

Princeton Public Schools - ISD 477

Tuesday, April 2, 2019 at 6:00 PM

Regular School Board Meeting

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. Winter Commendations
4. Roll Call
5. **REPORTS**
 - a. Board Members Committee Reports
 - b. Student Council Report
 - c. Superintendent Report
6. **APPROVE AGENDA**
7. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3
8. **CONSENT AGENDA**

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

 - a. Personnel 5
 - b. Grants 6
 - c. Fundraiser 7
9. **INFORMATION**
 - a. First Reading of Policies 8
10. **ACTION**
 - a. Capital Parameters 59

I move to authorize administration for the next six years to plan Capital expenditures above current year revenue of up to \$200,000, leaving an estimated fund balance after six years of \$950,000.
 - b. 2019-20 Budget Parameters/Projections 61

I authorize administration to decrease the 2019-20 preliminary

unassigned budget projections by approx \$700,000.

- c. School Board Financial Directive 70
I move to accept the School Board Financial Directive resolution as presented.
- d. Milk Bid 71
I move to accept _____ bid for milk as proposed.
- e. Resolution for Non-renewals 72
I move to accept the resolution for non-renewals as presented.

11. ADDITIONS TO AGENDA

12. FUTURE MEETING(s) INFORMATION

Coffee & Conversation- Apr 4, 8am
Executive Planning- Apr 10, 4:15pm
Long Range Planning- Apr 15, 4:00pm
Wellness Committee- Apr 16, 3:30pm
Policy Committee- Apr 16, 5:00pm
Board Work Session- Apr 16, 6:00pm

13. 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 **19th day of March, at 6:00 p.m.** in the District Center Board Room.

Roll Call: Members Present: Sue VanHooser, Eric Minks, Deb Ulm, Chad Young and Jim Tomsky.

Member's Absent: Howard Vaillancourt & Eric Strandberg

Others present: Superintendent Ben Barton, Director of Human Resources Jason Senne, Director of Business Services Michelle Czech, and Middle School Principal Dan Voce.

REPORTS

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

Deb Ulm	None
Jim Tomsky	Policy Committee
Sue VanHooser	SEE Executive Committee; SEE Day at the Capitol
Eric Minks	Policy Committee; All City Choir Concert; Executive Planning
Chad Young	Executive Planning

Student Council Report No student council meeting this week due to Tigers Basketball tournament. Next week is Students vs. Staff basketball game. Met with Superintendent Barton regarding MSBA guidelines for Student Council Representative.

Superintendent Report Recognized Principal Muckenhirn and staff for how the high school handled death of a student. Attended SEE Day at the Capitol. Tiger Basketball going to state brought out the best in our community. Met with Spanish Immersion Parent Group recently. Tiger Pledge is coming soon.

APPROVE AGENDA

Motion made by Jim Tomsky, seconded by Chad Young, **to approve the agenda with addition.** Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Deb Ulm seconded by Jim Tomsky, **to approve the March 5th, regular meeting minutes and March 5th closed meeting minutes.** Motion passed

unanimously.

CONSENT AGENDA

Motion made by Sue Vanhooser, seconded by Chad Young **to approve the consent agenda as presented.** Personnel, Bills, Treasurer's Report, Wire Transfers, Gifts, Fundraiser, Mille Lacs County Family Ties Agreement, Grants. Motion passed unanimously.

ACTION

Second Reading of Policies

Motion to accept the second reading of policies 614, 615, 707, 708, 709, 709 Handbook, 710, 711, 904, 904 Procedure as presented was made by Jim Tomsy, seconded by Deb Ulm. Motion passed unanimously.

WORK SESSION

The board started their Work Session at 6:13 p.m. The topics for discussion were:

- Pearl Crisis Center
- Standards Based Reporting at Middle School
- Capital Parameters
- 2019-20 Budget Parameters/Projections

ADDITIONS TO AGENDA- None

FUTURE MEETINGS INFORMATION

Public Engagement- Mar 21, 4:00pm
Long Range Planning- Mar 25, 4:00pm
Executive Planning- Mar 27, 4:15pm
Finance Committee- Apr 2, 4:30pm
Regular Board Meeting- Apr 2, 6:00pm

ADJOURN

The work session was adjourned at 7:58 p.m.

Chair Eric Minks

Clerk Sue VanHooser

Recorder- Emily McKinnon

4.2.19

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Nierengarten	Leah	PS	2nd Grade Teacher	PEA	Amanda Pemberton	3.21.19-5.31.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Corrigan	Sarah	PS	Custodian	Custodians		3.22.19	
Resignation	Brykovsky	Janet	PS	10:45-1:30 Server Shift Only	Food Service		5.31.19	
Retiring	Bloom	Kellie	MS	Science Teacher	PEA		5.31.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Larson	Charissa	HS	FACS Teacher	PEA		9.3.19-12.2.19	
LOA	Bathke	Rita	PS	Paraprofessional	Paras		10.2.19-10.17.19	
LOA	Zimmer	Jule	HS	Paraprofessional	Paras		3.4.19-3.22.19 earliest	
LOA	McKinnon	Emily	DC	Executive Assistant	Confidential		7.13.19-10.7.19	
Intermittent LOA	McAlpine	Ashley	MS	Paraprofessional	Paras		2.12.19-6.14.19	
Intermittent LOA	Strandberg	Jacquelien	PS	Teacher	PEA		1.18.19 - 1.18.20	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Girtz	Kit	FC	Speech Language Pathologist	PEA	Kathleen Kleinmeyer	8.19.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Kielty	Richard	SS	Add'l .07 Teacher	PEA		3.19.19	
Extra Duty	Gruber	Jennifer	MS	MS Musical Director	PEA	Jen Gross	3.11.19	\$1,614.00
Extra Duty	Richards	Laurie	IS	Tiger Club Para	Community Ed		3.18.19	\$17.32 / hr
Extra Duty	Scheffel	Shelley	PS	Bus Lot Supervisor	PEA	Amanda Pemberton	3.11.19	
Extra Duty	Patnode	Doug	MS	Baseball Coach	Activities	Brandon Borich	4.1.19	\$2,017.00
Extra Duty	Fay	Ryan	FC	Head Football Coach	Activities	Roy Hanenburg	8.12.19	\$4,842.00
Extra Duty	Triplett	Brett	SS	Adapted Bowling Head Coach	Activities	JoAnn Moats	3.4.19	\$1,210.00
Extra Duty	Moehlmann	Scott	HS	Clay Target Head Coach	Activities	Michelle Cunningham	3.5.19	\$3,228.00

4.2.19

Should we be awarded the following grants, the Board authorizes acceptance of funds.

Date Submitted	Grant Name	School	Applicant	Awarded Funds
3.15.19	Legacy Field Trip Support Funds	IS	Amy Anderson	\$4 / student

FUNDRAISING APPROVAL FORM

Date of fundraiser: <i>Spring 2019</i>		Projected profit: <i>\$ 500</i>	Amount earned:	
Group or organization proposing the fundraiser: <i>Boys and Girls Golf</i>			Item(s) being sold: <i>MN Golf Cards</i>	
Company/organization supplying items to be sold: <i>Birdie Marketing</i>				
The money raised will be used for: <i>Shirts - uniforms - Debt on Fund "10"</i>				
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>			<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>	
			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.		✓	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		✓	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.		✓	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		✓	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		✓	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		✓	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		/	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together. 		/	
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date: <i>3-25-19</i>		Teacher/Sponsor Signature: <i>Dan A. [Signature]</i>		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED				
Date: <i>3/28/19</i>		Administrator Signature: <i>Dan [Signature]</i>		
Date:		Superintendent Signature:		
Date:		School Board Chair Signature:		

4.2.19 First Reading of Policy Summary of Changes

- 403 - Discipline, Suspension and Dismissal of School District Employees
 - No changes
- 404 - Criminal Background Check
 - No changes
- 405 - Veteran's Preference
 - No changes
- 407 - Employee Right to Know-Exposure to Hazardous Substances
 - Corrected typo
- 408 - Subpoena of a School District Employee
 - No changes
- 409 - Employee Publications, Instructional Materials, Inventions and Creations
 - No changes
- 412 - Expense Reimbursement
 - Changed in-state meal reimbursement amount
- 412.1 - Employee Travel and Related Expenses
 - Recommend to remove this policy as it is very similar to 412
- 419 - Tobacco-Free Environment
 - Changed 'Indian' to 'American Indian'
- 421 - Gifts to Employees and School Board Members
 - No changes
- 613 - Graduation Requirements
 - MSBA revisions
 - Revisions presented by Barb Muckenhirn
- 620 - Credit for Learning
 - MSBA model policy with revisions suggested by Barb Muckenhirn
 - Policy to replace 626
- 626 - Credit for Learning
 - Recommend to remove this policy

**PRINCETON PUBLIC SCHOOLS
POLICY 403-DISCIPLINE, SUSPENSION AND DISMISSAL
OF SCHOOL DISTRICT EMPLOYEES**

I. PURPOSE

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules.

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance.

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of

substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct.

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;
2. written warning or reprimand;
3. Probation;
4. disciplinary suspension, demotion or leave of absence with pay;
5. disciplinary suspension, demotion or leave of absence without pay;
and
6. dismissal/termination or discharge from employment.

B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

A. In an instance where any form of discipline is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
2. Provide directives to the employee to correct the conduct or performance.
3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
5. Specify the expected level of performance or modification of conduct to be required from the employee.

- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; contracts; termination)
Minn. Stat. § 122A.41 (Teacher tenure)
Minn. Stat. § 122A.58 (Coaches)
Minn. Stat. § 122A.44 (Contracting with teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; contracts for services)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 et seq. (Veterans Preference Act)

Cross References: MSBA Service Manual, Chapter 3, Employees

Adopted: October 28, 2003

Reviewed: May 5, 2015

Reviewed: April 16, 2017

Reviewed: April 16, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 404 - CRIMINAL BACKGROUND CHECKS**

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the School District in order to promote the physical, social, and psychological well being of its students, employees and the public. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The School District shall require that applications for School District positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide services to students of the School District, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the School District that an applicant's criminal history does not preclude the applicant from employment with, or provision of services to, the School District.
- B. The School District specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the School District shall in no way limit the School District's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, and volunteers, service providers, independent contractors, and student employees.

D. The School District, at its discretion, may charge a fee to the applicant.

III. CONDITIONAL OFFER OF EMPLOYMENT

A. An offer of employment to a final candidate shall be conditioned upon a determination by the School Board that a candidate's criminal history does not preclude the candidate from employment with the School District.

B. Determination of satisfactory employment status will be determined by the administration and a recommendation will be made to the School Board.

C. Final employment will be approved by the School Board.

IV. ADMINISTRATION OF THE PROGRAM

A. Criminal background checks will be administered by the Human Resource Department.

B. Criminal background checks will be conducted by a vendor approved by the School District and/or the Federal Bureau of Investigation (FBI).

C. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.

D. The school district may apply these procedures to other volunteers, independent contractors, or student employees.

E. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretions in requiring a background check. The school district may include this notice in its students handbook, a school policy guide, or other similar communication.

F. Frequency-Every three years.

V. LIMITATION OF THE POLICY

A. Adherence to this policy shall not limit the School Board's right to require and obtain additional information or to use other procedures in lieu of

criminal background checks to obtain information relating to criminal activities of final candidates.

Legal References: Minn. Stat 123B.03 (Background Checks)
Minn. Stat 299C.60 to 299C.64 (Minnesota Child Protection Background Check)
Minn. Stat 364 (Criminal Offenders Rehabilitation Act)

Revised: October 21, 2014

Revised: October 3, 2017

Reviewed: March 19, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 405-VETERAN'S PREFERENCE**

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veterans preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
 - E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veterans preference.
 - F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points, including teaching positions, whenever possible. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
 - G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
 - H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
 - I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)

Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: Princeton Policy 401 (Equal Employment Opportunity)

Adopted: May 13, 2003
Revised: November 23, 2010
Revised: January 14, 2014
Reviewed: May 5, 2015
Revised: September 19, 2017
Reviewed: April 16, 2019

PRINCETON PUBLIC SCHOOLS
POLICY 407-EMPLOYEE RIGHT TO KNOW-EXPOSURE TO HAZARDOUS
SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or bloodborne pathogen.

III. DEFINITIONS

- A. “Commissioner” meant the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in the area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. Is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. Is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. Is determined by the commissioner as part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. "Harmful physical agent" means a physical agent determined by the commissioner as a part of the standard for the agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
 - E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
 - F. "Blood borne pathogens" means a pathogenic microorganisms that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full-and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right To Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: Princeton Public Schools Policy 420 - Students and Employees
with Sexually Transmitted Infections and Diseases and Certain
Other Communicable Diseases and Infectious Conditions
Princeton Public Schools Policy 807 - Health and Safety Policy

Adopted: December 17, 2003
Revised: August 10, 2010
Revised: January 14, 2014
Reviewed: April 16, 2017
Reviewed: April 16, 2019

PRINCETON PUBLIC SCHOOLS
POLICY 408-SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to

the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access To Data)

Adopted: May 13, 2003
Revised: August 26, 2008
Reviewed: May 2015
Revised: April 16, 2017
Reviewed: April 16, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 409-EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS,
INVENTIONS, AND CREATIONS**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. NOTICE OF POLICY

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

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

Adopted: May 13, 2003
Revised: August 10, 2010
Reviewed: May 19, 2015
Reviewed: April 16, 2017
Reviewed: April 16, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 412-EXPENSE REIMBURSEMENT**

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized and follow all district procedures regarding reimbursement.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Travel that is permitted by administration must fit the mission, vision and goals of the district.
- D. Reimbursement for meals per person (including tax and tip) is as follows:

	In State	Out of State
Breakfast	\$13 10.00	\$15.00
Lunch	\$16 15.00	\$20.00
Dinner	\$23 20.00	\$30.00

The district will not reimburse the cost of alcoholic beverages.

IV. AIRLINE TRAVEL CREDIT

A. Employees utilizing school district funds to pay for airline travel are required to ensure that the credits or other benefits issued by the airline accrue to the benefit of the school district rather than the employee.

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

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent/designee shall also develop procedures and guideline to address methods and times for submission of requests for reimbursement.

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

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

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

Revised May 16, 2017

~~PRINCETON PUBLIC SCHOOLS ¶~~
~~POLICY 412.1 EMPLOYEE TRAVEL AND RELATED EXPENSES ¶~~

~~¶~~

~~¶~~

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

~~E. After the travel the employee reports back to his or her supervisor and colleagues.¶¶~~

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

~~V. Airline Travel Credit:¶¶~~

~~A. Employees utilizing school district funds to pay for airline travel are required to ensure that the credits or other benefits issued by the airline accrue to the benefit of the school district rather than the employee.¶¶~~

~~1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.¶¶~~

~~2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel travel expenses will not be made until such documentation is provided.¶¶~~

~~B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposed will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposed, prior to reimbursement for such travel, to the extent permitted and/or feasible.¶¶~~

~~VI. Personal Vehicle:¶¶~~

~~A. In some circumstances, use of a personal vehicle is preferable to travel by commercial air or some other commercial means (i.e., when the meeting is nearby or where travel arrangements are extremely difficult). Such travel will be reimbursed at the prevailing rate as referred to in section C above.¶¶~~

~~B. Transportation to and from conferences or seminars and workshops shall be selected on the basis of that which is reasonable in cost and on the cost basis consistent with comfort, safety and convenience. If the cost of~~

~~travel by personal vehicle exceeds the cost of coach airfare, the District will reimburse to the extent of the lesser amount.¶¶~~

~~C. If more than one person is attending an activity and transportation will be by personal vehicle, the individuals are required to travel together unless there is an extenuating circumstance.¶¶~~

~~VII. Accommodations:¶¶~~

~~A. Individuals are expected to select accommodations, when they have an option, at the most reasonable rate. Lodging shall be selected on the basis of reasonable cost in conjunction with comfort, safety and convenience.¶¶~~

~~B. Individuals of the same sex attending the same conference are encouraged to share rooms.¶¶~~

~~C. When an individual is traveling with a non-employee, the District will reimburse expenses for the employee only.¶¶~~

~~D. Receipts are required for all accommodation claims.¶¶~~

~~E. Lodging reimbursements are only permitted when traveling 45 miles or more from the district office.¶¶~~

~~VIII. Meals: The maximum reimbursement for meals per person (including tax and tip) is as follows: ¶¶~~

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

~~A. The District will not reimburse the cost of alcoholic beverages.¶¶~~

~~B. Reimbursement will be based upon actual expenditures; individuals must provide documentation (itemized receipts) for meal expenditures.¶¶~~

~~IX. Other Costs:¶¶~~

~~A. The District will reimburse registration fees relating to conference, workshop or seminar attendance.¶¶~~

- ~~B. The District will not reimburse for entertainment or recreation costs that are either part of or separate from the conference, workshop or seminar.¶¶~~
- ~~C. Cassettes, special books, etc., which contain the proceedings or are supplementary to attendance at a given conference, workshop or seminar and which are relevant to the employee's purpose for being there may be purchased with the approval of the Superintendent / Director of Business Services or appropriate supervisor.¶¶~~
- ~~D. The District will reimburse a reasonable cost of baggage handling and parking when necessary.¶¶~~
- ~~E. Individuals are expected to select transportation at the conference, workshop or seminar, when they have an option, at the reasonable rate. Transportation shall be selected on the basis of that which is reasonable in cost as consistent with comfort, safety and convenience. Individuals are expected to use conference transportation (i.e., shuttle buses) whenever it is available.¶¶~~
- ~~F. Reimbursement for the use of rental cars by employees is allowed only with prior approval by the Superintendent / Director of Business Services or designee, or in the case of School Board members, by the School Board majority vote. If two or more employees are attending the same conference only one vehicle may be rented.¶¶~~
- ~~G. The District will not reimburse telephone calls for personal or family purposes. When reimbursement is requested for District related calls, the party called must be noted on the receipt.¶¶~~
- ~~H. Exceptions to allowed travel expenses must be approved by the Superintendent for employees and by the School Board majority vote for School Board members.¶¶~~
- ~~I. The District will not reimburse employees for personal expenses including the following:¶¶~~
- ~~1. Room Service¶¶~~
 - ~~2. Personal Property¶¶~~
 - ~~3. Child Care Expenses¶¶~~
 - ~~4. Tobacco / Alcohol¶¶~~

¶

¶

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

¶

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

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¶

~~Implementation Date: May 1, 2008~~¶

~~Adopted: April 28, 2009~~¶

~~Revised: November 12, 2013~~¶

~~Revised: May 19, 2015~~

**PRINCETON PUBLIC SCHOOLS
POLICY 419-TOBACCO-FREE ENVIRONMENT**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

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

IV. EXCEPTIONS

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

cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

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

VI. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)

Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

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

Adopted: June 8, 2004
Revised: August 26, 2008
Revised: October 27, 2009
Revised: December 21, 2010
Revised: June 28, 2011
Revised: January 14, 2014
Revised: May 19, 2015
Reviewed: April 16, 2017
Revised: April 16, 2019

PUBLIC SCHOOLS
POLICY 421-GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature. The superintendent has discretion to determine what value is "insignificant."
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.

- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA Model Policy 209 (Code of Ethics)
MSBA Model Policy 210 (Conflict of Interest - School Board Members)
MSBA Model Policy 306 (Administrator Code of Ethics)

Adopted: May 13, 2003
Revised: August 4, 2015
Reviewed: April 16, 2017
Reviewed: April 16, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 613 - GRADUATION REQUIREMENTS**

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from Princeton Public Schools.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district that all students must follow state statutes and state requirements. Students must complete other district requirements as established by the school board in order to graduate.

III. DEFINITIONS

- A. ~~“Course-e”~~ “Credit” is equivalent to a student’s successful completion of an academic unit of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “MDE” means the Minnesota Department of Education.
- C. “504 Plan” or “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. “Individualized Education Program,” or “IEP,” means a written statement developed for a student eligible by law for special education and services.
- E. ~~“Limited English Proficient” or “LEP”~~ “English Learner” or “EL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

IV. TEST ADMINISTRATOR

District Director of Teaching and Learning or other appointed administrator shall be named the school district test administrator. Said person shall be in charge of all test procedures.¶

V. GRADUATION REQUIREMENTS

- A. All students must complete all preparatory content standards as per state and district requirements.
- B. All students must successfully complete the required graduation standards. In addition,
 - 1. Students must complete the required number of high school credits and required courses in grades 9-12 as outlined in the Princeton High School Registration GuideHandbook. ~~Sixty eight (68) total credits are required for graduation. Thirty eight (38) specific credits are required and thirty (30) elective credits are required.~~ Specific course requirements and prerequisites are identified in the Princeton High School Registration GuideHandbook. ~~The 68 required credits must include.~~ Table 1 indicates the number of credits required for specific graduating classes. Table 2 indicates additional requirements.



<u>Academic Department</u>	<u>Credit Requirements</u>	<u>State Requirement Clarification</u>
English/Language Arts	9	
Math	9	Sufficient to satisfy the academic standard and completion of Advanced Algebra or its equivalent
Social Studies	7	Encompassing at least United States history, geography, government and citizenship, work history, and economics.
Science	7	Including at least two credits in biology; and two credits in chemistry and/or physics
Health/PE	3	

FACS	1	1
Art	2	1
Standard Requirements	38	1
Elective Requirements	30	1
Total Required Credits for Graduation	68	1
Career & College Readiness Requirements (Identified on transcript as Meet/Incomplete)	Completion of district-approved postsecondary assessment (i.e. ACT) Completion of required advisory curriculum milestones for Personal Learning Plans	1

Table 1

Class of 2023 & Beyond	Class of 2022	Class of 2021	Class of 2020
Required Credits: 9 English 7 Social Studies 9 Mathematics 7 Science 2 Physical Ed 1 Health 1 College & Career 2 Arts* <u>38 Required Credits</u> <u>27 Elective Credits</u> 65 Total Credits	Required Credits: 9 English 7 Social Studies 9 Mathematics 7 Science 2 Physical Ed 1 Health 1 College & Career 2 Arts* <u>38 Required Credits</u> <u>27 Elective Credits</u> 65 Total Credits	Required Credits: 9 English 7 Social Studies 9 Mathematics 7 Science 2 Physical Ed 1 Health 1 College & Career 2 Arts* <u>38 Required Credits</u> <u>27 Elective Credits</u> 65 Total Credits	Required Credits: 8 English 7 Social Studies 6 Mathematics 6 Science 2 Physical Ed 1 Health 1 College & Career 2 Arts* <u>33 Required Credits</u> <u>27 Elective Credits</u> 60 Total Credits

Table 2

Number of Credits Required for Graduation by Academic Department
Specific course requirements listed in Registration Guide
This table reflects requirements for Class of 2021 & beyond.
 ^Indicates clarification for Class of 2019 & 2020.

<u>Academic Department</u>	<u>Credit Requirements</u>	<u>State Requirement Clarification</u> Students beginning 8th grade in the 2012-2013 school year and later must successfully complete courses to satisfy all academic standards in each content area as well as the courses specified below:
English/ Language Arts	9 ^8	Courses sufficient to satisfy the academic standards and required courses as listed in Registration Guide.
Math	9 ^6	Courses sufficient to satisfy the academic standards and required courses as listed in the Registration Guide, including completion of Advanced Algebra or its equivalent.
Social Studies	7	Courses sufficient to satisfy the academic standards and required courses as listed in the Registration Guide, encompassing at least United States history, geography, government and citizenship, world history, and economics.
Science	6 ^7	Courses sufficient to satisfy the academic standards and required courses as listed in the Registration Guide, including at least two credits in biology; and two credits in chemistry and/or physics.
Health	1	Courses sufficient to satisfy the academic standards and required courses as listed in Registration Guide.
Physical Education	2	Courses sufficient to satisfy the academic standards and required courses as listed in Registration Guide.
College & Career Exploration	1	The one-credit course, College & Career Exploration, is required.
Arts	2	Courses sufficient to satisfy the academic standards. Courses that fulfill the Arts standard requirement are

		listed in the Registration Handbook.
Career & College Readiness (Identified on transcript as Meet/ Incomplete)		Participation in district-approved nationally normed college entrance exam in grade 11 or 12. Completion of required advisory curriculum milestones for Personal Learning Plans
Elective Credits	27	Students may choose from a variety of courses to earn additional 27 credits.

Or

2. Have met the requirements of an IEP or 504 Plan.
- C. Elective standards in health and physical education, vocational and technical education, and world languages are developed locally and placed in courses. The following Minnesota Academic Standards, in accordance with the standards developed by the MDE, have been placed within the above courses and selected electives. The most recent standard versions are placed within curriculum according to the district review process. Specific course requirements are designed to meet the Minnesota Academic Standards and subject to change.
1. Minnesota Academic Standards, Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards with Local Adaptations, K-12 Arts

VI. VIII. GRADUATION ASSESSMENT REQUIREMENTS.

- A. For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. an opportunity encouragement to participate on a nationally normed college entrance exam in grade 11 or grade 12;
2. achievement and career and college readiness tests in mathematics, reading, and writing. The tests must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation. In addition, the tests must ensure that the foundational knowledge and skills for students' successful performance in postsecondary employment or education and articulated series of possible targeted interventions are clearly identified and satisfy Minnesota's postsecondary admission requirements. To the extent available, the tests should:
 - a) monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and
 - b) based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and
 - c) consistent with this paragraph and Minn. Stat. § 120B.125 (see Policy 604, Section II.H.), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
 - d) Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

- e) Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- f) Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college must be actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.
- g) A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07 upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. All applicable state and district graduation test requirements and Career & College Readiness Requirements must be met.
- C. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and recommend or not recommend early graduation to the principal.

VIII. NOTICE

The school district will notify students and their parents of the school district's graduation requirements within 30 working days of a student's entry into ninth grade.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process)
Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)
Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to Graduation Standards - Written Composition)
Minn. Rules Parts 3501.0505-3501.0635 (K-12 Standards)
20 U.S.C. § 6301, et seq. (No Child Left Behind Act)

Cross References: Princeton Public Schools Policy 104 (School District Mission Statement)
Princeton Public Schools Policy 601 (School District Curriculum and Instruction Goals)
Princeton Public Schools Policy 614 (School District Testing Plan and Procedure)
Princeton Public Schools Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)
Princeton Public Schools Policy 616 (School District System Accountability)

Adopted: April 23, 1996
Revised: July 21, 1998
Revised: October 25, 2005
Revised: April 24, 2007
Revised: April 22, 2008
Revised: August 25, 2009
Revised: August 27, 2013
Reviewed: October 20, 2015
Revised: February 21, 2017
Revised: April 16, 2019

PRINCETON PUBLIC SCHOOLS POLICY 620 - CREDIT FOR LEARNING

~~[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V.; online learning courses, as set forth in Section VI.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out of state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]~~

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities.

The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery

of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.

- C. "Commissioner" means the Commissioner of MDE.
- D. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. "Eligible institution" means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by the North Central Association of Colleges and Schools, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. "Online learning" is a form of digital learning delivered by an approved online learning provider.
- H. "Online learning provider" is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. "Princeton Online Academy" or "POA" is the name of the online program provided through ISD477.
- J. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.
- K. "College in the Schools" or "CIS" is a course for high school students, taken at the high school but run by the providing post-secondary institution that allows students to earn college credit while at the high school. These courses are considered "Concurrent Enrollment" courses.
- L. "Advanced Placement" or "AP" is a course created by the College Board which offers college-level curricula and examinations to high school students.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
 - 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school

upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.

2. ~~Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least [insert number] credits from the school district.~~

B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a) When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b) ~~Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least [insert number] credits from the school district.~~
 - c) In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. ~~Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.~~
 - d) If no comparable course is offered by the school district for which high school graduation credit would be provided, ~~elective no~~ credit will be provided to the student..
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.

- a) Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
- b) Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
- c) In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
- d) If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e) Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.

2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

Grade Point Average (GPA) is based on a 4.0 scale. Points awarded for regular courses are as follows: 'A' (4 points); 'B' (3 points); 'C' (2 points); 'D' (1 point); 'F' (0 points). Points awarded for weighted courses are as follows: 'A' (5 points); 'B' (4 points); 'C' (3 points); 'D' (1 point); 'F' (0 points).

~~[Note: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies.]~~

- ~~A. The school district does not offer weighted grades.¶~~

~~{or}~~

B. The school district offers weighted grades for courses provided that are identified as more rigorous or academically challenging and are limited to the as followings:

1. All Advanced Placement (AP) courses offered by the school district.
2. All College in the Schools (CIS) courses offered by the school district.

~~[List the types of courses that will be awarded weighted grades and the multiplier, similar to the following examples.]~~

- ~~3. A grade awarded in an Advanced Placement course will be multiplied by a factor of ____ (i.e., 1.07).~~
- ~~4. A grade awarded in an Honors course will be multiplied by a factor of ____.~~
- ~~5. A grade awarded in a College In the Schools course will be multiplied by a factor of ____.~~
- ~~6. A grade awarded in a course taken through a Post-Secondary Enrollment Options program will be multiplied by a factor of ____.~~
- ~~7. A grade awarded in a course in a dual enrollment course will be multiplied by a factor of ____.~~
8. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.

- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section VIII IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References: Princeton Public Schools Policy 104 (School District Mission Statement)

Princeton Public Schools Policy 601 (School District Curriculum and Instruction Goals)

Princeton Public Schools Policy 613 (Graduation Requirements)

Princeton Public Schools Policy 614 (School District Testing Plan and Procedure)

Princeton Public Schools Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

Princeton Public Schools Policy 616 (School District System Accountability)

Princeton Public Schools Policy 618 (Assessment of Student Achievement)

Princeton Public Schools Policy 624 (Online Learning Options)

Adopted: April 16, 2019

~~PRINCETON PUBLIC SCHOOLS ¶
POLICY 626 CREDIT FOR LEARNING ¶~~

¶

~~I. PURPOSE ¶~~

~~The purpose of this policy is to recognize student achievement which occurs in post-secondary institutions, activities outside the school, previous learning, and community and work experiences. These experiences shall meet rigorous academic outcomes and are subject to approval as per procedures outlined in this policy. ¶~~

¶

~~II. GENERAL STATEMENT OF POLICY ¶~~

~~If a student can demonstrate mastery of content by assessment or by previous learning, then the student can take more rigorous courses at a more appropriate learning level. The intent of the policy is to allow students the opportunity to access higher level courses but not be used as an avenue to eliminate taking required coursework. ¶~~

¶

~~III. PROCEDURES ¶~~

~~A. Credit for Prior Learning ¶~~

- ~~1. Students will complete and return the application form titled, "Credit for Learning." These forms can be obtained through and returned to the Princeton High School counseling office. ¶~~
- ~~2. Students who successfully complete the assessment process will receive a course grade of "T" (Test Out) on their transcript. Such grades do not count toward a student's GPA or class rank. ¶~~
- ~~3. Effort shall be made to ascertain the content of courses, programs and learning previously achieved to credit the student as full as possible. This may include asking the student to verify the content of the activities. ¶~~
- ~~4. The counselor will use the School Review Committee to verify that the activities and learning are of sufficient rigor to earn a credit. ¶~~
- ~~5. The Review Committee will consist of at least a high school administrator, counselor, department chair of the affected department and teacher of the course. If necessary, a special education teacher, gifted/talented teacher, and/or the director of teaching and learning will be part of the committee. ¶~~

~~B. Credit by Assessment ¶~~

- ~~1. Student shall discuss a request for credit by assessment for a high school course with the appropriate counselor. ¶~~
- ~~2. The student shall submit an application through the principal to the School Review Committee by June 30 prior to the start of the school year in which the course will be offered in which the student would typically enroll. ¶~~
- ~~3. The Review Committee shall determine what the student needs to demonstrate, the criteria for the demonstration, and competency level required. To test out of a course, the student must score at least 90%. ¶~~

4. ~~If applicable, the Review Committee shall consider appropriate accommodations, modifications, and exemptions consistent with the student's Individual Education or 504 Plan.~~ ¶
5. ~~The Review Committee will consist of at least a principal or designee, a counselor, department chair of the affected department, and teacher of the course. If necessary, a special education teacher will be part of the committee.~~ ¶
6. ~~A student may attempt to test out of a course only once.~~ ¶
7. ~~Students who complete the assessment process successfully will receive a course credit of "T" (Test Out) on their transcript. Such grades do not count toward a student's GPA or class rank.~~ ¶

¶

~~Legal References: Minn. Stat. § 120B.15~~ ¶

¶

~~Cross-References: Princeton Policy 104: School District Mission Statement~~ ¶
~~Princeton Policy 601: School District Curriculum & Instruction Goals~~ ¶
~~Princeton Policy 611: Home Schooling~~ ¶
~~Princeton Policy 613: Graduation Requirements~~ ¶
~~Princeton Policy 614: School District Testing Plan and Procedure~~ ¶
~~Princeton Policy 615: Basic Standards and Graduation Required Testing, Accommodations, Modifications and Exemptions for IEP, Section 504 Accommodation and LEP Students~~ ¶
~~Princeton Policy 616: School District System Accountability~~ ¶
~~Princeton Policy 625: Acceleration of Students~~ ¶

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~~Adopted: March 22, 2011~~ ¶

~~Reviewed: April 19, 2016~~

2018-2019 Approved Capital Recommendation				2019-2020 Capital Recommendation			
2018 Fund Balance		\$2,147,067.76		2019 Estimated Fund Balance		\$2,090,222.00	
2019 Estimated Revenue		\$591,324.00		2019 Estimated Revenue		\$585,000.00	
Oakland Reimbursement		\$51,830.55					
	Project Needs	Project Plan			Project Needs	Project Plan	
FAMILY CENTER				FAMILY CENTER			
PRIMARY				PRIMARY			
Walk between Primary & Int		\$3,500.00	01.110.850.000.302.520				
INTERMEDIATE				INTERMEDIATE			
MIDDLE				MIDDLE			
HIGH SCHOOL				HIGH SCHOOL			
3 New building Gym Lights	\$6,000.00	\$6,000.00	01.350.850.000.302.530				
TRANSPORTATION				TRANSPORTATION			
Van-aging out	\$50,000.00			Van-aging out	\$50,000.00	\$60,000.00	
Bus Cameras	\$10,000.00	\$10,000.00	01.005.760.000.302.530	Bus Cameras	\$10,000.00	\$5,000.00	
BUILDINGS & GROUND				BUILDINGS & GROUND			
Bucket Truck & Cube Van		\$40,000.00	01.005.810.700.302.530	Bucket Truck			
Other Equipment		\$20,000.00	01.005.810.700.302.530	Other Equipment		\$20,000.00	
STUDENT SERVICES BUILDING				STUDENT SERVICES BUILDING			
TECHNOLOGY				TECHNOLOGY			
DW One to One Student Technology Initiative	\$307,000.00	\$307,000.00	01.005.630.000.302.466	DW One to One Student Technology Initiative	\$307,000.00	\$307,000.00	
Classroom Hardware	\$67,000.00	\$33,500.00	01.005.630.000.302.555	Classroom Hardware	\$67,000.00	\$33,500.00	
Copiers-move to operational lease	\$20,000.00	\$20,000.00	01.005.108.705.302.370	Copiers-move to operational lease	\$20,000.00	\$25,000.00	
Infrastructure	\$35,000.00	\$35,000.00		Infrastructure	\$35,000.00	\$35,000.00	
Staff Devices	\$117,000.00	\$58,500.00	01.005.630.000.302.465	Staff Devices	\$117,000.00	\$58,500.00	
(there may be movement among the technology categories based on priority)				(there may be movement among the technology categories based on priority)			
(student technology would be first priority)				(student technology would be first priority)			
OTHER				OTHER			
Furniture, Fixtures, and Equipment	\$150,000.00	\$151,500.00	01.005.110.700.302.530	Furniture, Fixtures, and Equipment	\$150,000.00	\$150,000.00	
Districtwide Emergency	\$15,000.00	\$15,000.00	01.005.810.803.302.530	Districtwide Emergency	\$15,000.00	\$0.00	
Total	\$777,000.00	\$700,000.00		Total	\$771,000.00	\$694,000.00	
Variance		-\$6,845.45		Variance		-\$109,000.00	

CAPITAL ANALYSIS OF PLANNED SPEND DOWN	
2019 Capital Fund Balance	\$2,147,067.00
Estimate of Total Capital	\$785,000.00
Reduction from Capital for Alt Facility Bond	-\$200,000.00
Estimate of Total Available	\$585,000.00
Planned Spend Down per year until bond is paid off	\$200,000.00
6 Years	\$1,200,000.00
Total Fund Balance Available	\$2,147,067.00
Planned Spend Down	\$1,200,000.00
Estimated Total Fund Balance Available end of 2024	\$947,067.00

2020 UNASSIGNED BUDGET ANALYSIS	
2019 Unassigned Revenue	\$33,733,165.00
2020 Estimated Increase	\$400,000.00
TOTAL Estimated Revenue	\$34,133,165.00
2019 Unassigned Expenses	\$34,384,752.00
2020 Estimated Expense Increases	\$1,450,000.00
Total Estimated Expenses	\$35,834,752.00
VARIANCE	-\$1,701,587.00
REVENUE CHANGES	
State Increase	
Special Education	
Enrollment	
Compensatory	
County	
EXPENSE CHANGES	
Salary Increase Estimated	
Technology & T&Ling	
Insurances	
Severance Changes	
Transportation	
Special Education	
Building & Grounds	
Building Allocations	
Other	

2019 ESTIMATED FUND BALANCE

	2018 Actual Fund Balance	2019 Estimated Revenues	2019 Estimated Expense	2019 Estimated Fund Balance	2018 Estimated Variance
UNASSIGNED	\$5,538,832.00	\$33,733,165.00	\$34,384,752.00	\$4,887,245.00	-\$651,587.00
TOTAL FUND BALANCE	\$10,919,778.00	\$37,228,338.00	\$38,241,006.00	\$9,907,110.00	-\$1,012,668.00
Unassigned Fund Balance History					
2013 Actual UA Fund Balance	\$4,730,680.97				
2014 Actual UA Fund Balance	\$4,448,158.41				
2015 Actual UA Fund Balance	\$4,519,239.07				
2016 Actual UA Fund Balance	\$4,995,328.00				
2017 Actual UA Fund Balance	\$5,114,331.00				
2018 Actual UA Fund Balance	\$5,538,832.00				
Total Fund Balance History					
2013 Actual Total Fund Balance	\$14,020,156.14				
2014 Actual Total Fund Balance	\$12,508,726.79				
2015 Actual Total Fund Balance	\$12,551,274.92				
2016 Actual Total Fund Balance	\$11,138,730.00				
2017 Actual Total Fund Balance	\$10,477,930.00				
2018 Actual Total Fund Balance	\$10,919,778.00				

2020 ESTIMATED FUND BALANCE

2020A1					
Without Additions Requested	2019 Estimated Fund Balance	2020 Estimated Revenues	2020 Estimated Expense	2020 Estimated Fund Balance	Estimated Variance
UNASSIGNED	\$4,887,245.00	\$34,133,165.00	\$35,834,752.00	\$3,185,658.00	-\$1,701,587.00
2020A2					
Requested Additions	Add'l				
UNASSIGNED	\$4,887,245.00	\$34,133,165.00	\$35,834,752.00	\$3,185,658.00	-\$1,701,587.00

2020A1

A		B		C		D	
100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 98% of Expenditures Expended		99% of Revenues Received & 99% of Expenditures Expended		100.5% of Revenues Received & 101% of Expenditures Expended	
2018 Actual Fund Balance	\$5,538,832.00	2018 Actual Fund Balance	\$5,538,832.00	2018 Actual Fund Balance	\$5,538,832.00	2018 Actual Fund Balance	\$5,538,832.00
2019 Estimated Revenues	\$33,733,165.00	2019 Estimated Revenues	\$33,733,165.00	2019 Estimated Revenues	\$33,395,833.35	2019 Estimated Revenues	\$33,901,830.83
2019 Estimated Expenses	\$34,384,752.00	2019 Estimated Expenses	\$33,697,056.96	2019 Estimated Expenses	\$34,040,904.48	2019 Estimated Expenses	\$34,728,599.52
2019 Estimated Fund Balance	\$4,887,245.00	2019 Estimated Fund Balance	\$5,574,940.04	2019 Estimated Fund Balance	\$4,893,760.87	2020 Estimated Fund Balance	\$4,712,063.30
100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended		100% of Revenues Received & 100% of Expenditures Expended	
2020 Estimated Revenues & Expenses		2020 Estimated Revenues & Expenses		2020 Estimated Revenues & Expenses		2020 Estimated Revenues & Expenses	
2019 Estimated Fund Balance	\$4,887,245.00	2019 Estimated Fund Balance	\$5,574,940.04	2019 Estimated Fund Balance	\$4,893,760.87	2019 Estimated Fund Balance	\$4,712,063.30
2020 Estimated Revenues	\$34,133,165.00	2020 Estimated Revenues	\$34,133,165.00	2020 Estimated Revenues	\$34,133,165.00	2020 Estimated Revenues	\$34,133,165.00
2020 Estimated Expenses	\$35,834,752.00	2020 Estimated Expenses	\$35,834,752.00	2020 Estimated Expenses	\$35,834,752.00	2020 Estimated Expenses	\$35,834,752.00
2019 Estimated Fund Balance	\$3,185,658.00	2020 Estimated Fund Balance	\$3,873,353.04	2020 Estimated Fund Balance	\$3,192,173.87	2020 Estimated Fund Balance	\$3,010,476.30
	-\$1,701,587.00		-\$1,701,587.00		-\$1,701,587.00		-\$1,701,587.00
10% of unassigned Expenditures	\$3,500,000.00	10% of unassigned Expenditures	\$3,500,000.00	10% of unassigned Expenditures	\$3,500,000.00	10% of unassigned Expenditures	\$3,500,000.00
Est. Fund Balance Above 10%	-\$314,342.00	Est. Fund Balance Above 10%	\$373,353.04	Est. Fund Balance Above 10%	-\$307,826.13	Est. Fund Balance Above 10%	-\$489,523.70
Adjustments to maintain 10% in Unassigned	\$300,000.00	Adjustments to maintain 10% in Unassigned	\$0.00	Adjustments to maintain 10% in Unassigned	\$310,000.00	Adjustments to maintain 10% in Unassigned	\$500,000.00
		100% of Revenues Received & 98% of Expenditures Expended		99% of Revenues Received & 99% of Expenditures Expended		100.5% of Revenues Received & 101% of Expenditures Expended	
		2019 Estimated Fund Balance	\$5,574,940.04	2019 Estimated Fund Balance	\$4,893,760.87	2019 Estimated Fund Balance	\$4,712,063.30
		2020 Estimated Revenues	\$34,133,165.00	2020 Estimated Revenues	\$33,791,833.35	2020 Estimated Revenues	\$34,303,830.83
		2020 Estimated Expenses	\$35,118,056.96	2020 Estimated Expenses	\$35,476,404.48	2020 Estimated Expenses	\$36,193,099.52
		2020 Estimated Fund Balance	\$4,590,048.08	2020 Estimated Fund Balance	\$3,209,189.74	2020 Projected Fund Balance	\$2,822,794.61
			-\$984,891.96		-\$1,684,571.13		-\$1,889,268.70
		10% of unassigned Expenditures	\$3,500,000.00	10% of unassigned Expenditures	\$3,500,000.00	10% of unassigned Expenditures	\$3,500,000.00
		Est. Fund Balance Above 10%	\$1,090,048.08	Est. Fund Balance Above 10%	-\$290,810.26	Est. Fund Balance Above 10%	-\$677,205.39
		Adjustments to maintain 10% in Unassigned	\$0.00	Adjustments to maintain 10% in Unassigned	\$300,000.00	Adjustments to maintain 10% in Unassigned	\$680,000.00

2019-2020 ADJUSTMENT BUDGET PLANNING

Option 1		Option 2		Option 3	
\$100,425.00	Retirees not Replaced (1)	\$0.00	Retirees not Replaced (0)	\$100,425.00	Retirees not Replaced (1)
\$25,612.00	Replace Retirees (3)	\$53,579.00	Retirees Replaced (4)	\$25,612.00	Replace Retirees (3)
\$48,692.00	Replace Long Term Leaves (2)	\$48,692.00	Replace Long Term Leaves (2)	\$28,490.00	Replace Long Term Leaves (1)
\$80,000.00	Staff Development Chargeback if needed	\$80,000.00	Staff Development Chargeback if needed	\$92,660.00	Long Term Leave not Replaced (1)
\$35,000.00	Assigned Fund Balance Shift from Technology if needed	\$35,000.00	Assigned Fund Balance Shift from Technology if needed	\$80,000.00	Staff Development Chargeback if needed
\$44,000.00	Reduce 1 Bus Route	\$44,000.00	Reduce 1 Bus Route	\$35,000.00	Assigned Fund Balance Shift from Technology if needed
\$33,662.00	Plan for Custodial Charge in CE	\$33,662.00	Plan for Custodial Charge in CE	\$44,000.00	Reduce 1 Bus Route
\$100,000.00	Payment back from Rum River	\$100,000.00	Payment back from Rum River	\$33,662.00	Plan for Custodial Charge in CE
\$225,000.00	Other Reduction (0)	\$300,000.00	Other Reductions (?)	\$100,000.00	Payment back from Rum River
				\$160,000.00	Other Reductions (?)
\$692,391.00	Total	\$694,933.00	Total	\$699,849.00	Total

					DISTRICT AVERAGE CLASS SIZE NUMBERS			
Grade/Dept.	Sect.	Hi	Low	Ave. Size	Spanish Ims	Total Students	Avg Class	Extra Help
12/13/2018								
Kindergarten	10	19	18	18.4	24,25	233	19.4	
First Grade	10	22	21	21.9	21,21	261	21.75	
Second Grade	9	22	19	21.1	19,19	228	20.72	
Third Grade	9	22	21	21.3	18,18	230	20.91	
Fourth Grade	10	27	23	25.8		258	25.8	Spell
Fifth Grade	9	28	27	27.8		250	27.78	Sci
Ave. Class Size K-5					Range 18-28			
MIDDLE SCHOOL	Sect.	Hi	Low	Ave. Size	Board Approved Class Size Ranges			
Grade Six (278)					Kindergarten 19-21			
English	10	31	25	27.6	First Grade 20-23			
Math	8	29	25	27.5	2nd and 3rd 22-25			
Pre-Alg	2	27	26	26.5	4th and 5th 24-27			
Social Studies	10	30	26	27.8	6th -8th 25-30			
Science	10	30	25	27.8	9th -12th 25-30			
PE	6	49	42	45.5				
STEAM 6	10	29	26	27.9				
Band	1	56	56	56				
Choir	1	46	46	46				
Choir MF	2	83	41	62				
Art	10	29	26	27.9				
Tech	20	29	26	27.8				
Grade Seven (265)								
English	10	28	21	26.4				
Pre-Alg	8	29	22	25.5				
Alg	2	30	28	29				
Social Studies	10	28	24	26.4				
Science	10	28	23	26.5				
PE	6	48	37	44				
STEAM 7	10	29	23	26.2				
World Lang	10	29	24	26				
Health	10	29	23	26.2				
Band	1	71	71	71				
Choir	1	73	73	73				
Choir MW	1	39	39	39				
Art	10	29	23	26.2				
Grade Eight (253)								
Science	10	27	23	25.3				
Social Studies	10	27	24	25.3				
English	10	29	22	25.2				
Algebra 8	8	27	23	24.5				

Int Alg	2	28	26	27			
PE	6	50	36	42			
STEAM 8	10	28	24	25			
World Lang	10	28	24	24.9			
Health	10	28	24	25			
Band	1	72	72	72			
Choir	1	47	47	47			
Choir MW	1	21	21	21			
Music Lab	4	25	19	22.75			
Ave Class Size 6-8					21-31		
HIGH SCHOOL	Sect.	Hi	Low	Avg Size	Registered		
Ag. Ed							
Weld I/Weld II	6	24	22	23	138		
Construct	2	24	16	20	40		
Electrical	2	28	26	27	54		
Game Animals	2	26	21	23.5	47		
Companion anim	1	29	29	29	29		
Animal Sci	3	29	13	20	60		
Woods I	5	30	20	26.2	131		
Woods II	4	26	19	22	88		
Woods III	1	23	23	23	23		
Small Engines	4	29	18	23.75	95		
Tech & Engine	3	29	28	28.67	86		
Art							
Photo I	3	30	24	26.67	80		
Basic Art	4	30	28	28.5	114		
Draw I	3	28	27	27.67	83		
Pottery	5	27	24	25.4	127		
Water Paint	2	27	26	26.5	53		
Business							
Exploring Business	1	26	26	26	26		
Intro to Marketing	1	32	32	32	32		
Personal Finance	2	32	24	28	56		
English							
	9	6	34	30	31.17	187	
ACC 9	2	31	29	30	60		
	10	7	30	26	28.57	200	
ACC 10	2	29	24	26.5	53		
	11	7	32	25	28.29	198	
AP Lit	1	24	24	24	24		
	12	6	30	20	27.67	166	
College Eng	2	20	18	19	38		

FACS						
Baking	6	32	21	28.33	170	
Child Develop	2	27	23	25	50	
Meals	5	29	21	24.4	122	
Int Design	2	28	23	25.5	51	
Math						
Int Alg	6	32	29	30	180	
Geo	9	32	25	28.56	257	
Adv Alg	8	30	20	26.25	210	
AP Calc	2	28	18	23	46	
Math Analysis	5	27	23	25.8	129	
Music						
Concert Band	1	56	56	56	56	
Varsity Band	1	57	57	57	57	
Symph Winds	1	54	54	54	54	
Audacia	1	69	69	69	69	
Mixed Choir	1	69	69	69	69	
Concert Choir	1	63	63	63	63	
PE/Health						
PE 9	8	36	25	30	240	
Health 10/11	8	35	24	30.38	243	
Health Care Ex	1	27	27	27	27	
Raquet Sports	2	35	30	32.5	65	
Rec Games	6	37	35	35.33	212	
Science						
Physical	5	33	31	32.2	162	
ACC Physical	3	30	26	28	84	
Bio	9	32	22	28.67	258	
College Bio	1	29	29	29	29	
Applied Chem	7	30	18	25.86	181	
Anatomy	2	28	27	27.5	55	
Astronomy	3	29	23	26.67	80	
College Chem	3	27	19	23.67	71	
AP Physics	1	26	26	26	26	
Forensics	4	31	23	28	112	
Social Studies						
World Studies	9	32	19	27.44	247	
US History	7	33	29	31.14	218	
AP US History	1	27	27	27	27	
Geography	6	28	24	26.83	161	
Am Government	5	34	27	30.6	153	
College Am Gov	1	25	25	25	25	

AP Human Geo	2	33	26	29.5	59		
Psychology	2	30	26	28	56		
Econ	5	35	31	32	160		
AP Micro Econ	2	23	16	19.5	39		
Study Hall	6	45	18	27	162		
College and Career	7	35	22	31.14	218		
World Language							
Spanish I	7	33	25	29.43	206		
Spanish II	5	32	22	26.4	132		
Spanish III	2	33	28	30.5	61		
Spanish IV	2	30	22	26	52		
German III/IV	1	24	24	24	24		
Online	18	41	26	36	648		
Grade 9					249		
Grade 10					275		
Grade 11					269		
Grade 12					305		
					1098		



PRINCETON

PUBLIC SCHOOLS



WHEREAS, the financial condition of the School District may require the School Board to reduce expenditures for the 2019-2020 school year; and

WHEREAS, the District anticipates annual changes and/or reductions in student enrollment for the 2019-20 school year; and

WHEREAS, a reduction in expenditures and/or decreases in student enrollment may require that teachers be non renewed or placed on unrequested leave of absence without pay or fringe benefits as a result of the discontinuance of programs or positions;

BE IT RESOLVED, by the School Board of Princeton School District 0477, as follows: That the School Board hereby directs the Superintendent of Schools and Administration to consider the discontinuance of programs or positions as required to reduce expenditures and/or as a result of a reduction in enrollment, and to make recommendations to the School Board for the discontinuance of positions at a subsequent meeting of the School Board.

Core Values



2019-2021 MILK BID

DEANS				KEMPS				HASTINGS			
85,000	1/2 Pint Low Fat White	\$0.1830	\$15,555.00	85,000	1/2 Pint Low Fat White	\$0.243	\$20,655.00	85,000	1/2 Pint Low Fat White	\$0.201	\$17,085.00
55,000	1/2 Pint Skim White	\$0.1770	\$9,735.00	55,000	1/2 Pint Skim White	\$0.235	\$12,925.00	55,000	1/2 Pint Skim White	\$0.169	\$9,295.00
375,000	1/2 Pint Skim Chocolate	\$0.1800	\$67,500.00	375,000	1/2 Pint Skim Chocolate	\$0.244	\$91,500.00	375,000	1/2 Pint Skim Chocolate	\$0.230	\$86,250.00
	1 1/2 Pint Lactose Reduced	\$0.650	\$0.65		1 1/2 Pint Lactose Reducer	\$0.689	\$0.69		1 1/2 Pint Lactose Reducer	\$0.600	\$0.60
TOTAL			\$92,790.65	TOTAL			\$125,080.69	TOTAL			\$112,630.60
Does not meet sugar level of chocolate											

Member _____ introduced the following Resolution and moved its adoption:

RESOLUTION NON-RENEWING A PROBATIONARY TEACHER

WHEREAS, Minnesota Statutes section 122A.40, subdivision 5, states that the first three consecutive years of a teacher's first teaching experience in Minnesota in a single district is deemed to be probationary period of employment, and that the probationary period in each district in which the teacher is thereafter employed shall be one year:

WHEREAS, Minnesota Statutes section 122A.40, subdivision 5, further states that any annual contract with a probationary teacher may or may not be renewed as the school board shall see fit, provided that the board gives the teacher written notice of the non-renewal before July 1: and

WHEREAS, the following teachers are in a probationary period of employment with Independent School District No. 477: Emily Fitzsimmons, Anna Jenrich, Carlee Stenslie and Eric Wogen.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 477 as follows:

1. Pursuant to Minnesota Statutes section 122A.40, subdivision 5, the School Board hereby declines to renew the annual teaching contract of the following probationary teacher(s) effective at the end of this school year: Emily Fitzsimmons, Anna Jenrich, Carlee Stenslie and Eric Wogen.

As a result of this action, the District's employment relationship with the named teacher(s) will terminate effective June 30, 2019.

2. The School Board has reviewed and hereby approves the written notice of nonrenewal for the affected teacher(s). The notice to the affected teachers states the reasons for the non-renewal. The School Board Chair is directed to sign the written notice(s) on behalf of the School Board. The reasons for non-renewal are classified as private personnel data under the Minnesota Government Data Practices Act, unless the non-renewal represents the final disposition of disciplinary action.

3. The Superintendent, or a designee, is directed to serve the affected teacher(s) with a copy of this Resolution and the approved written notice for that teacher before July 1. If possible, the notice(s) should be hand delivered.

The motion for the adoption of this Resolution was duly seconded by Member _____ and upon vote being taken, the following voted in favor of this Resolution:

And the following voted against this Resolution:

Based upon the vote, this Resolution was declared duly passed and adopted.