	USD	05/11/2018	25.00
		76020	169116	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	05/11/2018	341.54
		76022	169117	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	Yes	No	USD	05/11/2018	1,320.00
		76011	169118	Check	1	13262	1	WALMART COMMUNITY/GEGRB	Yes	Yes	No	USD	05/11/2018	991.89
		76054	169119	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	Yes	No	USD	05/15/2018	246.24
		76056	169120	Check	1	16034		GOLZ LINDSAY	Yes	No	No	USD	05/14/2018	150.00
		76057	169121	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	05/18/2018	19,026.50
		76059	169122	Check	1	4388		MN STATE HIGH SCHOOL LEAGUE	Yes	Yes	No	USD	05/16/2018	162.00
		76060	169123	Check	1	16029	1	SPACE WALK	Yes	No	No	USD	05/17/2018	285.00
		76062	169124	Check	1	1040	1	ACT	Yes	Yes	No	USD	05/18/2018	1,116.00
		76064	169125	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	Yes	No	USD	05/18/2018	1,405.23
		76092	169126	Check	1	2816		ANDERSON GREG	Yes	Yes	No	USD	05/18/2018	1,455.00
		76094	169127	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	05/18/2018	527.62
		76104	169128	Check	1	9606		BUTLER DON	Yes	Yes	No	USD	05/18/2018	140.00
		76087	169129	Check	1	1731		C.F.I. SYSTEMS	Yes	No	No	USD	05/18/2018	719.60
		76089	169131	Check	1	1799		CITY OF PRINCETON	Yes	Yes	No	USD	05/18/2018	50.00
		76090	169132	Check	1	2169		DISCOUNT SCHOOL SUPPLY	Yes	Yes	No	USD	05/18/2018	324.14
		76085	169133	Check	1	16039		DOUGLAS KENDRA	Yes	Yes	No	USD	05/18/2018	55.59
		76081	169134	Check	1	15914		EEC ACQUISITION, LLC	Yes	Yes	No	USD	05/18/2018	403.16
		76091	169135	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	05/18/2018	2,754.00
		76079	169136	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	Yes	No	USD	05/18/2018	240.80
		76069	169137	Check	1	13229		FAIRVIEW	Yes	Yes	No	USD	05/18/2018	8,070.00
		76084	169138	Check	1	16038		FRISCHMON MICHAEL	Yes	No	No	USD	05/18/2018	150.00
		76082	169139	Check	1	16035		GAVIC MARK	Yes	No	No	USD	05/18/2018	60.00
		76066	169140	Check	1	12674		GOTFREDSON JON	Yes	Yes	No	USD	05/18/2018	140.00
		76101	169141	Check	1	6645		GRAINGER	Yes	Yes	No	USD	05/18/2018	110.52
		76080	169142	Check	1	15533		HERITAGE EMBROIDERY & DESIGN	Yes	Yes	No	USD	05/18/2018	380.00
		76076	169143	Check	1	14755		JARVIS JAMES JR	Yes	Yes	No	USD	05/18/2018	90.00
		76093	169144	Check	1	3623		KOEHLER & DRAMM INC.	Yes	Yes	No	USD	05/18/2018	1,856.37
		76102	169145	Check	1	7428		LAWRENCE TOM	Yes	Yes	No	USD	05/18/2018	150.00
		76106	169146	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	Yes	No	USD	05/18/2018	1,600.00
		76073	169147	Check	1	14553		MILACA THEATRE	Yes	Yes	No	USD	05/18/2018	107.00
		76074	169148	Check	1	14553		MILACA THEATRE	Yes	Yes	No	USD	05/18/2018	100.00
		76075	169149	Check	1	14553		MILACA THEATRE	Yes	Yes	No	USD	05/18/2018	564.00
		76065	169150	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	05/18/2018	34.50
		76067	169151	Check	1	12723		MUD HOLE CUSTOM TACKLE INC.	Yes	No	No	USD	05/18/2018	594.19
		76063	169152	Check	1	10961		NORTHERN LIGHTS BALLROOM	Yes	Yes	No	USD	05/18/2018	1,500.00

Princeton Public Schools - ISD #477

Wire Transfer Report

June 19, 2018

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
5/15/2018	\$ 615,314.22	ACH File Transfer
5/15/2018	\$ 201,630.08	Federal Tax Wire Transfer
5/15/2018	\$ 34,120.20	State Tax Wire Transfer
5/15/2018	\$ 13,888.64	Select Account HSA
5/15/2018	\$ 95,371.70	TRA File Transfer
5/15/2018	\$ 40,002.33	PERA File Transfer
5/15/2018	\$ 241.50	MN Child Support File Transfer
5/15/2018	\$ 39,055.44	TSA File Transfer
5/31/2018	\$ 630,644.18	ACH File Transfer
5/31/2018	\$ 208,012.72	Federal Tax Wire Transfer
5/31/2018	\$ 35,475.97	State Tax Wire Transfer
5/31/2018	\$ 13,904.62	Select Account H S A
5/31/2018	\$ 98,513.95	TRA File Transfer
5/31/2018	\$ 40,673.77	PERA File Transfer
5/31/2018	\$ 241.50	MN Child Support File Transfer
5/31/2018	\$ 37,987.75	TSA File Transfer
6/4/2018	\$ 14,901.77	BMO Harris Bank - (Pcards)
6/5/2018	\$ 1,281.00	MN Revenue - (Sales tax)
5/3/2018	\$ 3,118.33	SelectAccount
5/10/2018	\$ 2,516.74	SelectAccount
5/17/2018	\$ 1,635.24	SelectAccount
5/20/2018	\$ 375.65	SelectAccount
5/24/2018	\$ 848.63	SelectAccount
5/31/2018	\$ 1,644.33	SelectAccount
TOTAL	\$ 2,131,400.26	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR MAY 2018**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	11,915,660.54	4,556,458.57	3,074,077.26	(3,777.78)	13,398,041.85
02 Food Service	472,797.67	184,970.83	195,927.62	4,162.32	461,840.88
04 Community Service	460,569.07	149,097.83	139,328.02	(3,242.56)	470,338.88
06 Building Fund	66,020.42	86.80	0.00	0.00	66,107.22
07 Debt Service	675,365.61	457,255.19	0.00	0.00	1,132,620.80
10 Activities	176,547.67	40,666.32	69,544.95	(2,036.31)	147,669.04
TOTAL	13,766,960.98	5,388,535.54	3,478,877.85		15,676,618.67

Bank Accounts

AP/PR Account (Bremer)	1,194,612.67
MSDLAF+	4,203,068.28
Investments (Fd01)	11,012,938.38
Investments (Fd06)	<u>66,107.22</u>
	16,476,726.55
O/S Accts Pay Checks	(710,314.44)
O/S Payroll Checks	(4,329.01)
O/S Wires	(89,254.17)
NSF Checks	<u>3,789.74</u>
TOTAL	15,676,618.67

AGREEMENT

This Agreement (“Agreement”) is entered into by and between Independent District No. 477, Princeton (“Princeton”) and Independent School District No. 912, Milaca (“Milaca”).

WHEREAS, Princeton employs a full-time Native American Indian Liaison;

WHEREAS, Milaca would like to pay Princeton to assign its Native American Indian Liaison to provide an average of twenty hours of service per week to students and families in Milaca;

NOW, THEREFORE, IN CONSIDERATION OF the forgoing, the promises contained in this Agreement, and other valuable consideration, the sufficiency of which is acknowledged, Princeton and Milaca agree as follows:

1. **Term.** This Agreement will automatically terminate, without further action from either party, at 5:00 p.m. on June 29, 2019, unless the parties affirmatively act to renew this Agreement or to enter into a successor agreement. Either party may terminate this Agreement before June 29, 2019, by providing written notice to the other party thirty (30) calendar days in advance of the effective date of termination. If early termination occurs, Milaca will be responsible for paying a prorated amount of the payment specified in the third numbered paragraph of this Agreement.

2. **Assignment of Native American Indian Liaison.** For each week that school is in session while this Agreement is in effect, Princeton will assign and direct the Native American Indian Liaison to provide an average of twenty (20) hours of service to Milaca students and their families.

3. **Payment.** Milaca will pay Princeton for one-half of all costs and expenses that Princeton incurs in employing a full-time Native American Indian Liaison during the 2018-2019 school year. Such costs and expenses include, but are not limited to, wages, benefits, workers’ compensation insurance, unemployment compensation insurance, liability insurance, the provision of office space, and the provision of a school computer. On or before January 15, 2019, Princeton will provide written notice to Milaca of the total costs and expenses that Princeton incurred in employing the Native American Indian Liaison from July 1, 2018 through December 31, 2018. Milaca will pay Princeton that amount on or before January 30, 2019. On or before July 15, 2019, Princeton will provide written notice to Milaca of the total costs and expenses that Princeton incurred in employing the Native American Indian Liaison from January 1, 2019 through June 30, 2019. Milaca will pay Princeton that amount on or before July 30, 2019. If Princeton provides notice of the total amount of the costs and expenses after any of the deadlines specified in this paragraph, Milaca will not be responsible for paying the costs and expenses until fifteen (15) calendar days after it receives notice from Princeton of the amount that is due.

4. **MDE Funding.** While this Agreement is in effect, the Native American Indian monies that Milaca would have received from the Minnesota Department of Education (“MDE”) will be allocated directly to Princeton. Milaca may not apply for, claim, or attempt to claim any such monies while this Agreement is in effect. If for such reason any Native American Indian monies are paid or allocated directly to Milaca while this Agreement is in effect, Milaca will immediately pay such monies to Princeton.

5. **Unemployment Compensation.** In the event that Princeton terminates the Native American Indian Liaison’s employment on or before June 30, 2019 and is obligated to pay unemployment compensation to the Native American Indian Liaison, Milaca will be responsible for reimbursing Princeton for one-half of the unemployment compensation it pays to the Native American Indian Liaison. This provision will survive the termination of this Agreement.

6. **Office Space and Furnishings.** During the term of this Agreement, Princeton will provide office space for the Native American Indian Liaison and appropriate furnishings, including a school computer with internet access. The office space will be available during regular school hours for use by the Native American Indian Liaison.

7. **Relationship of the Parties.** Princeton and Milaca not entering into a partnership or a joint venture, and nothing in this Agreement may be construed to create a partnership or joint venture between Princeton and Milaca. Neither party has any authority or power to take any unilateral action that could legally bind the other party. For purposes of the Minnesota Government Data Practices Act, each party is considered to be an independent contractor relative to the other party.

8. **Employment Status.** The Native American Indian Liaison will be considered to be an employee of Princeton at all times and for all purposes. Princeton maintains full control over its employees, including the Native American Indian Liaison, and is solely responsible for all employment and administrative functions related its employees, including, but not limited to, supervision, evaluation, payroll and deductions, maintenance of all required insurance (e.g. workers’ compensation insurance, unemployment insurance, liability insurance), and any disputes or grievances.

9. **Liability Claims.** Each party is solely responsible for the alleged acts and omissions of its own officers, employees, officials, agents, and representatives. To the extent permitted by law, Princeton or its insurer must defend, indemnify, and hold Milaca harmless for any claims that are made against Milaca based on any omissions or actions alleged to have been taken by the Native American Indian Liaison. To the extent permitted by law, Milaca or its insurer must defend, indemnify, and hold Princeton harmless for any claims that are made by

the Native American Indian Liaison or any other person based on any alleged omissions or actions alleged to have been taken by any employee of Milaca.

10. **Notices.** Princeton must provide all official notices under this Agreement to Milaca by electronic mail or by U.S. Mail addressed to Milaca's Superintendent at 500 MN-23, Milaca, MN 56353. Milaca must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to Princeton's Superintendent at 706 First Street, Princeton, Minnesota 55371. Either party may designate a different addressee or address at any time by giving written notice to the other party. Notice that is delivered by U.S. Mail is effective upon mailing. The parties may also agree, in writing, to permit notices to be delivered by email. If such permission is granted, any notice that is delivered by email is effective upon transmission

11. **Data Practices.** All other government data that are collected, created, received, or maintained as a result of this Agreement must be administered in compliance the Minnesota Government Data Practices Act ("MGDPA"). Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA. To the extent that the Native American Indian Liaison collects, generates, or otherwise maintains educational data or personnel data because of any service provided to any student or family of Princeton, Princeton has the exclusive right and responsibility to maintain and administer such data. To the extent that the Native American Indian Liaison collects, generates, or otherwise maintains educational data or personnel data because of any service provided to any student or family of Milaca, Milaca has the exclusive right and responsibility to maintain and administer such data.

12. **No. Assignment.** Neither party may assign, delegate, or otherwise transfer any rights or obligations under this Agreement to another party.

13. **No Unlawful Discrimination.** The District and Milaca each agree to provide equal employment opportunities to all employees and applicants for employment in accordance with all applicable federal, state, and local laws. No person may be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program, service, or activity based on race, color, creed, religion, national origin, sex (gender), marital status, familial status, disability, public assistance, age, sexual orientation, or local human rights commission activity. In addition, Princeton and Milaca each specifically agree not to discriminate unlawfully against any student in any program, service, activity, or decision based on race, color, creed, religion, national origin, sex (gender), marital status, disability, public assistance, age, or sexual orientation.

14. **Equal Drafting.** In the event that either party asserts that a provision of this Agreement is unlawful, unenforceable, or ambiguous, this Agreement must be construed to have been drafted equally by the parties.

15. **Entire Agreement.** This Agreement represents the full and complete agreement between the parties regarding the Native American Indian Liaison. Neither party has relied on any promise, representation, or inducement that is not stated in this written Agreement. This Agreement supersedes any and all prior agreements between the parties related to the Native American Indian Liaison. To be valid, any amendments or addendums to this Agreement must be in writing and must be signed by duly authorized representatives for each party. An executed copy of this Agreement will have the same legal effect as the original.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed and intend to be bound by it.

INDEPENDENT SCHOOL DISTRICT NO. 447, PRINCETON

School Board Chair
Independent District 477

Date

School Board Clerk
Independent District No. 477

Date

INDEPENDENT SCHOOL DISTRICT NO. 912, MILACA

School Board Chair
Independent District 912

Date

School Board Clerk
Independent District No. 912

Date

RASW: 70170

Reflections of Play Experts--A Retrospective Study

By

Mary F. Ward, MA, CCC-SLP

Cheryl B. Gilson, PhD, CCC-SLP

A research proposal presented to
Princeton Public Schools, District 477
Princeton, MN

June 6, 2018

OVERVIEW and PURPOSE

The ability to make and maintain social relationships is a hallmark deficit experienced by individuals with Autism. One strategy to address this deficit has been special training for the peers of these individuals to empower the peers with the skills and knowledge to build “friendship bridges.” Mary Ward has implemented such a program in the Princeton Primary School for the past nine years. The purpose of the present research is to gather the perspective of those peer Play Experts--some of whom are near graduation-- in an effort to determine if the Play Expert Training carried forward throughout the peer’s school years.

BACKGROUND

Beginning in 2009, Mary Ward asked second grade teachers to pick four students per each special needs student (usually students identified with Autism Spectrum Disorder). The teachers were instructed to choose peers with specific characteristics including; smart, kind, responsible, sensitive and intuitive. Specific written permission was secured from those students’ parents to attend speech sessions with a special needs student from their class and to participate with this reverse mainstream program. Play Experts were taught about the general characteristics of students with special needs, particularly Autism, and about confidentiality. Play Experts came with their classmate (special needs student) about one time a month to play in speech. The types of activities were table games or simple movement games such as hide and seek, tag, or follow the leader. The special needs students had previously been taught the table game or movement game to enhance the success of the experience.

RESEARCH QUESTIONS

1. What are the perceptions of the play experts of their second grade experience in the Friendship Club?
2. How often do the present day Play Experts self-report experiences in which they have advocated for persons with special needs?
3. How often do the present day Play Experts self-report social interactions with persons with special needs?
4. Is there a relationship between the Play Experts’ value of their second grade experience and the frequency with which they advocate and interact with persons with special needs?

5. Is there a relationship between the Play Expert's self-reported frequency of advocacy for persons with special needs and their self reported frequency of interactions with persons with special needs.
6. What experiences influenced the Play Experts to advocate for and/or maintain social relationships for persons with special needs?
7. What do the play experts suggest would aid the persons with special needs to "fit in?"

METHODS

All former Play Experts participated with the expressed written consent of their parents while in the second grade. The Play Expert files from the past nine years will be reviewed and all former Play Experts currently in Middle and High School will receive an email on their school email account inviting them to participate in the study. The list of Play Experts over the years has always been, and will continue to be, stored in a confidential, locked file. The email will contain the following:

- a brief explanation of the study and request to participate,
- an attached cover letter to parents and Parent Consent Form (Appendix A),
- an attached Child Assent Form (Appendix B), and
- directions to print, sign, and return the Child Assent and Parent Consent Forms (See Appendix C for a copy of the text of the email).

Secretaries at the middle and high school offices will be supplied with collection envelopes marked "Confidential: Mary Ward Play Experts." Participants will be instructed to return the signed forms to their respective school office secretaries. Collection envelopes will be maintained in a confidential location by the secretaries until collected by the researchers.

Once signed permission is secured, Play Experts will receive another email containing a link to the survey as well as a second link to volunteer for the interview (See Appendices D (Survey Questions), E (Interview Questions) and F (Text to Volunteer for Interview)). Ten to twenty Play Experts will be selected for the interviews based on scheduling convenience. The 20-60 minute interviews will be completed at a mutually agreed upon quiet school area, be conducted by Mary Ward or Cheryl Gilson, and be audio recorded for later transcription. Identifying information will not be stored with the transcripts.

Follow-up/reminder emails will be sent to Play Experts who have not responded at two- and three-weeks post-initial email contact. No further contact will be made with those former Play Experts who do not respond to these emails.

The survey, a Google Forms document, will automatically populate a spreadsheet containing the data from the survey. The Google Forms document has a feature that allows the email address of the participants to be recorded separate from the survey data. These email addresses will be compared against the master list in order to send the follow-up/reminders.

DATA ANALYSIS

Descriptive data regarding the demographics of the sample group will be collected and aggregated.

Descriptive data will also be aggregated for the following:

- Perceptions of the Play Experts about their experience in the Friendship Club,
- Frequency of self-report experiences in which they have advocated for persons with special needs,
- Frequency of self-report social interactions with persons with special needs.

Correlational statistics will be applied to examine the following relationships:

- The relationship between Play Experts' value of their second grade experience and the frequency with which they advocate for persons with special needs.
- The relationship between Play Experts' value of their second grade experience and the frequency with which they interact with persons with special needs.
- The relationship between the Play Expert's self-reported frequency of advocacy for persons with special needs and their self reported frequency of interactions with persons with special needs.

Additional correlations may be applied based on trends in the data.

Qualitative data analysis procedures will be applied to transcripts of the interviews to identify patterns in the Play Experts experiences regarding social relationships with persons with special needs.

Appendix A
Cover Letter and Parent/Guardian Consent Form

September XX, 2018

Dear Parents or Guardians,

While your child was in 2nd grade he/she was asked to play (be a play expert) with some special needs classmates during their speech time. We are doing a study looking back on that experience to see how it affected the children involved. We are asking your permission to allow your child to complete a survey and possibly a face-to-face interview. To give your permission for your child to participate, simply sign and date the "informed consent letter" and have your child drop it off in the middle school or high school office. If you have any questions please call Mary Ward at 763-389-6953. Thank you!

Sincerely Yours,

Mary F. Ward, MA, CCC-SLP
Speech/Language Pathologist
Princeton Primary School

Cheryl B. Gilson, PhD, CCC-SLP
Speech/Language Pathologist
Princeton Intermediate School

PARENT GUARDIAN CONSENT FORM

Reflections of Play Experts--A Retrospective Study

Invitation: Your child _____ is invited to participate in a study about what youths remember from a second grade experience called *Friendship Club* or *Play Experts*. At that time, typically developing children were called *Play Experts* and taught about children with special needs. The study is being conducted by Mary Ward and Cheryl Gilson, both speech language pathologists for Princeton Independent School District # 477. This study was approved by Princeton Independent School District # 477 on xxxxxx 2018. If your child is under 18 years of age, parent consent, as well as child assent are required to participate in research.

Basis for Subject Selection: Your child was selected because in second grade, she/he was a Play Expert in the program called *Friendship Club* conducted by Mary Ward. All former Friendship Club participants will be asked to complete a survey. Ten to twenty Play Experts who complete the survey and volunteer for an interview will be interviewed face-to-face.

Overall Purpose of Study: The purpose of the study is to see what Play Experts recall from their second grade experience and to see if that information has carried forward into any of their interactions since then.

Description of the Study: After returning Parent Consent and Child Assent forms, an email will be sent to former Play Experts with a link to the survey. A second link will be included for the former Play Experts to volunteer for the interview. The survey is online, approximately 10 questions long, and is expected to take 15 minutes to complete. If selected for an interview, your child may be interviewed by Mary Ward or Cheryl Gilson, asked if they recall their Play Expert training, and if/how they have used that information in their interactions since then. Interviews will be completed in a conference room at the students' school or other neutral location. Interviews will be scheduled before or after school or during non-academic times. Interviews will be audio-recorded and transcribed to look for patterns in the Play Experts' opinions and experiences.

Potential risks and discomforts: There are minimal risks to participating in this study. If the Play Expert becomes uncomfortable, he/she may terminate the survey or the interview.

Potential Benefits: There are no direct benefits to the Play Experts themselves for participating in this study, however, this study may benefit others by helping teachers learn if the lessons learned in this Play Expert program extend beyond the second grade.

Compensation for Participation: Play Experts selected for the interview will be given a choice of a coupon for a local business upon completion of the interview.

Assurance of Confidentiality: No identifying information will be collected in the surveys. Identifying information for the purpose of selecting interview participants and scheduling interviews will be recorded separately and not stored with the survey results. Any information that may identify the Play Experts will remain confidential and be stored in locked files or

password protected computers. At the conclusion of the study, all identifying information will be destroyed. Aggregate data will be maintained for the purpose of sharing the results of the study.

Statement of Injury or Special Costs: The risk of injury for participating in this study is no different than the risks associated with a daily school routine. There are no special costs for participating.

Withdrawal From the Study: Your child's participation is voluntary. Your decision to allow participation will not affect your child's grade(s) or any present or future relationship with Princeton Schools. If you decide to participate, you are free to withdraw your consent and discontinue participation at any time by saying, "I want to stop participating in this study."

Offer to Answer Questions: Feel free to ask questions now or at any time during the study. If you have questions about the study, you can contact Mary Ward (763 389 6953) or Cheryl Gilson (763 389 xxxx).

Consent Statement: You are voluntarily making a decision whether or not your child may participate. Your signature indicates that, having read and understood the information provided above, you have decided to have your child participate. You will be given a copy of this consent form to keep. Participants under age 18 must have both parent consent and participant assent.

Signature

Relationship to the child

Date

Appendix B
YOUTH ASSENT FORM

YOUTH ASSENT FORM

Reflections of Play Experts--A Retrospective Study

Invitation: You are invited to participate in a study about what youths remember from a second grade experience called Friendship Club. The study is being conducted by Mary Ward and Cheryl Gilson, both speech language pathologists for Princeton Independent School District # 477. In addition to your assent on this form, your parents are also being asked for their permission for you to participate. This study was approved by Princeton Independent School District # 477 on xxxxxx.

Basis for Subject Selection: You were selected because in second grade you were a Play Expert in the program called *Friendship Club* conducted by Mary Ward. All former Play Expert/ Friendship Club participants and their parents will be asked to complete a survey. Ten to twenty Play Experts who complete the survey and want to be interviewed in person will be asked to participate in an interview.

Overall Purpose of Study: The purpose of the study is to see what Play Experts recall from their second grade experience and to see if they have used that information in any of their interactions since then.

Description of the Study: After returning Parent Consent and Child Assent, an email will be sent to you with a link to the survey. A second link will be included to volunteer for the personal interview. If selected for an interview, you may be interviewed by Mary Ward or Cheryl Gilson, asked if you recall your Play Expert training, and if/how you have used that information in your interactions since then. Interviews will be completed in a conference room at your school or other neutral location. Interviews will be scheduled before or after school or during non-academic times. Interviews will be audio-recorded and transcribed to look for patterns in the Play Experts' opinions and experiences.

Potential risks and discomforts: There are minimal risks to participating in this study. If the you becomes uncomfortable, you may terminate the survey or interview.

Potential Benefits: There are no direct benefits to the Play Experts themselves for participating in this study, however, this study may benefit others by helping teachers learn if the lessons learned in this Play Expert program extend beyond the second grade.

Compensation for Participation: Play Experts selected for the interview will be given a coupon for a local business upon completion of the interview.

Assurance of Confidentiality: No identifying information will be collected in the surveys. Identifying information for the purpose of selecting interview participants and scheduling interviews will be recorded separately and not stored with the survey results. Any information that may identify you will remain confidential and be stored in locked files or password protected computers. At the conclusion of the study, all identifying information will be destroyed. Aggregate data will be maintained for the purpose of sharing the results of the study.

Statement of Injury or Special Costs: The risk of injury for participating in this study is no different than the risks associated with a daily school routine. There are no special costs for participating.

Withdrawal From the Study: Your participation is voluntary. Your decision whether or not to participate will not affect your grade or any present or future relationship with Princeton Schools. If you decide to participate, you are free to withdraw your consent and discontinue participation at any time by saying, exiting out of the online survey or saying "I want to stop participating in this interview."

Offer to Answer Questions: Feel free to ask questions now or at any time during the study. If you have questions about the study, you can contact Mary Ward (763 389 6953) or Cheryl Gilson (763 389 xxxx).

Consent Statement: You are voluntarily making a decision whether or not to participate. Your signature indicates that, having read and understood the information provided above, you have decided to participate. You will be given a copy of this consent form to keep. Participants under age 18 must have signed parent consent and participant assent.

Signature

Date

Appendix C
Text of Email Sent to Play Experts

Greetings Former Play Experts,

This is a little blast from your past. Do you remember being a Play Expert in the second grade and going to speech class with your classmates with special needs? (Maybe you remember the volcano?) We are conducting a little research project to see if and how that experience has carried forward into your lives today.

Of course, there are extra rules for conducting research with minors and before we ask you to complete a survey or to volunteer for an interview, we need your parent's permission and your permission. Attached are two different permission forms plus a cover letter describing the study for your parents. One permission form is for a parent to sign and one is for you to sign. If you would like to participate, please show your parents the cover letter. Then, print both permission forms, and have your parents (or guardians) sign theirs, and you sign the form called 'Youth Assent Form.'

Bring the two SIGNED forms to your school secretary who will have an envelope to collect them. Remember, we need BOTH forms signed.

Once we receive your permission forms, we will email you a link to the survey. There will be a second email with a link to volunteer for an interview. The interview will be completed somewhere at school, last 20-60 minutes and ask you to describe your interactions and your feelings about persons with special needs. We will select 10-20 students to interview based on how we can schedule the interviews.

We look forward to hearing from you.

Remember, we need TWO SIGNED forms to your school secretary before we can send you the emails with the survey and interview links.

Thanks,

Mary Ward, MA. CCC-SLP
Cheryl Gilson, PhD. CCC-SLP

Appendix D
Survey Question

Reminder of Confidentiality: Your participation is voluntary and confidential. Your name and or email address are not stored or recorded with the answers you give on this survey.

1. Tell us about yourself.
 - a. Age
 - b. Gender
 - c. Grade
2. How well do you remember being a Play Expert in second grade? (1-6 scale: no recall at all to strong memories)
 - a. I remember the individual special needs student(s).
 - b. I remember playing outside games like tag and hide and seek.
 - c. I remember doing activities like board games and making a volcano.
 - d. I remember watching the teacher help a special needs student calm down.
 - e. I remember learning about autism.
 - f. I remember learning about confidentiality.
 - g. I remember learning to advocate for special needs students.
3. At the time, in second grade, how much did you value learning to be a play expert? (1-6 scale)
4. In your present day life, looking back to your Play Expert experience, to what extent do you think the Play Expert experience influenced your perception of people with special needs? (1-6 scale)
5. How often do you have each of these types of interactions with special needs students? (1-6 scale: Daily, 1 x week 1x month 1 x in 6 mo 1 x year never)
 - a. Greet in the hall
 - b. Complete school projects/assignments together
 - c. Hang out together at school
 - d. Hang out together at home
 - e. Play together in a virtual environment such as Minecraft or other video games
 - f. Participate on same team or club
 - g. Attend sports events or movies together

- h. Invite to birthday or other party/activity
6. How often have you advocated for persons with special needs in each of these situations? (1-6 frequency scale: never, 1x year, etc. to daily)
- a. When others offer negative talk about person with special needs when special needs person is not present.
 - b. When others offer negative or disrespectful body language or gestures about a person with special needs whether or not the person is not present.
 - c. When you observe others openly tease, disrespect or talk negatively about a person with special needs who is present.
 - d. When you see a person with special needs who is isolated or not involved in an activity.
 - e.
7. In what ways do you advocate (1-6 frequency scale: never, 1x year, etc. to daily)
- a. Teaching or talking to others about disabilities
 - b. Role modeling (champion) being respectful of persons with special needs
 - c. Making the choice to include persons with special needs in school games/activities
 - d. Telling others to stop when they are being disrespectful or bullying a person with special needs
 - e. Not laughing with or joining others who are being disrespectful or bullying a persons with special needs
8. Optional open ended questions:
- Please tell us anything else about how your second grade experience as a Play Expert carried forward into your present interactions with persons with special needs.
 - Please tell us about any aspects of your second grade experience as a Play Expert you feel were particularly beneficial?
 - Please tell us about any aspects of your second grade experience as a Play Expert you feel were particularly not beneficial?
 - What would help students with special needs “fit in?”

Appendix E
Interview Questions

Reminder of Confidentiality: Your participation is voluntary and confidential. This interview will be recorded, however, your name will not be stored with the transcript of this survey. We will share the information we learn during the interview, but it will never be connected to you. You may stop the interview at any time by simply saying, "I would like to stop now."

1. Tell your favorite memory of being a play expert. (Warm up)
2. Tell a story about a time when you were a champion or advocated for a person with special needs?
 - a. What happened?
 - b. What motivated you?
 - c. What happened afterwards? How did you feel? Did the person with special needs know you advocated for them? How did they feel?
3. Tell a story about a situation when you didn't advocate for a person with special needs but wished you had.
 - a. How has that influenced your advocacy since that incident?
4. Describe how kids with special needs are included in your school and social activities.
 - a. What activities do you do?
 - b. What do they do to fit in or stand out? What could they do to fit in?
5. What can you and I do to help kids with special needs fit in?

Appendix F
Text of Link to Volunteer

Thank you for completing the Play Experts' Survey. If you have a story to tell or insights to share, we would love to talk to you more about your play expert experience and your present day engagements with persons with special needs. Please use this link to volunteer to be interviewed in person. The interviews will be

- Audio recorded
- Confidential
- 20-60 minutes in length
- Held in a quiet location at school
- Scheduled before or after school or during a time when a teacher agrees you may be out

Ten to twenty students will be interviewed based on scheduling availability. Those completing the interview will receive a coupon (approximately \$5) for a local business.

Here is the link to volunteer to be interviewed.

XX

Thank you for your time. We look forward to visiting with you.

Mary Ward, MA, CCC-SLP

Cheryl Gilson, PhD, CCC-SLP

The link will go to a second Google Forms survey that will provide the following information

- Name
- Email
- Best contact information
- Menu of Available times

HIGH SCHOOL HANDBOOK CHANGES

2018-2019

<u>Page (old)</u>	<u>Substance of the Change</u>
6	Shifted lunches and Advisory to Monday curriculum for all grades, and paired freshmen with juniors, and sophomores with seniors to even out the sizes of the lunches. Also, shifted to a slightly shorter Advisory time to allow students a few minutes more to catch buses at the end of the day.
10	The number of days allowed for parents to inform the school of the reason for an absence was changed from 2 to 5 days.
12	In the attendance procedures section, added, <i>Each county follows different procedures when responding to notification by a school of unexcused absences (truancies). Timely communication from a parent or guardian about the reason a student is absent is essential to avoid erroneous truancy filings.</i>
13	In Schedule Adjustments, and the section talking about how many credits to carry each trimester, “suggested” was changed to <i>advised</i> , and the explanation was added; <i>in order to gain the necessary credits for graduation</i>
13	Dropping a class without penalty was changed <u>from</u> first six weeks of trimester to <i>“first ten days of trimester”</i> .
13	Regarding Academic Honesty: this section added to mirror staff handbook; <i>teachers who submit a report of academic dishonesty will include the following information: a) the date(s) when academic honesty expectations were taught that trimester, and the substance of the teaching about academic honesty.</i>
14	Advisory: Changes to the Advisory schedule were made late in summer of 2017 from having Advisory once a week during a special schedule to having Advisory every day, with curriculum typically taught one day a week. Students must attend Advisory every day, and this was clarified in several spots for the 2018-2019 handbook
14	Pass/Fail: Students have <i>two weeks</i> to request a Pass/Fail grading system, changed from four weeks, to align with the registration handbook.
15-16	Updated the credits needed for each graduating class. Added a section about student participation in statewide testing that is required by the MN Dept. of Ed, consisting of three pages, total Parent Refusal Form for statewide testing added, per MN Dept of Ed.
18	Media Center: A change was made from “students are asked not to eat in the media center” to <i>“students are asked to clean up after themselves.”</i>
18	Interviews with students by outside agencies: Updated to reflect changes made to Policy 519 in Sept. 2017.

21 Dances: Guests must be under the age of 20 at the time of the dance. Changed from age 21.

22 Parking Lot: Added to the list of behaviors that can result in loss of parking privileges was *“creating excessive noise”*.

23 Parking lot: Added to consequences, *“Revocation can be permanent for students who continue to violate parking lot expectations or whose behavior in the lot is excessive.”*

23 Harassment and Bullying: Added the following verbiage, taken from recently updated Policy 514, *This term (bullying) applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. 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.*

And, Bullying, or cyberbullying, that compromises the safety or welfare of a student is prohibited whether the bullying occurs on or off school district.

And, 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.

And, Bullying, or cyberbullying, that compromises the safety or welfare of a student is prohibited whether the bullying occurs on or off school district.

24 “Cell phones and i-pods” and “Phone or music player” was changed to *Electronic devices* in several spots.

24 “Any audio or visual recording taken during the instructional day or on the bus and shared and/or posted to a public and/or social media site without the express consent of the principal will incur consequences.” The underlined portion was changed to *“at school”*.

24 Added to the section on “Personal Appearance”: *Bandanas* are once again prohibited. Also, *Any dress or accessory that displays gang affiliation is prohibited.*

Also added, *Students should not use blankets at school to make up for inadequate clothing, or to wrap up in during class. Blankets are prohibited from the lunch lines for food safety reasons.*

25 Under “Terroristic Threats”; “Bomb” threats was changed to *School Threats*.

25 The heading “Weapons and Bomb Threats” was simplified to *Weapons and Threats*.

25 Added to Weapons and Threats section: *Students found to have participated in making a school threat or falsely activating a fire alarm will receive consequences. Law enforcement will be called immediately, and legal charges may incur that result in court action against the student. School consequences will be assigned for school threats or activation of a*

fire alarm; these may include suspension or expulsion from school and/or referral to an alternative setting.

25 Under the heading “Vandalism” added, *Students who damage or destroy school property may be referred to an alternative setting.*

25 The heading “Problem Solving” was changed to *Problem Resolution.*

26-28 Replaced Health Services section with the information sent by the District Nurse.

26 In “District Policies” section, under Internet Acceptable Use policy, a portion of the policy was added; *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.*



Princeton High School

2018/2019

807 SOUTH EIGHTH AVENUE
PRINCETON, MINNESOTA 55371-2163
PHONE (763) 389-4101
FAX (763) 389-5816
WWW.ISD477.ORG

PRINCETON HIGH SCHOOL OFFICE HOURS

7:15 a.m. to 3:30 p.m.

Property of: _____
Address: _____
Phone #: _____ Email: _____
In case of emergency, please notify:
Name: _____ Phone #: _____

MISSION

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

VISION

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

Dear Students & Parents/Guardians:

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

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

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

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

Sincerely,

Barb Muckenhirn
Principal

EMERGENCY SCHOOL CLOSING

In the event of fire, severe weather, etc., school will be closed by an announcement from the Superintendent of Schools. The decision to close schools will be made by 6:00 a.m. Please check the following radio and television stations and 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
- Web sites**
- www.isd477.org
 - www.wcco.com
 - www.kare11.com

BOARD OF EDUCATION

Eric Minks, Chair	763-238-1571
Craig Johnson	763-634-2550
Eric Strandberg	763-226-7664
Deb Ulm	763-234-7645
Howard Vaillancourt	763-389-3627
Sue VanHooser	763-389-5271
Chad Young	763-389-4217

SUPERINTENDENT OF SCHOOLS

Ben Barton	763-389-6184
	District Office
	706 First Street
	Princeton, MN 55371

HIGH SCHOOL ADMINISTRATION

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

ACTIVITIES DIRECTOR

Darin Laabs	389-6047
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SCHOOL BELL SCHEDULE

1st Period	7:50 – 8:45
Passing	8:45 – 8:50
2nd Period	8:50 – 9:45
Passing	9:45 – 9:50
3rd Period	9:50 – 10:45
Lunch/Advisory	10:45 – 11:40
Passing	11:40 – 11:45
4th Period	11:45 – 12:40
Passing	12:40 – 12:45
5th Period	12:45 – 1:40
Passing	1:40 – 1:45
6th Period	1:45 – 2:40

ADVISORY/LUNCH

9th and 11th Gr. Lunch/10th and 12th Gr. Advisory	10:45 – 11:10
10th and 12th Gr. Lunch/9th and 11th Gr. Advisory	11:15 – 11:40

2-HOUR LATE START SCHEDULE

1st Period	9:50 – 10:25
Passing	10:25 – 10:30
2nd Period	10:30 – 11:05
Passing	11:05 – 11:10
3rd Period	11:10 – 11:45
Lunch/Advisory	11:45 – 12:40
Passing	12:40 – 12:45
4th Period	12:45 – 1:20
Passing	1:20 – 1:25
5th Period	1:25 – 2:00
Passing	2:00 – 2:05
6th Period	2:05 – 2:40

ADVISORY/LUNCH

9th and 11th Gr. Lunch/10th and 12th Gr. Advisory	11:45 – 12:10
10th and 12th Gr. Lunch/9th and 11th Gr. Advisory	12:15 – 12:40

HIGH SCHOOL CALENDAR 2018-2019

This calendar follows the district calendar available on the website

September 4

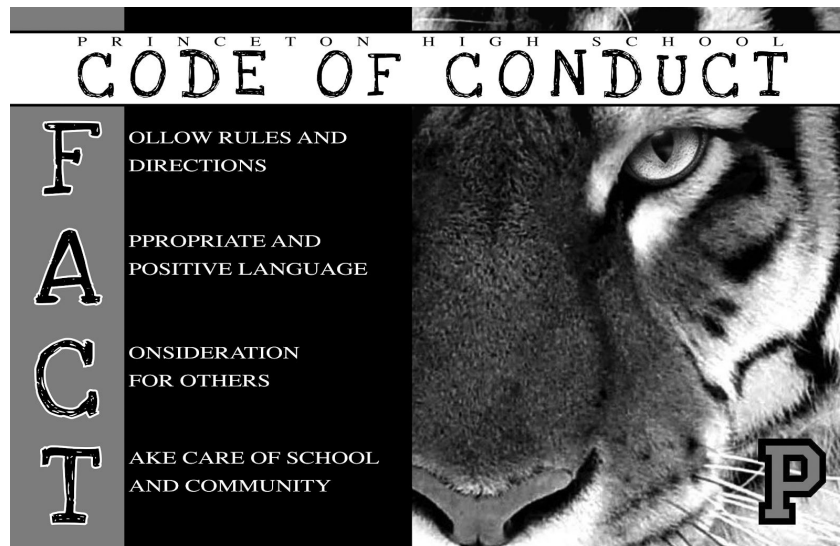
School Begins for Freshmen

September 5	School Begins for Grades 10-12
September 6	PHS Student Pictures & Senior Class Photo
October 1	Homecoming Coronation
October 5	Homecoming vs Hutchinson- 7:00 p.m.
October 12	Picture Retakes
October 12	Mid-Term Grading
October 15	H.S. Parent Conferences 3:30-7:00 p.m.
October 17	No School - Staff Development
October 18-19	No School - MEA Prof. Convention
November 21	No School - Staff Development
November 22-23	No School - Thanksgiving Break
November 30	End of 1st Trimester
December 3	No School - Staff Development
Dec. 24-Jan. 1	No School - Winter Break
January 2, 2019	School Resumes
January 18	Mid-Term Grading
January 21	No School - Staff Development
January 23	H.S. Parent Conferences 3:30-7:00 p.m.
February 18	Presidents' Holiday - No School
February 21	Registration/Parent Info Night
March 6	End of 2nd Trimester
March 7-8	No School - Staff Development
April 2	ACT/Pre-ACT – No School for Gr. 9 & 12
April 18	Mid-Term Grading
April 19-22	No School - Spring Break
April 25	H.S. Parent Conferences 3:30-7:00 p.m.
May 4	Prom
May 8	School Board Scholar Banquet - 6:30 p.m.
May 15	Senior Awards Night - 7:30 p.m.
May 24	Spring Fling/Seniors' Last Day
May 27	Memorial Day
May 30	End of 3rd Trimester/Last Day of School
May 31	Staff Work Day
May 31	Commencement - 7:00 p.m.

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, email address, photo, date and place of birth, dates of attendance, grade level, enrollment status, 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, and other similar information about the student. Parents and guardians who wish to restrict this data from the general public should send a request to the building principal by Oct. 1 of each school year. The request must include information as outlined in Policy 515, available in its entirety on the District Website.



Princeton High School encourages students to choose behaviors that promote respect and responsibility for themselves, others, and for private and public property. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Students are expected to conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Students are taught the Princeton High School *Code of Conduct* throughout the school year, and are held accountable for their behavior based on this.

ATTENDANCE PLAN

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

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

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

attendance.

STUDENT RESPONSIBILITY

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

PARENT/GUARDIAN'S RESPONSIBILITY

It is the responsibility of the parent/guardian to ensure the student is attending school, to inform the school within 5 days of the absence of the reason for the absence, and to work with the school and student to resolve any attendance concerns that arise. Student absences can be reported by calling 763-389-6014 and leaving a message stating your student's full name, date of absence, and reason for the absence. Messages can be left at this number 24 hours a day.

TEACHER'S RESPONSIBILITY

It is the responsibility of the teacher to accurately record daily attendance in each hour. It is also the teacher's responsibility to provide students who have been absent with the work they missed upon request.

SCHOOL'S RESPONSIBILITY

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

LEGAL STATUTES REGARDING ATTENDANCE

ATTENDANCE LAW

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

CONTINUING TRUANT

Minn. Stat. 260A.02, Subd. 2 provides that a continuing truant is a student who is subject to compulsory instruction requirements and is absent from instruction without valid excuse within a single school year for 3 or more class periods on 3 days.

HABITUAL TRUANT

Minn. Stat. 260C.007, Subd. 19, provides that a habitual truant is a student who is subject to compulsory instruction requirements and is absent from instruction without valid excuse within a single school year for seven or more class periods on seven days. In cases of recurring absences the administration may request the County Attorney file a petition with the Juvenile Court pursuant to the above statute. *Each county follows different procedures when responding to notification by a school of unexcused absences (truancies).* **Timely communication from a parent or guardian about the reason a student is absent is essential to avoid erroneous truancy filings.**

TRUANCY PROCEDURES

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

WITHDRAWAL PROCESS

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

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

ABSENCES

A student will be considered absent when the student is missing from class or Advisory.

Excused Absences - Authorized by the parent/guardian and accepted by the school.

The following are examples of excused absences:

1. Illness of student serious illness in the student's immediate family.
2. A death or funeral in the student's immediate family, or of a close friend or relative.
3. Medical, dental, or orthodontic treatment, or a counseling appointment.
4. Court appearances occasioned by family or personal action.
5. Physical emergency conditions such as fire, flood, storm, etc.
6. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
7. Family emergencies.
8. Active duty in any military branch of the United States.
9. A student's condition that requires ongoing treatment for a mental health diagnosis.
10. Other reasons approved by a building administrator.
11. Pre-arranged absences: Absences for family trips requested by parent or guardian and approved by the principal will be excused. Arrangements of this type should be made in advance and work should be made up before the absence occurs, if possible.

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

Unexcused Absences include those absences which cannot be classified in the above categories and/or are not approved by the school.

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

1. Truancy. An absence by a student which was not approved by the parent and/or the school district.
2. Any absence in which the student failed to comply with any reporting requirements of the school's attendance procedures.
3. Work at home, or care for a younger sibling.
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.

ATTENDANCE PROCEDURES

Parents/guardians should call the Student Attendance Line (763-389-6014) each day their son or daughter is absent. Parents/guardians may call the Attendance Line 24 hours a day and leave a message. If no prior contact has been made before the student returns to school, a signed note is required stating the student's name (including middle initial), grade, date(s) of absence, and reason for absence. A note verifying an absence will be allowed up to five days following the return of the absent student to school. State regulations require that a student who is absent without excuse for fifteen (15) consecutive days of school must be dropped and formally readmitted to return.

LEAVING SCHOOL

If a student becomes ill during the day, or if a student must leave school for any reason, he/she must receive permission from the office. **If a student leaves school for any reason without receiving permission from the office, the absence that results will be regarded as unexcused/truant.**

HEALTH OFFICE (SEE SECTION ON HEALTH SERVICES)

Students wishing to see the health assistant must have a pass from their teacher, except in cases of emergency, or to follow a medication schedule. **Students leaving because of illness must be excused by the health assistant after the health assistant has consulted with a parent.**

MAKE-UP WORK

Teachers are not required to provide or grade work if the absence is not coded "excused". Excused absences will not result in reduction in grades, but failure to complete work usually will affect grades. Assignments and homework can be collected in the office after a student is absent three or more days. Teachers are responsible for providing assignments after the student or parent/guardian requests assignments from the office or directly from the teacher. Students are responsible for requesting make-up work for each day's absence. The responsibility for completing this work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be replicated and is lost whether the absence is excused or not. Students will be allowed two school days' make-up work time after returning from an excused absence. Long-term assignments or tests may still be due the day of the student's return to school. Testing and due dates may be extended at the discretion of the teacher.

PARENT/GUARDIAN NOTIFICATION OF ABSENCES

Parents/guardians may be notified daily by automated telephone if their student is absent from any class. In addition, parents can monitor attendance and grades online through their Skyward Parent Portal account.

ABSENCES DUE TO SECTION/STATE TOURNAMENT ATTENDANCE

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

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

TARDINESS

Tardies will be handled by the individual classroom teacher. Students may be considered tardy if they are not through the threshold of the classroom door by the time the bell has stopped sounding. Students will be considered absent if 15 minutes tardy without a legitimate pass, or if they are out of class for 15 minutes or more without explicit permission to be gone that long.

ACADEMIC INFORMATION

ADMISSION PROCEDURES

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

Students not currently enrolled in any school and who wish to be admitted or readmitted to Princeton High School are strongly urged to enroll 2-3 weeks prior to the beginning of a trimester. Students not currently enrolled in school will not be admitted after the first five (5) school days of a trimester. The student will be required to wait until the beginning of the next trimester or referred to the ALC. Students transferring from an Area Learning Center may be referred to our affiliated ALC.

TRANSFER WITHDRAWAL PROCESS

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

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

SCHEDULE ADJUSTMENTS

All students are required to carry a minimum of five credits, and are advised to carry six in order to gain the necessary credits for graduation, each trimester while they are registered at Princeton High School unless authorized by an administrator to carry fewer. Students are allowed two days to change classes; all changes after this time period will require permission from a principal. Logistics prevent us from being able to fulfill specific teacher, hour or lunch requests.

Students carrying six credits a trimester may drop one class without penalty through the first ten school days of each trimester. After this time, classes dropped will earn a grade of "F" and will affect the student's G.P.A. Should the student fall below five classes, *the class(es) being dropped will reflect an "F" for the final grade.*

ACADEMIC HONESTY

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

Any staff member may make written reports of academic dishonesty; teachers who submit a report of academic dishonesty will include the following information: a) the date(s) when academic honesty expectations were taught that trimester, and b) the substance of the teaching about academic honesty. Parents will be informed of each incident by the teacher, and consequences will be assigned by an administrator. A substantiated report of academic dishonesty will result in one of the following consequences:

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

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

Third and all other Offenses: Grade of "F" for the assignment/test/activity on which the academic dishonesty occurred. ISS will be assigned. After three offenses, consideration will be given to withdrawing the student from the course in which the academic dishonesty occurred and assigning a final grade of "F" for the trimester.

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

All written, substantiated reports of academic dishonesty shall become a part of the student's disciplinary file and will be reported to the Activities Director if applicable. Incidents of academic dishonesty shall be cumulative across and including all classes, all trimesters, and all years of enrollment at Princeton High School.

STUDENT ADVISORY

Students will be assigned to an advisor and will meet in their Advisory group daily. This program is required for all students. The curriculum used during Advisory is based on "Ramp-Up to Readiness" (tm) from the University of Minnesota and is typically taught once a week during this time period; students are required to attend Advisory every day. This is a school-wide advisory program that features an interactive series of activities designed to help all students graduate from high school prepared for post-secondary success. Students are required to meet specific milestones that are noted on final student transcripts.

GRADING

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

A - excellent	I - incomplete
B - very good	P/F - pass/fail
C - satisfactory	W - withdrawal from course without penalty
D - lowest passing mark	
F - failure	

WEIGHTED GRADING

Grades for College in the Schools courses (CIS) and Accelerated Placement (AP) courses are weighted. Grades for PSEO and articulated courses are not weighted.

INCOMPLETES

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

PASS/FAIL OPTION

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

AUDIT OPTION

Students wishing to audit a class (take a class for no credit) may request this prior to the first two weeks of the trimester in which they are requesting the change. A request to audit a class must be submitted to a dean, and approved by the teacher. Audits, special credit and grading situations will be reviewed and decided upon by the principal in consultation with the student's dean.

ONLINE LEARNING

Princeton Public Schools offer an online educational program called Princeton Online Academy. High school students have the option to enroll full-time, or supplement some of their high school courses. In addition, there are other online providers: see MN Department of Education website or talk with a Dean. Registration in POA courses must occur prior to the start of the trimester in which they will be taken. See your Dean for additional information on timelines and other requirements for enrolling in online learning. *If a student enrolls full-time with an approved online learning provider other than Princeton Online Academy, that student can no longer be enrolled in Princeton*

MARKING AND GRADING PERIODS

1st Trimester

Mid-Term	October 12
End of Trimester	November 30

2nd Trimester

Mid-Term	January 18
End of Trimester	March 6

3rd Trimester

Mid--Term	April 18
End of Trimester	May 30

EARLY GRADUATION

The early graduate must understand that he or she:

1. may not participate in sports or activities sponsored by the school after the early graduation date,
2. may attend school sponsored functions such as dances.
3. may attend prom, and the Senior party.
4. must attend graduation rehearsal.
5. are not allowed in the school building or on school property without permission from an administrator during the school day.
6. cannot participate in P.S.E.O.

GRADUATION REQUIREMENTS

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

CLASS OF 2019

English	8 credits
Social Studies	7 credits
Mathematics*	6 credits
Science	6 credits
Physical Education	2 credits
Health	1 credit
College and Career	1 credit
Arts**	2 credit
Electives	<u>24 credits</u>

57 Credits Completed

CLASS OF 2020

English	8 credits
Social Studies	7 credits
Mathematics*	6 credits
Science	6 credits
Physical Education	2 credits
Health	1 credit
College and Career	1 credit
Arts**	2 credit
Electives	<u>27 credits</u>

60 Credits Completed

CLASS OF 2021

English	9 credits
Social Studies	7 credits
Mathematics*	9 credits
Science	7 credits
Physical Education	2 credits
Health	1 credit
College and Career	1 credit
Arts**	2 credit

Electives 30 credits
68 Credits Completed

CLASS OF 2022

English 9 credits
 Social Studies 7 credits
 Mathematics* 9 credits
 Science 7 credits
 Physical Education 2 credits
 Health 1 credit
 College and Career 1 credit
 Arts** 2 credit
 Electives 30 credits

68 Credits Completed

*Intermediate Algebra and Geometry are year-long courses, worth three (3) credits. Two of the credits count as required credits and the third is an elective credit. For Class of 2021, 3 credits are required in each: Intermediate Algebra, Geometry and Advanced Algebra.

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

**MN DEPARTMENT OF EDUCATION
 PARENT/GUARDIAN GUIDE AND REFUSAL FOR
 STUDENT PARTICIPATION IN STATEWIDE TESTING**

This information will help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as "not proficient" for the purposes of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<p>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 	<p>ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards.
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<p>3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.</p> <ul style="list-style-type: none"> • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<ul style="list-style-type: none"> • Given annually to English learners in grades K–12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
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Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do. Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/ guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student’s district may require additional information. A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student’s school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student’s results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child’s progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is less than 1 percent of instructional time in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.state.mn.us > Students and Families > Statewide Testing).

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is only applicable for the 2018 to 2019 school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will be counted as "not proficient" for the purpose of school and district accountability and waive the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

COMMENCEMENT

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

HONOR ROLL

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

A	4.000	C+	2.333
A-	3.667	C	2.000
B+	3.333	C-	1.667
B	3.000	D+	1.333
B-	2.667	D	1.000
		D-	0.667

NATIONAL HONOR SOCIETY

Selection into the Honor Society is an honor. Eligible students may apply in the spring for membership. A screening committee must endorse the request for membership. Selection is based on outstanding scholarship, character, leadership and service to school and community.

Criteria for Application to NHS:

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

ACADEMIC RECOGNITION PROGRAMS

It is the policy and practice of the school board to promote academic excellence. Furthermore, the board wishes to recognize those students who have demonstrated outstanding academic achievement.

1. **School Board Scholars** - Students, after completion of eleven (11) trimesters of high school, whose Grade Point Average ranks them in the top 5% of their 12th grade class and have earned a minimum of twenty-four (24) credits while fully enrolled at Princeton High School, will be designated as School Board Scholars. The recipient and their parents will be recognized at a reception sponsored by the school board.
2. **Principal's List** – Certificate for students earning 4.000 or higher in any trimester.
3. **A Honor Roll** – Certificate for students earning 3.500 – 3.999 in any trimester.
4. **B Honor Roll** – Certificate for students earning 3.000 – 3.499 in any trimester.
5. **Graduation With Honors**
 - a) Summa Cum Laude (3.900 or higher) Gold Cord
 - b) Magna Cum Laude (3.700 – 3.899) Red Cord
 - c) Cum Laude (3.500 – 3.699) White Cord
6. **Other Graduation Recognition**
 - a) Military Enlisted – Red, White and Blue Cord
 - b) NHS Member – Royal Blue Cord

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

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 damage or lost school property, such as Phy Ed locks and equipment, art equipment, books, science or art equipment, etc. Defective equipment should be brought to the attention of the teacher or office immediately. Damage or loss of a student's chromebook will be addressed per the contract signed by parents.

INDEPENDENT STUDENT STATUS

To achieve independent student status at PHS a student must first recognize that this status is not attained by reaching the age of 18. A student may achieve independent status by having parents sign an affidavit indicating that the student in question does not live at home and that parents are no longer executing their parental rights over this student. Independent student status forms are available in the main office. **Students are required to adhere to all school and district rules and regulations regardless of their age, including the closed lunch policy.**

All school correspondence, grade reports, attendance records, and behavioral records shall be directed to a student's parents/legal guardians unless the school has on file a written statement by the parents/legal guardians stating the specific student is no longer under their care or supervision. The document or letter must be cleared with the principal. An independent student may only write his/her own notes regarding absences, requests for medical appointments, etc., if one of the aforementioned documents has been approved by the principal.

ENROLLMENT AT A PARTICULAR SCHOOL

The aim of this district is for the academic and personal success of every student, and to that end we offer a variety of options for the many types of learners, and attempt to meet the needs of every student. At times it becomes clear that a particular student is not making adequate progress in the high school setting while creating a negative impact on others. For this reason district officials reserve the right to refer a student to our Alternative Learning Center per MN 120A.36, which states, "Attendance at a particular public school is a privilege not a right for a pupil". Students may also be referred to the ALC due to chronic truancy, per MN 124D. 68 subd. 2a. 11.

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 clean up after themselves.

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

SIGNS, POSTERS, LITERATURE

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

THEFT REPORTS

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

INTERVIEWS WITH STUDENTS BY OUTSIDE AGENCIES

(Policy 519. This policy can be found in its entirety on the district's webpage.)

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district.

Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

MANDATED REPORTING

Recognizing the relationship that exists between successful school experiences and good physical, mental and emotional health of students, it is the policy of the School District to comply with state mandates by requiring teachers and staff to report suspected neglect and physical or sexual abuse of children. (MN. Statute Section 262.556, Sub. 3. Policy 414.)

CONTACTING A STUDENT DURING THE SCHOOL DAY

If you need to leave a message for a student during the school day please call 389-6001. Students are called to the office to receive messages between classes throughout the day. Urgent messages will be given priority, although the school cannot guarantee that messages will reach the student by any particular time. **This message line should not be used for messages regarding student attendance; that number is 389-6014.**

LUNCH INFORMATION AND EXPECTATIONS

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

Lunch Account Payments

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. 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 7:20-7:45 a.m.

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 online.

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.

For accounting purposes, we ask that no account be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

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	\$2.55	Reduced Lunch	\$0.00
Breakfast	\$1.50	Reduced Breakfast	\$0.00

Extra Lunch Milk	\$0.40	Adult Lunch	\$4.00
Second Entree	\$1.90		
Second Lunch	\$3.10		

Student Lunch Menus

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

Student Cold Lunches

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

Breakfast Program

School breakfast is offered every school day from 7:20-7:45 a.m. 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 students can visit with friends and enjoy their lunch. We promote good manners and responsibility. Students 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. Students are encouraged to sample the variety of foods served. There are always a variety of fruits and vegetables to choose from.

VISITORS

Any person other than Princeton High School students, staff or district personnel are regarded as visitors and during the school day must be cleared through the security office at Door 1 before going anywhere in the building. PHS accepts only those visitors who have legitimate business at the school. Former students are expected to wait until 2:50 to visit with staff members in order to reduce disruptions and increase the safety and security of the students enrolled at Princeton High School. Visitors wishing to see PHS students are asked to do so off school property.

It is our policy to discourage student visitors. Students who have a legitimate educational reason to visit our school must have their parent/guardian contact the high school office to explain their desire to learn about PHS and be approved by an administrator. Visitors may be allowed if they are seriously considering a transfer to Princeton at some time in the near future.

DANCES

Dances are held throughout the school year for a variety of occasions and are open to PHS students and their guests in grades 9-12. Middle school students are not allowed at high school dances. All school rules apply during these events. Guests of PHS students must be approved by administration by the Wednesday prior to the dance, must be under the age of 20 at the time of the dance, and must be in possession of a photo ID to gain admittance. Guest forms are available in the main office. Students may host one guest. Administration reserves the right to deny admittance to any student or guest, and to remove students and/or guests at our discretion. Attendees will not be readmitted once they have left the dance.

Prom is a formal event designated for Juniors and Seniors enrolled in PHS and their guest. Freshmen and Sophomores may attend only as guests of a Junior or Senior.

SPRING FLING

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

FIRE DRILLS

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

1. Leave your area immediately according to the directions posted in the area.
2. Once out of the building, remain 100 feet from the building until the "all clear" signal is given and stay with your class.
3. If the alarm rings during lunch time, exit the building immediately, leaving the trays on the table. If this is a planned drill, you will return to the cafeteria, finish your lunch and bus your tray.

LOCK DOWN DRILLS

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

TORNADO WARNING AND DRILLS

To ensure that students and staff are prepared for possible tornado events, Princeton High School conducts at least one Tornado Drill a year as if there is a Tornado Warning in effect. A tornado warning is when a tornado has been sighted and may be approaching the school or the immediate area. These procedures will be followed:

1. An announcement will be made over the intercom.
2. Teacher and students should remain calm and take the prescribed route to their assigned shelter area. Walk in an orderly manner. Students and teachers are to sit on

- the floor in tuck position.
- Teachers will account for students who were in their classroom at the time the alarm sounded by taking roll. They will also maintain order and discipline in the shelter areas.
 - The “all clear” will be announced over the Public Address system.

LOCKERS

(Policy 502. This policy may be found in its entirety on the district’s webpage.)

School lockers are the property of the school district. Students are allowed use of the lockers at no cost. Students are expected to maintain their lockers in a neat and clean manner. If the student experiences difficulties with a locker, this should be reported to the office and a custodian will see to it as soon as possible. Do not kick, punch or pry lockers; do not write on the lockers. If damage occurs to a locker, the student who is assigned the locker or who is known to have damaged the locker will be responsible for repair costs. Do not exchange lockers without notifying the office and receiving permission.

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

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

PARKING REGULATIONS

Students are permitted to park in a school district location as a matter of privilege, not a right, per ISD 477 Policy 527. Students driving a motor vehicle to a high school campus must only park the vehicle in a lot designated for student parking. 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 adhere to the PHS Code of Conduct and the following expectations:

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

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

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

- Students may buy daily parking passes for \$3.00 in the high school office.
- A replacement fee of \$3.00 will be charged if students lose their permit.
- All transfers of parking permits (i.e., car to car, person to person) must be approved by the parking lot supervisor. Failure to do so prior to the transfer will result in a parking ticket.
- Parking lots are off limits during the school day. Permission to go to a car or leave the student lot (during school hours) must be obtained from the office prior to leaving the building.
- The speed limit at all times in the high school parking lots should not exceed 10 m.p.h. Any student exceeding the limit, creating excessive noise, driving in a reckless manner, refusing to yield to pedestrians and/or buses may have their permit revoked for a time to be decided by the school. Revocation can be permanent for students who continue to violate parking lot expectations or whose behavior in the lot is excessive.
- Students who use their vehicle to endanger the safety of others will lose their parking privileges and face other possible school and legal system consequences.
- Permit holders who take other students or themselves off campus without a pass from the office will lose their parking privileges and will be unable to park on school property during the school day.
 - 1st violation: 10 school days
 - 2nd violation: Remainder of school year
- Parking in the wrong lot or without the proper permit will result in a ticket (\$10.00). Parking tags must be displayed at all times.
- There are a limited number of spaces available for student parking. When those spaces designated for students have been allotted, no further parking permits will be issued. Students who anticipate needing a permit later in the school year are encouraged to buy a permit early in order to ensure getting a space.
- Vehicles may be towed, at owner’s expense, for failure to pay fine(s) or repeated violations.

School officials may conduct routine patrols of PHS parking lots and routinely inspect the exteriors of the motor vehicles of students. The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to school consequences if the student refuses to open a locked motor vehicle under the student’s control or its compartments upon the request of a school official. Reference specific rules listed on the parking registration form or Policy 527 at www.isd477.org for further information. A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district’s Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

CODE OF CONDUCT

Princeton is a PBIS district, and students are taught specific school expectations in every class regardless of their grade or building. At Princeton High School, the framework of those expectations is captured in our Code of Conduct which focuses on respect and responsibility in the four main aspects of conduct below;

Follow rules and directions

Appropriate and positive language

Consideration

Take care of our school and community

TEACHER RESPONSIBILITIES

All teachers shall be responsible for providing a well-planned learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall teach and enforce the Student Code of Conduct. 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 the Code of Conduct. Students are expected to comply with these rules and expectations. (Student Discipline Policy 506)

STUDENT CONDUCT AND EXPECTATIONS

Princeton High School employs the tenets of PBIS by teaching expectations and acknowledging acceptable behaviors. Princeton students are responsible for their actions and behavior, and for following district policy and the high school Code of Conduct. Teachers review the Code of Conduct with students periodically and encourage students to employ a respectful and responsible attitude toward school. Disruptive and destructive behaviors are not acceptable at PHS or PHS events. **Seniors who engage in these types of behaviors put their participation in the graduation ceremony at risk.**

The administration of Princeton High School recognizes that it is impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behaviors or dress that, in our best judgment, are distracting, destructive, inappropriate or in conflict with our mission as an educational institution. Students are continually coached so they can recognize and demonstrate appropriate behaviors. Students who persistently violate the Code of Conduct are subject to school disciplinary action including suspension and/or expulsion, referral to our Alternative Learning Center, and possible referral to local authorities for criminal prosecution.

HARASSMENT AND BULLYING

It is expected that Princeton High School students will act with respect and consideration toward others, and refrain from targeting their peers in a negative manner. Bullying, like other violent, offensive 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. This term applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. Bullying, or cyberbullying, that compromises the safety or welfare of a student is prohibited whether the bullying occurs on or off school district.

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.

Bullying and harassment will not be tolerated, and may lead to suspension, expulsion or referral to an alternative setting. (See District Policy 413, *Harassment and Violence Prohibition*, and Policy 514, *Bullying Prohibition*) Students are expected to resolve individual differences in a non-violent manner, and refrain from verbal and physical confrontations. Students who persist in bullying or harassing behaviors after school intervention has occurred may be referred to law enforcement and/or an alternative educational setting. Students are encouraged to report unwelcome or offensive behaviors to their dean or other administrators, or fill out an Offensive Behavior Report (available in the office). All reports of bullying and /or offensive behavior are addressed.

INSUBORDINATION

"Insubordination" is refusing to comply with a reasonable request or directive of a staff member, and is a violation of our expectation that students will follow rules and directions. Consequences may include a conference with the staff member and assistant principal, parent notification, suspension, or other disciplinary action.

EXPECTED BEHAVIORS AT SCHOOL SPONSORED EVENTS

Students are expected to follow the same conduct and dress guidelines while engaged in school-sponsored events as those practiced in school. Students who are asked to leave a school-sponsored event may receive school-based consequences. An administrator (or staff member in charge) will try to communicate with a parent/guardian should a student be asked to leave an event. In addition to being removed, the student may be prohibited from attending activities for a time as part of the school consequence. Athletes who are removed while attending as fans will also be subject to the Minnesota State High School League Code of Conduct portion of the rules.

HARMFUL OR NUISANCE ARTICLES

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

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

ELECTRONIC DEVICES

Personal electronic devices, particularly cell phones and tablets have become an extreme distraction from learning at school, and are targets for theft. We encourage students to use personal electronic devices only when appropriate, and to always secure their property.

Electronic device that disrupt or distract from the learning environment will be confiscated. **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. Electronic devices that are employed to text will be confiscated from students who use them during class. After turning off the device, the student must relinquish the device intact or consequences will ensue. 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 an electronic device is confiscated during the day and the item is stolen or lost, the student bears the burden of loss. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 389-6001 and their child will be called to the office to retrieve the message. Students may not listen to music during class without explicit permission from the teacher.

Any audio or visual recording taken at school or on the bus and shared and/or posted to a public and/or social media site without the express consent of the principal will incur consequences.

PERSONAL APPEARANCE

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Students are expected to wear clothing that adequately covers their body; strapless tops are prohibited, as is excessively tight clothing. Dress and/or grooming which is not

in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. Students whose dress is considered to be inappropriate will be asked to change and may be sent home from school. In addition, any clothing with language or pictures conveying explicit or implied obscenities or sexual vulgarities, promotion of 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. Students should not use blankets at school to make up for inadequate clothing, or to wrap up in during class. Blankets are prohibited from the lunch lines for food safety reasons.

Students must remove hats/caps and bandanas at the beginning of the school day and store them in their lockers until the end of the school day. Any dress or accessory that displays gang affiliation is prohibited. Hoods must be worn down.

DISPLAY OF AFFECTION

"Excessive display of affection" is defined as intimate behavior between two or more people in a public setting, and is inappropriate at school or other public settings. Students displaying such behavior will be asked to stop; students who persist in this type of behavior may earn disciplinary action.

PASSES

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

OFF CAMPUS

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

TERRORISTIC THREATS

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

WEAPONS AND 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.) Students found to have participated in making a school threat or falsely activating a fire alarm will receive consequences. Law enforcement will be called immediately, and legal charges may incur that result in court action against the student. School consequences will be assigned for school threats or activation of a fire alarm; these may include suspension or expulsion from school and/or referral to an alternative setting.

VANDALISM

Students marking or damaging school equipment, lockers or property in any way will be required to clean the article or to pay for damage, or pay for the labor to fix/clean the article. 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. Students who damage and destroy school property may be referred to an alternative setting.

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.

PROBLEM RESOLUTION

The following process is used to resolve questions that students may have with teachers regarding decisions related to grades, attendance or other issues. It is expected that students or parents will contact the teacher first when there are concerns, as it is at this level that most situations are most easily resolved. If resolution of the issue is not achieved at the first level of communication, the student or parent may contact the person on the next level of communication.

Level 1 - Student contacts teacher directly involved with the concern/issue

Level 2 - Student's dean

Level 3 - Assistant Principal

Level 4 - Principal

STUDENT RECORDS

Student records are maintained for each student for the purpose of aiding the student in the educational process and to fulfill the requirements of state law. Students and parents may request copies of their permanent records (transcripts) from the high school. The office staff may need advanced notice. Health records are kept in the health office. Special education personnel sometimes have additional records on students with whom they are working. Rights of parents/guardians extend to this information as well as those maintained in the student's cumulative file. (For more information see Policy 515 at www.isd477.org)

HEALTH SERVICES

The Health Services team welcomes any communication or question related to student health. Please visit our webpage at <https://www.isd477.org/departments/health-services> or find us under the main Princeton page, Departments, Health Services for our monthly newsletter, and additional information regarding our policies, immunizations, illnesses, and downloadable forms.

We are proud to announce that we are now able to obtain student information through Skyward Family Access. Beginning 2018-2019, all emergency contact and medical information will now be entered through the Skyward Family Access Portal which can be found under the main *Princeton page, Family Logins tab, Skyward Toolkit*. From there you will be able to sign up for alerts, enter emergency contact information as well as pertinent medical information such as allergies and conditions that we should know about your child.

HEALTH OFFICE CONTACT INFORMATION

Alexander, Linda - High School Health Aide (763) 389-6019; linda.alexander@isd477.org

Wyganowski, Nicole - District Nurse (763) 389-6195; nicole.wyganowski@isd477.org

CONTACT INFORMATION

In addition to parent/guardian contact information, we recommend all students have at least two emergency contacts listed with accurate phone numbers. **Please update all changes to emergency contact information including home, work, and cell numbers as they may occur so contacts can be made as necessary.** If this information is inaccurate or not on file in Skyward, and we are unable to reach a parent/guardian or emergency contact, the school will make a determination about care and treatment for your child.

USE OF HEALTH SERVICES

The Princeton Public School District, in conjunction with a medical provider, has established medical standing orders to service our students more efficiently. This notification serves as informed consent, granting permission and authority for our school nurse and health service professionals to provide care as stated per our District Standing Orders. If you wish for your student to NOT participate or receive any over-the-counter medications and interventions listed below, please send a signed note to your child's health office opting out of the below interventions.

Over the Counter Medications (Administered according to package directions):

- Cough or Lemon Drops
- Generic Calamine--used for visible itching and rashes
- Bandages
- Vaseline--for abrasions or chapped lips
- Orajel--used for tooth or oral pain
- Second Skin Gel Squares--used for minor burns after flushing with cool water
- Salt-Water Gargle--used for sore throat or lost primary teeth
- Soap and Water--used for cleaning wounds
- Sterile Saline Rinse--used for cleansing wounds when soap and water is not available
- Warm Pack--used for styes, minor ear pain, or menstrual discomfort
- Cold Pack--used for headaches, swelling, discoloration or redness for a new injury
- Normal Saline Solution--used for eye hydration and contact lens needs

Emergency interventions may include, AED/CPR, Oxygen, Albuterol and Epinephrine use.

ILLNESS, INJURY AND EMERGENCY

Students who become ill or injured during the day must report to the Health Office. The Health Services team will determine whether or not a student can continue with the school day and call the parent/guardian (first) and emergency contacts (second) as appropriate. It is not acceptable for students to leave school because of an 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 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 the nearest hospital.

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

- Fever of 100 degrees or more
- Vomiting
- Diarrhea (defined as 2 or more incidents)
- Red eyes/eyelids with pus type drainage
- Rash that is (or may be) contagious

Before returning to school students must be:

- Fever free **for 24 hours** without using fever reducing medicines
- Vomiting or diarrhea free **for 24 hours**
- If the student has a rash of unknown origin, they must have a note from a Health Care Provider stating it is not contagious and when they may return to school
- For any activity restrictions, (in school or Physical Education Class) or other special accommodations (elevator use, unlimited bathroom passes, etc) a note from the Health Care Provider is required.

HEALTH CONDITIONS: Significant health/medical conditions or allergies requiring specific accommodations, medications, and/or treatments at school should be documented in the Skyward Family Access Portal and **updated documentation must be provided to the health office EACH SCHOOL YEAR.**

This may include the following:

- Medication Authorization Form
- Doctor order or recommendation
- Action Plans (Allergy, Asthma, Seizure, Diabetic, etc)
- Data Release Form

If you have questions, or if your child has a health condition or multiple medical concerns, the District Nurse can be contacted to work with you and develop an Individualized Health Plan for your child.

Although the LSN may discuss emergency plans with district personnel and appropriate partners such as Palmer Bus Company, medical information will only be given out minimally and on a "need to know basis". It is ultimately the responsibility of the parent or guardian to submit health information and emergency medications to the bus company as needed.

MEDICATIONS

Princeton schools recognize that some students may require prescribed or over-the-counter medication during the school day. It is the expectation that parents/guardians will transport oral medications to and from school and students will not be allowed to carry these items. Medications must only be given by the Health Services team or staff that have been trained by the Licensed School Nurse. By Minnesota law and district policy, **NO medications (prescription, over the counter and herbal) are to be administered by school personnel WITHOUT PROPER AUTHORIZATION.** Proper authorization includes a written doctor, Physician's Assistant, or Nurse Practitioner's order. If a student needs to take medicine at school during the school day, the parent/guardian should contact the Health Office to obtain the "Medication Authorization

Form". **A new medication order must be submitted EACH SCHOOL YEAR.** Parent/guardian and medical prescriber's signature is required before medication will be administered to a student. The medication must be in its original container and the dose on the prescription label must match the licensed prescriber's order. Medications will be accepted based on Licensed School Nurse discretion and not be administered at school if there are any unanswered questions or incomplete documentation.

IMMUNIZATIONS: The State of Minnesota **requires** all students enrolled in grades kindergarten through 12 to show they have received immunizations or an exemption. All required immunizations and immunization records **MUST** be complete and turned into the office no later than 14 days after the first day of school. Students who do not have the required immunizations and immunization records will be **excluded from school and all after school activities.** Students who have a religious, philosophical or medical immunization waiver on file or whose immunizations are incomplete but in process, may remain at school.

The following documents will be accepted as evidence of a student's immunization history, provided they comply with State requirements and contain the date when each immunization was administered:

- A record from any school or public health department
- A record from any clinic, or public health certificate signed by a licensed prescriber

SCREENINGS

Vision and hearing screenings are done yearly as part of an education plan evaluation or at particular grade levels as advised by the Minnesota Department of Health. If there is a concern with your child's vision or hearing, please notify your buildings Health Services Assistant.

ALLERGY AWARE SCHOOLS

The district has a policy on the care of students with peanut or food allergies. Food allergy information is shared with food service staff, but Food Service is under no legal obligation to provide special foods or drink to a student with a food allergy who receives free or reduced meals unless the parent/guardian provides the school with a written medical order to avoid certain foods and to have those foods replaced with something different.

Peanuts/Tree Nuts - be aware that many people have allergies to foods (especially peanuts and other tree nuts). Some of the classrooms and lunchrooms have specified areas where students are allowed or not allowed to eat peanuts and nuts. Check specific procedures in your child's school building for details.

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 the buildings. These items are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are safe alternatives.

Scents - many people have allergies to scents. Avoid using any products with strong scents: this includes perfumes, colognes, heavily scented deodorants and Essential Oils. **No perfumes or scented spray products are allowed in the school buildings.**

WELLNESS

Beginning in the 2018-2019 school year, Princeton Public Schools will be taking a more active role in promoting, supporting and modeling healthy eating habits for our students. We recognize our children love to celebrate their birthdays with treats for their peers and teachers; on the other hand, we also recognize we have a tremendous opportunity to promote healthy behaviors and to show students how to enjoy special days without making food or toys the focus of the celebration. For that reason, we will no longer allow students to distribute treats or trinkets on their birthdays. The new Wellness Policy follows federal and state recommended snack and celebration guidelines in order to provide optimal nutrition to students in a safe and fun manner.

- We encourage parents to pack healthy lunches, snacks, non-sugary drinks and refrain from including beverages and foods without nutritional value. District recommended snack and lunch options include: fresh/dried fruit or fruit cups, veggie sticks or slices, string/block or sliced cheese, yogurt, lunch meat/jerky, whole grain/gluten free dry cereals low in sugar, and whole grain/gluten free crackers or pretzels
- Although we would encourage you to provide non-food or healthy items for scheduled class parties (Halloween, Valentines Day, etc) this policy still allows for sugared treats for these occasions.
- Parent delivery of lunches from fast food sources is discouraged.
- Children will no longer be allowed to bring birthday treats. If a child brings an item for their birthday celebration, parents will be contacted and it will be *sent home*.

DISCIPLINE

SUSPENSION, EXPULSION

A. SUSPENSION

1. **Definition:** "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission plan shall include where appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.
2. The administration has the prerogative of suspending a student in school or out of school for serious infractions of school rules. Suspension from school may be for a period up to and including ten days. Students who are suspended out of school must remain off the school grounds during the entire time of suspension, including evening activities. A letter will be sent to parents/guardian and the student detailing the reasons for the suspension, the plan for readmission, and a copy of the Minnesota Fair Dismissal Act.

B. EXPULSION

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

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

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

Permanent Record: The length and date of the expulsion will become part of the student's permanent record. If a student withdraws or transfers after expulsion

proceedings for a weapons violation are started, the school may disclose this to another school district in connection with the possible admission of the student to school.

BUS RULES

Transportation to and from school is a privilege, not a right. Students are expected to follow the rules set out by the transportation company. Violations typically result in suspension from riding the bus; consequences escalate for students who have multiple incidents. Due to their age and experience on the bus, high school students are expected to follow the rules to a higher standard than younger students, and will receive suspensions for 3 days, 5 days, 10 days, then may be removed from the bus for the remainder of the school year. The high school/bus company will review bus expectations yearly.

Class I Offenses

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

Class II Offenses

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

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

DISTRICT POLICIES

HARASSMENT AND VIOLENCE

(ISD 477 Policy 413)

It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence *on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity, or disability.*

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

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

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

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

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

BULLYING PROHIBITION

(ISD 477 Policy 514)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. **State statute defines bullying as: a) intimidating, threatening, abusive, or hurtful conduct that, b) is objectively offensive, and, (c) the conduct involves an imbalance of power and is repeated, or, (d) the conduct materially and substantially interferes with a student's education or ability to participate in school activities.** The school recognizes that it cannot monitor the activities of students at all times, nor prevent all incidents of bullying between students, particularly when student are not under direct supervision of school personnel. However, the school district will attempt to prevent bullying, will act to investigate all complaints of bullying, and will discipline or take appropriate action against anyone who is found to have violated this policy. Consequences for students who commit acts of bullying may include, but are not limited to, education about the effects of bullying, suspension, expulsion, or referral to an alternative educational setting. (Policy 514 can be found in its entirety on the district website at www.isd477.org.)

STUDENT ATTENDANCE

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 reasons that constitute excused absences are listed in the policy on our website.

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. 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.isd477.org)

CHEMICAL USE AND ABUSE POLICY

(ISD 477 Policy 417)

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. They believe that the public school has a role in the education, intervention, and prevention of chemical use and abuse.

Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.

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

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

(Policy 417 can be found in its entirety on the district website at www.isd477.org.)

DRUG-FREE WORKPLACE, DRUG-FREE SCHOOL POLICY

(ISD 477 Policy 418)

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

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

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

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

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

"Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

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

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

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

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort. (Policy 418 can be found in its entirety on the district website at www.isd477.org.)

TOBACCO-FREE ENVIRONMENT POLICY

(ISD 477 Policy 419)

It is a violation of the Tobacco-Free Workplace for any student, teacher, administrator, other school personnel or person to smoke or use tobacco or tobacco-related devices, **including electronic cigarettes**, in a public school. It is also a violation of this policy for any student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls, such as school buses and vans. 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.)

PROHIBITION OF WEAPONS

(ISD 477 Policy 501)

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

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

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

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

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

The minimum consequence for students possessing, using or distributing weapons shall include: confiscation of the weapon; immediate out-of-school suspension; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year.

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

Administration Discretion

The superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline. (Policy 501 can be found in its entirety on the district's website at www.isd477.org.)

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

(ISD 477 Policy 502)

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

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

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

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

If a search yields contraband, school officials will seize the item(s) 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.)

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.

HAZING PROHIBITION

(ISD 477 Policy 526)

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. This includes any type of physical brutality or any physical activity that subjects the student to an unreasonable risk of harm. This also includes but is not limited to, any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. Persons who engage in hazing in any way will be subject to disciplinary action, including but not limited to sanctions outlined by the Minnesota State High School League. (The policy in its entirety can be found on the district website at www.isd477.org.)

INTERNET ACCEPTABLE USE POLICY

(ISD 477 Policy 524)

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

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

PRINCETON PUBLIC SCHOOLS ACTIVITIES PROGRAM

TIMELINE FOR PARTICIPANTS

1. Online Meeting & Registration completed and Fee paid before practices begin.
2. Current physical (within the last 3 years) on file in the Activities Office.

CO-CURRICULAR ACTIVITY PHILOSOPHY

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

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

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

1. Quality coaching/advising, equipment, and necessary facilities.
2. In Freshman programs, all participants shall have an opportunity to practice and compete. While preparation for successful competition is an emphasis, participation for the greatest number of students possible shall be the focus. All athletes will have the opportunity to compete, but playing time may not be equal.
3. In Sophomore programs all participants shall have an opportunity to practice and compete. The emphasis will be on preparation for successful competition with a greater emphasis on winning than at lower levels. All athletes will have the opportunity to compete, but playing time may not be equal.
4. In Junior Varsity programs participants shall be chosen from the most highly-skilled of those who do not make the Varsity team. The ability to compete on an equal basis with opponents shall be the focus.
5. Varsity programs are for the most highly-skilled participants. Careful attention should be paid to the quality of the experience and to ensure the greatest possible opportunity for success against all opponents. "Playing time" shall go to the athlete most able to make a positive contribution.

6. Coaches/advisors must maintain communication with athletes, parents, and the community.
7. The athletic program should promote, teach, and exemplify proper conduct for participants, parents, coaches/advisors, and spectators. All of those directly or indirectly involved in the program should represent our school and community with pride, class, and a commitment to excellence.

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

- Minnesota State High School League (www.mshsl.org)
- District 477 Policies #510 & 597 (www.isd477.org)
- NCAA (www.ncaa.org)
- Princeton High School Activities Department policies (www.isd477.org)

REHEARSALS AND PRACTICES

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

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

ACTIVITIES COMMUNICATION

STUDENT OR PARENT/STAFF COMMUNICATION:

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

Level 1 Coach/Advisor directly involved with the student

Level 2 Head Coach/Advisor

Level 3 Activities Director

Level 4 Principal

Level 5 Superintendent

Level 6 School Board

2. If the concern arises at an event, contact with the coach/advisor should be made the following school day. The person with the concern should make a telephone contact or schedule an appointment.
3. All staff members in the communication protocol following coach/advisor are obligated to follow the policy and determine that the line(s) of communication have been followed.

STAFF/STAFF COMMUNICATION:

1. Activities Director and Coach/Advisor communications should address concerns in a one-on-one conference. If resolution is not reached, the issue should be referred to the next level in the protocol (i.e. Principal, Superintendent, School Board).
2. All affected staff may be asked to participate in the discussion.

ACTIVITY SCHEDULE CONFLICTS:

1. When conflicting activity schedules occur, the event with the highest level of performance/competition takes precedence. The following performance/competition levels are listed in order from lowest to highest:
 - Rehearsal or practice
 - Scrimmage
 - Non-conference, non-sectional or invitational meet/game
 - Extended student field trip
 - Conference or sectional game and a regularly scheduled performance (i.e., seasonal concert or play production)
 - Sectional or conference play-offs
 - State competition
2. All extended student field trips may not conflict with conference championship, MSHSL sub-section, section, or state tournaments.
3. When schedule conflicts occur at the same level of performance, the coaches/advisors will work out the conflict with the Activities Director. Student athlete/participant will not be punished for missing a lower level activity (i.e., being forced to sit out a game/meet/concert for missing a practice due to participation in another activity).
4. School calendar events with annual corresponding dates will dictate that competing major events cannot be scheduled on those dates (i.e., seasonal concerts, play performances, prom).
5. Events properly scheduled on the district events calendar will take precedence over events not scheduled or added to the calendar.
6. Events which need to be rescheduled due to school closings or weather will be handled on a case-by-case basis with sensitivity to dates already scheduled.

GENERAL PARTICIPATION RULES

ATTENDANCE

1. School Day

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

2. In Activities

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

EQUIPMENT, UNIFORMS, AND COSTUMES

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

LOCKER ROOMS

1. All lockers are property of Princeton Schools. Lockers are subject to search by school officials at the school's discretion.
2. Lockers are issued by an advisor. Students may only use the locker issued to them. Padlocks will also be issued by the school. Only school padlocks may be attached to lockers. Any other padlock will be cut off without reimbursement.
3. **At the conclusion of each season**, participants in activities **must** immediately vacate lockers so that they can be available for the next season. Students who do not comply will have their locks removed, contents disposed and a fine will be applied.
4. It is strongly encouraged that cell phones, cameras, PDAs with camera capability and similar devices not be permitted in locker rooms for any MSHSL-sponsored competition. Because of the technology advance and the availability of "picture phones" that allow individuals to take photos and transmit them via the internet, the MSHSL is taking this proactive step to ensure the privacy of all individuals during the time they occupy locker room facilities at MSHSL-sponsored events.

TRANSPORTATION AND ACTIVITIES AWAY FROM PHS

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

COLLEGE ATHLETIC PARTICIPATION

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

FEES AND COSTS

1. A fee has been established by the Princeton school board for participation in all athletic sports and for some Fine Arts activities. That fee will be fully refunded if a student quits participation on or before the last day of the second week of the official season. Beginning with the first day of the third week of any season, no refund will be given unless the student is released from the program for reason of skill level.
2. No student shall receive a refund after she/he is released from a program for reason of attendance, misbehavior, or violation of MSHSL or Princeton policies.
3. Each participant may be expected to pay the costs of personal clothing or equipment (i.e. suits, practice apparel, orthopedic devices, mouth guards, etc.). If you are unsure of costs, contact the advisor before the season begins.

Princeton High School Athletic & Fine Arts Fees

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

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

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

\$275: Clay Target League

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

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

Family Passes: \$175.00 Individual Pass: \$100.00 Student Pass: \$25.00

INSURANCE

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

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

INJURIES

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

SUSPENSIONS AND REMOVALS FROM PARTICIPATION

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

1. A student may, at any time, be suspended/removed from participation in an activity if the advisor/coach feels the student's actions, behaviors, or comments are disruptive to the successful functioning of the activity, and the advisor interprets no improvement by the student after previous discussions. A student may also be suspended/removed if his/her actions, behaviors, or comments are considered extremely offensive or disruptive by the advisor. If a student is suspended, but shows disregard for the instructions given by the advisor for improvement, the suspension may be increased to a removal.
 - a. The advisor/coach need not discuss rationale for the suspension/removal of a student until after the completion of that day's activity.
 - b. The advisor/coach should later explain the rationale for a decision to suspend/remove. Instructions should be given to the student on how to modify actions, behaviors, and comments to make them acceptable to the advisor. However, if the student involved is unwilling to listen to the advisor, or the student is offensive to the advisor while the advisor tries to explain rationale, the advisor need not explain.
 - c. If a student feels that the suspension/removal is contrary to the previously stated policies of the advisor or activities department, he/she may appeal the suspension to the activities director.
 - d. Suspension/Removal from an activity is season-long or school-year long.
 - e. Suspension / removal from any activity may be considered by an advisor when a student applies for participation in any other school activity.

ATHLETIC SQUADS

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

Limiting Guidelines:

1. Responsibility

- a. Choosing the member of the squad or cast is the sole responsibility of the coaches or advisors of those activities.
- b. Lower level coaches/advisors shall take into consideration the procedures as established by the head coach/advisor in a particular program when selecting the final squad or cast.
- c. Prior to trying out, the advisor/coach shall provide the following information to all candidates:
 - 1) extent of the tryout period
 - 2) criteria used to select squad or cast members
 - 3) practice / time commitment needed if the student is selected
 - 4) competition commitments
 - 5) there will be no appeal of the advisor/coaches decision

2. Procedure

- a. When squad or cast limitation becomes a necessity, the process will include these important elements:
 - 1) completion of a minimum of three practice sessions or a set audition period;
 - 2) each candidate will be personally informed of the cut by the coach/advisor and the reasons for the action;
 - 3) teams are encouraged to have at least one intra-squad scrimmage or game prior to the limitation (spring sports may need to adapt to this recommendation).
- b. Squad lists will not be posted.
- c. Advisors/coaches will discuss alternative possibilities for participation in a sport or in other activities programs.
- d. If an advisor/coach foresees difficulties arising as a result to squad or cast limitation they should discuss the situation with the activities director.

FOREIGN EXCHANGE PARTICIPANTS

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

ACTIVITY ELIGIBILITY

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

GENERAL RULES

1

STUDENT CODE OF RESPONSIBILITIES (MSHSL BYLAW 206)

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

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

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

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

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

2

HAZING (MSHSL BYLAW 209.00, SEE COMPLETE POLICY AT www.mshsl.org)

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

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

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

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

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

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

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

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

3

INTERSCHOLASTIC ELIGIBILITY

Extracurricular is defined as those events and organizations that are in no way tied to the grade a student would receive for any class. Following is a summary of the basic

regulations governing a student's eligibility to participate in all high school extracurricular activities. These regulations are in compliance with official Minnesota State High School League regulations (www.mshsl.org)

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

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

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

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

4

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

5

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

6

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

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

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

7

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

8

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

9

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

10

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

11

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

12

NON-SCHOOL COMPETITION AND TRAINING

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

13

TRANSFER RULE: MSHSL BYLAW 111 (TRANSFERS & RESIDENCE)

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

1. A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section 2 (below) is met.
2. A transfer student is eligible for varsity competition if:

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

14

MOOD-ALTERING CHEMICALS (MSHSL BYLAW 205)

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

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

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

- Athletic Activities
 - Fine Arts Activities
- 1) Debate
 - 2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.
- A. First Violation Penalty The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.
 - B. Second Violation Penalty The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.
 - C. Third or Subsequent Violation Penalty
 1. The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
 2. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
 - a) The student is assessed as chemically dependent,
 - b) enters treatment voluntarily, and
 - c) the director of the treatment center certifies that the student has successfully completed the treatment program.
 3. The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.
 - D. Applying the Penalty
 1. Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
 2. Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
 3. Counting Weeks:
 - a. The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
 - b. For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified.
 - c. At the beginning of the season, practice and conditioning weeks are counted.

- d. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
4. A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
5. Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
6. A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
7. Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

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

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

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

15

SOCIAL WEBSITES / PUBLIC DOMAIN

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



GRANT ASSIST CONSULTING

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Kim Young, Consultant/Grant Writer

GRANTS SUMMARY - PRINCETON ISD #477

June 30, 2017 - July 1, 2018

Funding Source	Amount	Program
OSHA Safety Grant	\$8,346.24	Funds to purchase scissor lift for maintenance dept.
MDE Federal SPDG ASD Intervention Strategies	\$21,500	Parent-Implemented Intervention Strategies for Infants and Toddlers with Autism Spectrum Disorder (ASD) and Other Related Developmental Disabilities. Funding for salary for professional development.
Student Support & Academic Enrichment grant	\$20,000	Professional Development - Gifted and Talented
Student Support & Academic Enrichment grant	\$20,000	Professional Development - Trauma informed
MDE Library and Technology Grant	Approximately \$50,000 (some budget revisions were done after grant was awarded)	Primary School professional development and purchase of BeeBots and ProBots.
Target Youth Soccer Grant	\$1,000	Funding to go toward the purchase of a back stop on the girls high school soccer field.
Project Learning Tree	\$1,000	Funds to purchase supplies to install a Migrating Bird Ecosystem.
Century Link	\$4,995	Primary School to purchase Osmos Genius Kits.

ECRAC Art in our Schools	\$1,958	Primary School for student field trip to Franconia Sculpture Park. Funding also paid for 45 senior community members to attend with students.
Sauer Family Foundation	\$23,500	Professional development for trauma aware district.
MN DNR Improving School Forests	\$9,000 value	DNR will provide labor to clear trails, poison ivy, bushes and trees from elementary school forest. They will also create benches from downed trees.

Total Awarded: \$161,299.24

Pending Grants

Funding Source	Amount Pending	Programming
Lowe's Toolbox for Education	\$5,000	Elementary Outdoor Classroom
Sherburne County Area United Way	\$5,000	Preschool scholarships
Monsanto Fund	\$10,000	High School Technology Dept
Home Depot Foundation	\$5,000	Elementary Outdoor Classroom
For Jake's Sake Foundation	HS and MSHealth Curriculum	Submitted Letter of Interest
East Central Electric Operation Round Up	\$10,000	Hearing and Vision screening equipment - Early Childhood

Total Pending: \$35,000

Notes:

- There are additional funded grants not included on this report that were written by teachers and administrators without the use of Grant Assist Consulting.